

South Carolina Department of Social Services
Office of Child Care Licensing
INSPECTION VISIT FORM FOR FAMILY CHILD CARE HOMES

Operator Name: _____
Permit #: _____

Address: _____

Hours of Operation: _____

Telephone #: _____ Any changes in contact info (Phone/Email/Fax)? Yes No

Change in location? Yes No 114-531F(8)

Maximum number of children: _____

Number of infants: _____

Items posted in public view: Permit 114-531F(5) Menu Suggested Standards IID(1)(c)

ABC Quality Yes No **Does the operator transport** Yes No **Overnight Care** Yes No

Date of Inspection: _____
Time of Inspection: _____
Registered FCCH <input type="checkbox"/> Licensed FCCH <input type="checkbox"/>
Type of Inspection: <input type="checkbox"/> Annual <input type="checkbox"/> Complaint
<input type="checkbox"/> Follow Up Original Inspection date / /
Reason for Follow up:
<input type="checkbox"/> Pending deficiencies
<input type="checkbox"/> Self-reported incident

114-532 MANAGEMENT, ADMINISTRATION &

114-533 SUPERVISION

STAFFING

	C	N	N/A		C	N	N/A
At least 1 person with CPR & 1 st Aid on the premises A(5) *Required for Licensed FCCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate supervision throughout facility A(1-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting Child Abuse & Neglect B(1-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate Naptime Supervision B(1-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of Incidents C(1)(a-i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of children in home at time of visit # C(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Access and Communication D(1-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 or more in attendance younger than 12 months (additional caregiver required) C(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liability Insurance verified or statement on file signed by parent D(6)(a-c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance daily on file D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administering Medication, stored properly, and labeled. Signed and dated parental consent. E(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily Schedule E(1-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunization(s) present in child's record F(3)(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overnight care F(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Household members files are in compliance G(1)(a-h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discipline G(1-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training hours up-to-date H(1-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any serious injuries requiring medical attention? C(1)d	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any fatalities? C(1)a	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

114-534 HEALTH, SANITATION & SAFETY

	C	N	N/A		C	N	N/A
No smoking/consumption of alcoholic beverages or illegal substances A2(a-d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Preparedness Plan F(1-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Health: Proper handwashing practices were observed and no communicable diseases B(2-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Medical Plan G(1-2) (Policy23) First aid supplies available. Other environmental allergies (Policy 23) 63-13-840 (A)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and sanitary conditions maintained indoors and outdoors C(1-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilet/Sink available I(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable cups shall be stored to prevent contamination prior to use D(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Potty Chairs in bathroom only. Contents disposed in toilet; chairs adapters sanitized with bleach water after each use I(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature indoors and outdoors E(1)&(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soap/Disposable towels provided I(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soiled diapers in a plastic lined cover leak-proof container emptied and cleaned daily H(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toothbrush stored properly I(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diapering: hand washing for children H(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

114-535 PHYSICAL SITE

	C	N	N/A		C	N	N/A
Ceiling, floors, windows, doors free from hazards A(1)(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor space free from hazards and litter C(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation and Lighting sufficient A(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Space children (stairs protected) (crawl and explore) A(1)(c)(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fence or barrier, identification of and protection from hazards, bodies of water, and vehicular traffic C(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets are securely covered A(1)(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming pool inaccessible C(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture, toys & equipment are clean and in good repair A(2)(a-e) No play pens or Pack N Plays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play equipment in good repair free from hazards C(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthy pets/animals (Vaccination record up to date) A(3)(a-c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-infant sleeping and resting B(1-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Barriers around heating and cooling sources D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, hazardous and materials are labeled and stored in locked area out of children's reach. Bio-contaminants are disposed of properly D(3) (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Knives, lighters, matches, tobacco products inaccessible D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Firearms/weapons and ammunition not stored in rooms with children D(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

114-536 FOOD

	C	N	N/A		C	N	N/A
Meals & snacks in compliance with USDA A(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean Wholesome unspoiled food A(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutritious meals and snacks provided every 4 hours A(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Milk or Substitution offered at least once a day A(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overnight dinner and evening snack provided A(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water accessible to children thru day A(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention and response to food allergies/dietary alternatives (Policy 23) 63-13-840(A)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerators have thermometers, temp under 40 degrees B(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper handwashing practices were observed and no communicable diseases C(1)(a-b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Round firm foods not offered to children under 4 years (ex: grapes and hot dogs must be cut properly) C(2)(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning and storage of food equipment D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

114-537 INFANT CARE

	C	N	N/A
Infants are placed on backs to sleep A(1) in an approved crib A(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crib meets federal standards (reviewed certificate) A(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual sanitary cribs shall be provided A(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crib cleaned and placed properly A(4)&(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infant sleep (prevention of sudden infant death syndrome and use of safe sleeping practices) (Visual check every 15 min) A(7);Policy 4C;63-13-840(A)1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No other items/materials in the crib A(8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crib mobiles not allowed for infants who can sit A(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No bottles propped or given in cribs or mats B(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No bottles while sleeping B(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crockpots, bottle warmers are inaccessible to children no microwaving of beverages / tested before serving B3(a)&(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bottles and baby food shall be labeled and dated B(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeding chairs are cleaned, sanitized, and maintained in good repair C(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constantly supervised in feeding chairs and not remain for long periods of time C(2)&(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment policy adhered to Policy 4C; 63-13-840(A)1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Precautions In Transporting Children 114-532; FCCH Policy

	C	N	N/A
Written consent from parents prior to transportation. F(3)(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A plan if the child(ren) are to be picked up and dropped off from home. The plan should include times, who will be there with the child(ren) when picked up and who can receive the child(ren) at drop-off. Include the procedure as to what will happen if no one is there to receive the child or the person there is not recognized by the provider. Policy 24; 63-13-840(A)1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Smoke Detectors Yes No

Fire Extinguishers? If not, TA provided Yes No

Suggested Standards are mandated requirements for Family Child Care Home operators who elect to be licensed*

Supervision: Care provided to an individual child or group of children. Adequate supervision requires awareness of and responsibility for the ongoing activity of each child, knowledge of activity requirements and children's needs and accountability for their care. Adequate supervision also requires the operator and/or staff being near and having ready access to children in order to intervene when needed.

C-Compliant with Regulations N- Noncompliant with Regulations N/A- Not Applicable

Violations noted at time of visit. Yes No

Any violations corrected on site Yes No

DSS Form 2910 needed Yes No

Signature of Operator/Designee: _____ Date: _____ Refused to sign

Signature of Child Care Licensing Specialist: _____ Date: _____