

## Child Care Center Annual Evaluation

Name of Center:

Provider No.

Address:

County:

Director's Name:

On-Site Supervisor(s):

Phone Number:

E-Mail:

Pre-inspection Date:

Permission to Open Date:

Annual inspection Visit Date:

Licensing Period:

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### Fire Inspection:

Date inspected:

Comments:

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### License Type:

- ☐ Full  
☐ Provisional-

### Quality initiative:

- ☐ IQ4K  
☐ Accreditation

### Program Duration:

- ☐ Year-Round  
☐ School Year  
☐ Summer Only

### Program Population Served:

- ☐ Infant (0-<24 mos)  
☐ Toddler  
☐ Preschool  
☐ School age  
☐ All ages

License Capacity	Infants	2 Years	Preschool	School-Aged	Capacity
General					
Summer					

## 1. Basic Overview

- When did the CC program open and what are the qualifications of the director/provider.
- Quality of the program-education-certifications-
  - IQ4K/CCMS/WAGES/TEACH/CCNC/CCR&R

### Point of emphasis: document in either 2 or 3

- Observed activities
- Observed staff/child interactions
- Hazards / lack of hazards
- Cleanliness
- Nutrition: what is being served, menus, amenities, eating environments
- Health/safety: diaper changing, hand washing, medications
- Safe Sleep  
Playground

## 2. Identify observed strengths of the program

- How were caregivers interacting with children
- What activities did you observe
- Cameras
- Staff meetings?

## 3. Identify the aspects that fall below the standard

- What conversations did you have with the provider regarding these areas
- Was the provider receptive to the conversation
- Will there be follow needed-ex. send pictures within time that you can document in report
- Add code citation-any citation should have a code reference and explanation

All citations require a code reference and a common language explanation

If citations were corrected immediately, please indicate so. If there are specific plans of resolution you may also indicate this after the citation.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance -this should be completed if an addendum will be completed

- What steps have been taken to remedy the concern
- Describe expectations, due dates and form of response (CAP, safety plan, e-mail, photos, etc)
- Provide an assessment of the provider/director motivation to comply
- Progress of all corrective action plans, provisional license, and safety plans should result in an addendum or administrative change to report

5. Special notes/recommendations

- Are for improved practices -not to the level of a violation but areas for improvement
- Consider noting your assessment of trends and factors contributing to success or shortcoming (training, tenure, other barriers)
- Referral for community services should also be noted here

HHS Licensing Consultant:    Date: Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at .

Sincerely,