LICENSING CHECKLIST - FAMILY CHILD CARE

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
CHILDREN AND FAMILY SERVICES-ECS
SFN 1422 (Rev. 5-2021)

VISIT INFORMATION

Purpose of Visit	Date of Visit	Time Visit Began	Time Visit Ended
☐ Initial ☒ Annual Review ☐ Renewal	09/01/2022	8:55 a.m	9:53 a.m.

Completion Date of New Provider Orientation (for new licenses only)

PROVIDER INFORMATION

License Number	License Expiration Date	Maximum Number of Children	Ages of Children
08-87-5323-F	09/25/2023	9	0-12

Full Legal Name of Program

Full Legal Name of Owner/Operator	Program's Telephone Number
Sarah Feist	(701) 400-7380

Physical Address	City	State	ZIP Code
1616 Portland Drive	Bismarck	ND	58504
Mailing Address (if different)	City	State	ZIP Code

LICENSE APPLICATION / DISPLAY

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Licensing Fee Submitted with Application ☐ One Year Application ☐ Two Year Application		☐	☐	☒
License displayed	75-03-08-04(2)	☒	☐	☐
License denied/revoked in the last 12 months		☐	☒	☐

Observations
This worker had made an appointment with Ms. Feist for August 17. When I arrived there was no one at home. I called Ms. Feist while I was at her house. There was no answer. I later spoke with Ms. Feist. She doesn't provide childcare in the summer except for an occasional drop in and forgot she had to work her summer job on that date. Visit was rescheduled for September 1, 2022.
This licensing visit is for the annual requirements for Ms. Feist's license which has an expiration date of September 25, 2023.

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

DUTIES OF PROVIDER

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Certified completion of CPR/First Aid/AED.	75-03-08-08.1(1)(a-b)	☒	☐	
Provider has an adult present at all times to supervise staff under age 18 and children in care.	75-03-08-08.1(2)	☒	☐	
Provides an environment which is free from harm and danger to a child's physical and emotional health.	75-03-08-08.1(3)	☒	☐	
Report to county director or designee within 24 hours: A death/serious accident/ illness requiring medical treatment or other situation specified in this section.	75-03-08-08.1(4)(a-e)	☒	☐	
Provider is present at least 60% of the time.	75-03-08-08.1(5)	☒	☐	
Report suspected child abuse/neglect as required by North Dakota Century Code 50-25.1-03.	75-03-08-08.1(6)	☒	☐	
Provider is of good physical, cognitive, social, and emotional health and uses mature judgment.	75-03-08-08.1(9)	☒	☐	
Provider ensures safe care for children under supervision.	75-03-08-08.1(10)	☒	☐	

Ensure that each child is released only to the child's parent, legal custodian or guardian or an individual who has been authorized by the child's parent, legal custodian or guardian.	75-03-08-08.1(11)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

STAFFING REQUIREMENTS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Meets staffing by the number of children physically in care at the child care home at a given time. ***(Refer to Adult to Child Ratio Workshe***et)	75-03-08-09(1)	☒	☐	
Provides care for no more than a total of 4 children (with the exception of 2 school age children) if all are under age 24 months or provides care for no more than 9 children of which 2 must be school age, and no more than 3 children may be under the age of 24 months. ***(Refer to Child Care Worksheet)***	NDCC 50-11.1-02(7)	☒	☐	
Child's developmental age used in determining number of children that can be in care at any given time when child has special needs.	75-03-08-09(2)	☒	☐	☐
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

MINIMUM QUALIFICATIONS OF PROVIDER

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Provider is at least 18 years of age.	75-03-08-10(1)	☒	☐	
Completed basic child care course during first three months of licensure.	75-03-08-10(2)	☒	☐	
Certified 9 hours of department-approved training annually. At least three years has passed since the last completion date of that training course.	75-03-08-10(3)	☒	☐	
Certified annual completion of 1 hour of sudden infant death prevention if care is provided to infants.	75-03-08-10(4)	☐	☐	☒
Has completed required criminal background checks.	75-03-08-27, 75-03-08-28 NDCC 50-11.1-04	☒	☐	
Observations No infants enrolled at this time				
Deficiencies to be Corrected and Plan of Correction				

Reinspection Notes

MINIMUM QUALIFICATIONS FOR ALL STAFF MEMBERS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Any staff member between 14 and 16 years of age has written parental permission, provider is in compliance with NDCC 34-07.	75-03-08-12(1)	☐	☐	☒
Has immediate family member age 12 or older as caregiver.	75-03-08-12(1)	☐	☒	
Staff member is of good physical, cognitive, social and emotional health and uses mature judgment.	75-03-08-12(2)	☐	☐	☒
Completed basic child care course during the first three months of employment.	75-03-08-12(3)	☐	☐	☒
Staff members have certified completion of CPR/First Aid/AED.	75-03-08-12(4)(5)	☐	☐	☒
Certified annual completion of 1 hour of sudden infant death prevention prior if care to infants.	75-03-08-12(6)	☐	☐	☒
Staff members receive orientation first week of employment.	75-03-08-12(7)	☐	☐	☒
Volunteers providing care meet qualifications of staff member and receive orientation.	75-03-08-12.1	☐	☐	☒
Have completed required criminal background checks.	75-03-08-27, 75-03-08-28 NDCC 50-11.1-04	☐	☐	☒

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

MINIMUM REQUIREMENTS FOR FACILITY

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Provides 35 square feet per child of indoor space. Number of Children Square Footage Allows For 9	75-03-08-14(1)	☒	☐	
Floor plan with square footage/fire escape plan in licensing file?		☒	☐	
Provides minimum of 75 square feet per child of outdoor space or provides 75 square feet per child of indoor recreation space.	75-03-08-14(1)	☒	☐	
Map of outdoor space with square footage in licensing file?		☒	☐	☐
Home cleaned and maintained in sanitary condition.	75-03-08-14(2)	☒	☐	
Rubbish and garbage regularly removed.	75-03-08-14(2)	☒	☐	
Adequate heating, ventilation, humidity, and lighting.	75-03-08-14(3)	☒	☐	
One working smoke detector located in each sleeping area used by children.	75-03-08-14(4)	☒	☐	
One fire extinguisher and one working smoke detector per level of home.	75-03-08-14(4)	☒	☐	
Railings or safety gates where necessary to prevent falls.	75-03-08-14(5)	☒	☐	☐
Drinking water from approved source tested and approved by the state Department of Environmental Quality.	75-03-08-14(6)	☒	☐	
Water quality report provided to Licensing Specialist		☐	☐	☒

Each child has comfortable place to sleep individual blanket, floor carpeted or padded, warm, free of draft.	75-03-08-14(7)	☒	☐	
Contained play area if near busy street or unsafe area.	75-03-08-14(8)	☒	☐	
Potential hazards inaccessible to children (chemicals, electrical outlets, medicines, sharp knives, etc.)	75-03-08-14(9)	☒	☐	
Guns are kept in locked storage, separate from ammunition, or trigger lock use-separate from ammunition.	75-03-08-14(9)	☐	☐	☒
Indoor and outdoor equipment, toys and supplies are safe and in good repair, cleaned, and sanitized routinely.	75-03-08-14(10)	☒	☐	
Exit doorways and pathways are usable, free from blockage.	75-03-08-14(11)	☒	☐	
Home has working telephone in location used for child care, emergency numbers of parents and first responders are posted.	75-03-08-14(12)	☒	☐	
Indoor bathroom, with a minimum of one sink and one flush toilet.	75-03-08-14(13)	☒	☐	
Home/facility has hot/cold running water.	75-03-08-14(14)	☒	☐	
The water in the faucet used by children may not exceed 120 degrees Fahrenheit	75-03-08-14(14)	☒	☐	
Tested Temperature Hot water valve is shut off under the sink the children use.				
Annual fire inspection completed, with all necessary corrections made.	75-03-08-14(15)	☒	☐	
Date of Last Fire Inspection (provide a copy to the Licensing Specialist)				
Steps and walkways are free from water, ice, snow, or debris.	75-03-08-14(16)	☒	☐	
Combustible materials are kept away from light bulbs and other heat sources.	75-03-08-14(17)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

TRANSPORTATION

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Is transportation provided?		☒	☐	
Provider has a written transportation policy/who will provide/how parental permission is obtained, inform parent of insurance coverage.	75-03-08-15(1)	☒	☐	☐
Provider ensures all vehicles used to transport children are in safe operating condition and in compliance state/local laws.	75-03-08-15(1)	☒	☐	☐
Children are protected by adequate staff and safety precautions.	75-03-08-15(2)	☒	☐	☐
Children are attended to in a vehicle.	75-03-08-15(2)(B)	☒	☐	☐
Children instructed in safe transportation conduct, appropriate to their age.	75-03-08-15(3)	☒	☐	☐
Driver is 18 years of age or older and complies with all relevant federal, state/local laws, including child restraint system laws.	75-03-08-15(4)	☒	☐	☐
Observations				

Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

EMERGENCY EVACUATION/DISASTER PLAN

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Establish and post emergency disaster plan.	75-03-08-16(1)	☒	☐	
Verify SFN517 Child Care Evacuation Disaster Plan on file is current.		☒	☐	
Emergency procedures are in place, including emergency food, water, first aid supplies and plans for what will be done if parents are unable to pick up their child or child care has to be relocated as a result of emergency.	75-03-08-16(1)(a-c)	☒	☐	
Fire and emergency evacuation drills performed monthly.	75-03-08-16(2)	☒	☐	
Observations				
Reinspection Notes				
Deficiencies to be Corrected and Plan of Correction				

ADMISSIONS PROCEDURES

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Provider requests preadmission visit with child/parent.	75-03-08-19(1)	☒	☐	
Provider informs parents about the child care program, places and times of special activities outside the family child care, policies, and emergency procedures, and shall discuss information concerning the child to identify and accommodate the child's needs. ***(Provide a copy of written policies/procedures to the Licensing Specialist)***	75-03-08-19(2)(a-g)	☒	☐	
Provider notifies parents of payment rates/time of payment.	75-03-08-19(3)	☒	☐	
Provider provides parents unlimited access and opportunities to observe their children in care.	75-03-08-19(4)	☒	☐	
Provider verifies identity of each child and documents verification.	75-03-08-19(5)	☒	☐	
Observations				
Reinspection Notes				
Deficiencies to be Corrected and Plan of Correction				

PROGRAM

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Daily individual/group activities age appropriate.	75-03-08-20(1)	☒	☐	
Program activities must foster social, intellectual, emotional, and physical growth, developed with parental input.	75-03-08-20(1)	☒	☐	
Written daily routine is made available to parents.	75-03-08-20(1)	☒	☐	
Intervals of stimulation/relaxation/active/quiet/rest time.	75-03-08-20(2)	☒	☐	
Adequate supply of safe play equipment, toys, and materials for indoor/ outdoor activity so that each child may be involved individually or as a group.	75-03-08-20(3)	☒	☐	
Napping areas provide opportunity for undisturbed rest with schedules set according to age and needs.	75-03-08-20(4)	☒	☐	
Programming schedule provided to Licensing Specialist		☒	☐	

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

FOOD AND NUTRITION

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Name of Food Program Heartland Child Nutrition				☐
Food supplied meets USDA standards. Properly prepared, sufficient in amount, nutritious varied diets according to children enrolled, and served at appropriate hours in a safe and sanitary manner.	75-03-08-21(1)	☒	☐	
Children in care for more than 3 hours shall receive a snack or meal.	75-03-08-21(3)	☒	☐	
Children in care after school are served snacks.	75-03-08-21(5)	☒	☐	☐
Information provided by the children's parents regarding special diets, allergies, or other dietary conditions shall be adhered to in the feeding schedule and planning of menus.	75-03-08-21(6)	☒	☐	
Children are encouraged to eat, no coercion or force feeding.	75-03-08-21(8)	☒	☐	
Daily or weekly menus are posted.	75-03-08-21(9)	☒	☐	

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

SANITATION AND SAFETY REQUIREMENTS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Caregivers wash and dry hands as recommended by federal centers of disease control.	75-03-08-21.1(2)	☒	☐	
Hand soap, sanitary hand-drying equipment, individual cloth towels or paper towels available at each sink.	75-03-08-21.1(2)	☒	☐	
Approved first aid kit readily accessible to staff.	75-03-08-21.1(4)	☒	☐	
Caregiver has plans to respond to illness, emergencies including fire, serious injury, and ingestion of poison.	75-03-08-21.1(5)	☒	☐	
Provider has secured and followed proper instruction to administer medication.	75-03-08-21.1(6)	☒	☐	
Medication properly stored/inaccessible to children.	75-03-08-21.1(6)(b)	☒	☐	
Medication stored in refrigerator is stored collectively in a spill proof container.	75-03-08-21.1(6)(c)	☒	☐	
Written record of medication (including over the counter) date/time of each administered dosage. Provider/caregiver include record in child's file.	75-03-08-21.1(6)(d)	☒	☐	
Child with infectious or communicable conditions are excluded until condition is no longer transmitted.	75-03-08-21.1(7)	☒	☐	
Children are released only to parent or individual authorized by parent.	75-03-08-21.1(8)	☒	☐	
Children dressed appropriately for weather conditions.	75-03-08-21.1(9)	☒	☐	
Children are directly supervised when bathing or using a pool.	75-03-08-21.1(10)	☒	☐	
Children are properly supervised when playing outdoors.	75-03-08-21.1(11)	☒	☐	
Children's personal items identified and stored in a sanitary manner.	75-03-08-21.1(12)	☒	☐	
Only cats, dogs, or other approved contained pets are accessible to children. Pets are properly immunized, kitchen/eating area are free of pets. **(Provide a copy to the Licensing Specialist)**	75-03-08-21.1(13)	☒	☐	☐
Wading pool strictly supervised/emptied, cleaned, and sanitized daily.	75-03-08-21.1(14)	☒	☐	☐
Swimming pool approved annually by local health department.	75-03-08-21.1(15)	☐	☐	☒
Written policy on aquatic activity.	75-03-08-21.1(16)(a)	☒	☐	
Written parental permission with disclosure of child's swimming ability.	75-03-08-21.1(16)(b)	☒	☐	☐
Garbage containers are covered or inaccessible to children.	75-03-08-21.1(17)	☒	☐	☐
Smoke-free environment, signage is present.	NDCC 50-11.1-02.2	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

RECORDS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Provider shall keep copy of administrative code on premises of all times.	75-03-08-22(1)	☒	☐	

Operator shall maintain the following records: • Children's full name, birth date, current home address, legal names of the child's parents, and the business and personal telephone numbers where they can be reached • Written emergency care authorization. • Names and telephone numbers of persons authorized to take child. • Immunization record, unless drop-in child or school age. • Current health assessments (completed annually) ***(Refer to Child Care Records Worksheet)***	75-03-08-22(2)(a-e)	☒	☐	
Release of information form available/signed/prior to the release of information.	75-03-08-22(3)(a-c)	☒	☐	
Ensure all records, photos, and information with respect to children receiving childcare services kept confidential, access limited to staff members, parents, authorized agents, etc.	75-03-08-22(3)(a-c)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

DISCIPLINE

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Discipline is constructive or educational in nature, and items 1-10 are reviewed together by provider and licenser.	75-03-08-23(1-10)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

SPECIALIZED TYPES OF CARE

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Environment protects children 0-12 months from physical harm without restricting physical, intellectual, emotional, and social development. Environment and interactions requirements are complied with and reviewed.	75-03-08-24(1)(a) (1-8)	☐	☐	☒
Infant feeding requirements are complied with and reviewed.	75-03-08-24(1)(b) (1-7)	☐	☐	☒
Diapering requirements are complied with and reviewed.	75-03-08-24(1)(c) (1-4)	☐	☐	☒
Sleeping requirements are complied with and reviewed.	75-03-08-24(1)(d) (1-6)	☐	☐	☒
Adequate night care arrangements.	75-03-08-24(2)(a-f)	☐	☐	☒
Observations No infants enrolled at this time.				

Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

CARE FOR CHILDREN WITH SPECIAL NEEDS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Appropriate accommodations, including written care plans available for children with special needs. Staff trained and follow care plans.	75-03-08-25	☒	☐	☐
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

CONVICTION/ABUSE/NEGLECT

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Written policies on employment.	75-03-08-27(4)	☒	☐	
Fingerprint-based background check completed initially and every 5 years.	75-03-08-27(5)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

ADULT TO CHILD RATIO

- Maximum of 4 children under the age of 24 months, plus 2 school age children, including provider's own children.
- Maximum of 7 children of which no more than 3 are under the age of 24 months, plus 2 school age children, including provider's own children.

Name of Staff Present
Sarah Feist

Age Group	Number of Children Present	Number of Children Enrolled
< 24 Months	0	0
24 months - 5 years	4	5
School Age	0	3

In compliance with ratio requirements? ☒ Yes ☐ No
Observations
Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

NAMES OF ADDITIONAL STAFF/VOLUNTEERS PRESENT, NOT PREVIOUSLY LISTED

Name	Position
Name	Position
Name	Position

Add Name/Position

Observations
Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

CHILD CARE RECORDS WORKSHEET

Files of all enrolled children must be reviewed during the on-site visit.

Child's Initials	SFN 845	SFN 847	Immunization Record	Date of Birth* (only if incomplete records are found)	Comments
AJ	☒	☒	☒		
RP	☒	☒	☒		
RP	☒	☒	☒		
TB	☒	☒	☒		
CD	☒	☒	☒		
RP	☒	☒	☒		
OM	☒	☒	☒		
OM	☒	☒	☒		

	☐	☐	☐		

Add Child Files

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

LICENSING REVIEW ACKNOWLEDGEMENT

Signature of Facility Representative	Date
Sarah E. Feist	09/01/2022
Signature of Licensing Specialist	Date
Linda Aberle	09/01/2022

LICENSING SUMMARY

Date Application Packet Received 07/20/2022	Fiscal Sanction Fees Collected ☐ Yes ☐ No ☒ N/A		
All Reinspections Completed and Deficiencies Corrected? ☐ Yes ☐ No ☒ N/A (No deficiencies found during visit)			
☐ Issue License			
☐ Issue Provisional License	Comments		
☐ Issue License with Restrictions	Restrictions		
☐ Change License Type	Change From	Change To	Maximum Number of Children
	Age Range of Children From: To:		
☐ Denial	Comments		

License Effective Date From	License Effective Date Through	Date Completed Study Sent to ECS Supervisor
09/26/2021	09/25/2023	09/01/2022

ECS Licensing Specialist Signature	Date
Linda Aberle	09/01/2022

ECS SUPERVISOR APPROVAL

License Number	License Effective Date From	License Effective Date Through
08-87-5323-F	09/26/2021	09/25/2023
Date Study Received	Date Study Reviewed	Date Added to PQWS
09/01/2022	09/06/2022	

Comments
This is an annual review of a two year license. There were a few items missing/needing clarification upon initial review. E-mailed specialist on 9/6/2022.

Back-up is not being used at this time. See e-mail correspondance.

ECS Supervisor Signature	Date
Kelsey Dobitz	09/14/2022

ECS SUPERVISOR COMPLETE FOR PROVISIONAL LICENSES

Date Provisional License Request Reviewed with Central Office		Provisional License Request ☐ Approved ☐ Denied
Date Written Agreement Signed by Provider of Provisional License		Date Provisional License Issued
Date Provisional License Expires	Number of Children	Age Range of Children From: To:
If Provisional License Denied - Explain		
Denied Request Approved or Denied - Explain		

ECS Supervisor Signature	Date