LICENSING CHECKLIST - PRESCHOOL

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
CHILDREN AND FAMILY SERVICES-ECS
SFN 1424 (Rev. 5-2021)

VISIT INFORMATION

Purpose of Visit	Date of Visit	Time Visit Began	Time Visit Ended
☐ Initial ☐ Annual Review ☒ Renewal	08/24/2021	3:00 p.m.	4:14 p.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
30-87-5161-M		121	2-12

Full Legal Name of Program
St Joseph's Little Workers

Full Legal Name of Owner/Operator	Program's Telephone Number
Church of St. Joseph	701-663-9563

Physical Address	City	State	ZIP Code
410 Collins Ave	Mandan	ND	58554

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	75-03-11-04(2)	☐	☐	☒
License denied/revoked in the last 12 months		☐	☒	☐

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

STAFFING REQUIREMENTS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Meets staffing requirements/maximum group size ***(Refer to Adult to Child Ratio Workshe***et)	75-03-11-09(1)(2)(a-g)(3)	☒	☐	
Child's developmental age used in determining number of children that can be in care at any given time when child has special needs.	75-03-11-09(4)	☒	☐	☐

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

DUTIES OF OPERATOR

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Qualified director is present 60% of the time.	75-03-11-08(1)(a)	☒	☐	
Notified authorized agent of major changes in operation/ownership/ governing body, including staff member changes.	75-03-11-08(4)	☒	☐	
Liability insurance is carried by program. ***(Provide proof of Liability Insurance to Licensing Specialist)***	75-03-11-08(5)	☒	☐	
Written plan/policies for operation of child care center. ***(Provide a copy to the Licensing Specialist)***	75-03-11-08(6)(a-k)	☒	☐	
Maintenance of enrollment, attendance, health, other required records.	75-03-11-08(7)	☒	☐	
Report as mandatory reporter any suspected child abuse or neglect as required by North Dakota Century Code section 50-25.1-03.	75-03-11-08(9)	☒	☐	
Maintain necessary information to verify staff member's qualifications and to ensure safe care.	75-03-11-08(10)	☒	☐	
Preadmission visits are provided to parents to discuss and view facility, program, and policies. Parents are provided written notice of any significant changes in program services or policies.	75-03-11-08(11)	☒	☐	
Written agreements regarding fees and payment are in place.	75-03-11-08(12)	☒	☐	
Preschool is sufficiently staffed at all times to meet the child and staff ratios for children in attendance and that no more children than the licensed capacity are served at any one time. ***(Refer to Adult to Child Ratio Worksheets)***	75-03-11-08(13)	☒	☐	
Provides unlimited access and opportunities for parents to observe their child in care and upon parental request provides reports on their children.	75-03-11-08(14)	☒	☐	
Report to authorized agent within 24 hours: A death/serious accident/illness requiring medical treatment or other situation specified in this section.	75-03-11-08(17)(a-e)	☒	☐	
Written parental permission for unsupervised departure.	75-03-11-08(18)	☐	☐	☒
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.	75-03-11-08(19)	☒	☐	

Observations
Program does not allow children to leave unsupervised.

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

QUALIFICATIONS OF PRESCHOOL DIRECTOR

Name of Director
Angela Flores

Was Director present during visit?

☒ Yes ☐ No - Specify Name of Person in Charge During Visit:

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Credentials verified	75-03-11-08.1(2)(a-f)	☒	☐	
Has completed required criminal background checks.	75-03-11-27, 75-03-11-28 NDCC 50-11.1-04	☒	☐	

Observations
Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

DUTIES OF PRESCHOOL DIRECTOR

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Implement policies and procedures for maintaining compliance with licensing rules.	75-03-11-10(1)	☒	☐	
Screen, schedule, supervise staff members.	75-03-11-10(3)	☒	☐	
Ensure safe care for children under supervision.	75-03-11-10(4)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

QUALIFICATIONS OF PRESCHOOL TEACHER

Name of Teacher Angela Flores and Alexandra Nearing

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Credentials verified	75-03-11.-08.2(2) (a-f)	☒	☐	
Has completed required criminal background checks.	75-03-11-27, 75-03-11-28 NDCC 50-11.1-04	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

DUTIES OF PRESCHOOOL TEACHER

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Communicates with parents about individual needs of children.	75-03-11-11(1)	☒	☐	
Plans daily and weekly schedules. ***(Programming schedule provided to Licensing Specialist)***	75-03-11-11(2)	☒	☐	
Ensures program policies are adhered to in assigned groups.	75-03-11-11(3)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

QUALIFICATIONS OF ALL STAFF MEMBERS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Preschool assistants hold either a high school diploma or a high school equivalency.	75-03-11-08.3	☒	☐	
Certify attendance at the specified amount of minimum department-approved training annually. At least three years has passed since the last completion date of that training course.	75-03-11-13(4)(a-e)	☒	☐	
Certify completion of department approved basic childcare course within 90 days of employment.	75-03-11-13(5)	☒	☐	
Within 90 days of employment, and prior to having unsupervised access to children, staff will be certified in infant/pediatric CPR, AED and First Aid. ***(Current CPR/AED and First Aid cards provided to Licensing Specialist)***	75-03-11-13(6)(7)	☒	☐	
Volunteers providing care shall meet qualifications of staff member and receive orientation for all assigned tasks.	75-03-11-12	☐	☐	☒
Has completed required criminal background checks.	75-03-11-27, 75-03-11-28 NDCC 50-11.1-04	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

FACILITY REQUIREMENTS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Preschool is properly lighted.	75-03-11-14(1)	☒	☐	
Drinking water from an approved source or from a source tested and approved by the state Department of Environmental Qualtiy.	75-03-11-14(2)(a)	☒	☐	
Water quality report provided to Licensing Specialist		☐	☐	☒
Drinking water is easily accessible to children.	75-03-11-14(2)(b)	☒	☐	
The facility has hot/cold running water. The water in the faucet used by children may not exceed 120 degrees Fahrenheit	75-03-11-14(2)(c)	☒	☐	

Tested Temperature 119.9				
Toilet and sink facilities are easily accessible, one flush toilet per fifteen children, excluding those who are not toilet trained and one handwashing sink per toilet room.	75-03-11-14(3)	☒	☐	
Hand soap, sanitary hand-drying equipment, single use towels, or paper towels are provided near sinks.	75-03-11-14(3)(d)	☒	☐	
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.	75-03-11-15(1)	☒	☐	☐
Provider ensures all vehicles used to transport children are in safe operating condition.	75-03-11-15(1)	☒	☐	☐
Staffing requirements are met, safety precautions are in place and provider has liability insurance.	75-03-11-15(2)	☒	☐	☐
The driver must be 18 years of age or older and shall comply with all relevant federal, state, and local laws, including child restraint system laws.	75-03-11-15(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.	75-03-11-16(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 preschool as a result of emergency.	75-03-11-16(1)(a-c)	☒	☐	
Fire and emergency evacuation drills must be performed monthly.	75-03-11-16(2)	☒	☐	
Observations				

Reinspection Notes
Deficiencies to be Corrected and Plan of Correction

FIRE INSPECTIONS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Annual fire inspection completed, with all necessary corrections made.	75-03-11-17	☒	☐	
Date of Last Fire Inspection (provide a copy to the Licensing Specialist) 05/14/2021				
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

SANITATION AND SAFETY REQUIREMENTS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Bathrooms, tables, chairs, floors cleaned daily, cots, mats, maintained in clean, sanitary condition.	75-03-11-18(1)	☒	☐	
Established routine maintenance and cleaning procedures.	75-03-11-18(2)	☒	☐	
Is this a non-residential facility? Non-residential licensed child care facilities providing a full meal service are required by state law to be licensed as a food establishment, receive routine food safety inspections, and meet ND Food Code requirements.	75-03-11-18(3)	☒	☐	
Base Kitchen - Child Care kitchen facility prepares meals on-site, some of which are served to children on-site and others that are delivered to other locations for service (including multiple receiving or satellite child care locations). If yes, Date of Last Food Safety Inspection (provide a copy to the Licensing Specialist)		☐	☐	☒
On-site Kitchen - Child Care kitchen facility where all meals are prepared and served on-site. If yes, Date of Last Food Safety Inspection (provide a copy to the Licensing Specialist)		☐	☐	☒
Combination Kitchen - Child Care kitchen facility in which some meals are prepared and served onsite and other meals are received fully or partially prepared from an off-site location for service at the child care facility. If yes, Date of Last Food Safety Inspection (provide a copy to the Licensing Specialist)		☐	☐	☒
Service Kitchen Only - All meals are provided and served by a Licensed Food Establishment Base Kitchen or Licensed Third-Party Retail Food Service Operation that meet one or more of the following: ● Licensed caterer, restaurant, school cafeteria, or other traditional retail food operation that provide meals to child care facilities. ● Receiving or Satellite Kitchens that receive prepared meals from a base kitchen and conduct little or no food preparation.		☒	☐	☐
Indoor and outdoor equipment, toys and supplies are safe and in good repair, clean, and in sanitary condition.	75-03-11-18(4)	☒	☐	
Comfortable room temperature, adequate ventilation, humidity.	75-03-11-18(5)	☒	☐	

Contained outdoor play area if near busy street or unsafe area.	75-03-11-18(6)	☒	☐	
Potential hazards inaccessible to children (chemicals, sharp knives, electrical outlets, medications, poisonous plants, etc.).	75-03-11-18(7)	☒	☐	
Guns and ammunition kept in locked storage, separate from each other, trigger lock may be used.	75-03-11-18(7)	☐	☐	☒
Indoor floors, steps are not slippery, splinter free. Steps/walkways are free from accumulations of water, ice, snow, and debris.	75-03-11-18(8)	☒	☐	
Railings or safety gates where necessary to prevent falls.	75-03-11-18(9)	☒	☐	
Combustible materials are kept away from light bulbs and other heat sources.	75-03-11-18(11)	☒	☐	
Exit doorways and pathways are usable, free from blockage.	75-03-11-18(12)	☒	☐	
Safe lead content on damage painted surfaces in buildings erected before 1/1/70.	75-03-11-18(13)	☐	☐	☒
Wading pool strictly supervised/emptied, cleaned, and sanitized daily.	75-03-11-18(14)	☐	☐	☒
Swimming pool approved annually by local health department.	75-03-11-18(15)	☐	☐	☒
Written policy on aquatic activity.	75-03-11-18(16)(a)	☒	☐	
Written parental permission with disclosure of child's swimming ability.	75-03-11-18(16)(b)	☐	☐	☒
Only cats, dogs, or other approved contained pets are accessible to children.	75-03-11-18(17)(a)	☐	☐	☒
Pets are properly immunized. ***(Provide a copy to the Licensing Specialist)***	75-03-11-18(17)(b)	☐	☐	☒
Staff members wash and dry hands as recommended by federal centers of disease control.	75-03-11-18(18)	☒	☐	
Smoke-free environment, signage is present.	NDCC 50-11.1-02.2	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

SPACE

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Provides 35 square feet per child of indoor space. Number of Children Square Footage Allows For	75-03-11-19	☒	☐	
Floor plan with square footage/fire escape plan in licensing file?		☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				

Reinspection Notes

PROGRAM

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Written curriculum which describes goals, objectives, and evaluations. Curriculum promotes social, intellectual, emotional, and physical growth and provides daily outdoor play.	75-03-11-20(1)(a-c)	☒	☐	
Communication with parents about activities and child's adjustment.	75-03-11-20(2)	☒	☐	
Cultural diversity of children is reflected in program.	75-03-11-20(3)	☒	☐	
Includes written daily plan of program activities.	75-03-10-20(4)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

SNACKS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Are children in care more than 2 ½ hours?		☒	☐	
If children are in care more than 2 ½ hours, are children receiving a nutritious snack?	75-03-11-21	☒	☐	☐
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

RECORDS

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Operator shall keep copy of administrative code on premises of all times.	75-03-11-22(1)	☒	☐	

Operator shall maintain the following records: • Children's name, birth date, and current home address. • Names of child's parent, business and personal telephone numbers. • Telephone numbers of people who may assume responsibilities. • 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) • Children's identity verified ***(Refer to Child Care Records Worksheet)***	75-03-11-22(2)(a-f)(3)	☒	☐	
Ensure all records, photos, and information with respect to children receiving childcare services kept confidential, access limited to staff members, parents, authorized agents, etc, and a release of information form available/signed/prior to the release of information.	75-03-11-22(4)(a-c)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

DISCIPLINE

INDICATOR	ND ADMIN CODE	YES	NO	N/A
A written policy is in place regarding discipline and interpreted to staff before working with children.	75-03-11-23(1)	☒	☐	
Discipline is constructive or educational in nature, and items 1-12 are reviewed together by provider and licensing specialist.	75-03-11-23(1-12)	☒	☐	
Observations				
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.	75-03-11-25	☒	☐	☐
Observations				
Deficiencies to be Corrected and Plan of Correction				

Reinspection Notes

EMERGENCY CARE

INDICATOR	ND ADMIN CODE	YES	NO	N/A
Establish and post emergency response procedures.	75-03-11-26(1-2)	☒	☐	
Availability of at least one working flashlight.	75-03-11-26(3)	☒	☐	
Approved first aid kit maintained kept in designated location, accessible to staff, and inaccessible to children.	75-03-11-26(4)	☒	☐	
Working telephone, immediately accessible to staff members, with emergency numbers conspicuously posted.	75-03-11-26(5)	☒	☐	
Written plans to respond to illness and emergencies, parents are advised of plans.	75-03-11-26(6)	☒	☐	
Provider has secured and followed proper written instruction from a medical provider to administer prescribed medication.	75-03-11-26(7)(a)	☒	☐	
Medication properly stored/inaccessible to children, in a spill-proof container.	75-03-11-26(7)(b)	☒	☐	
Written record of medication (including over the counter) date/time of each administration dosage. Record included in child's file.	75-03-11-26(7)(c)	☒	☐	
Appropriate first aid and medical care is provided, and parents are notified when needed.	75-03-11-26(8)(12)	☒	☐	
Established practices regarding exclusion and return of children with infectious conditions.	75-03-11-26(10)	☒	☐	
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.	75-03-11-27(4)	☒	☐	
Fingerprint-based background check completed initially and every 5 years.	75-03-11-27(5)	☒	☐	
Observations				
Deficiencies to be Corrected and Plan of Correction				
Reinspection Notes				

ADULT TO CHILD RATIO

Same Age Children	
Age of Children	**Adult to Child Ratio**
2 years	1:6
3 years	1:11
4 years	1:13
5-6 years	1:16

Mixed Age Group	
Age of Children	**Point Level**
2 years	.167 Points
3 years	.09 Points
4 years	.077 Points
5-6 years	.063 Points

Points Total	**Number of Staff**
Up to 1.34	1
1.35-2.34	2
2.35-3.34	3

* MIXED AGE GROUP STAFFING REQUIREMENTS

INDICATOR	ND ADMIN CODE
Groups of 10 children that include 2 year-olds, must have 1 director/teacher and at least 1 staff member.	75-03-11-09(2)(e)
Groups of 20 children that include 3 year-olds, must have 1 director/teacher and at least 1 staff member.	75-03-11-09(2)(f)
Groups of 24 children that include 4-6 year-olds, must have 1 director/teacher and at least 1 staff member.	75-03-11-09(2)(g)

ADULT TO CHILD RATIO WORKSHEET

Room Name/Number	Number of Children Enrolled	Number of Children Present 0
Number of Staff Present One	Names of Staff Present Angela Flores	

Same Age Children		Mixed Age Group	
	2 years	2 years	x .167 =
	3 years	3 years	x .09 =
	4 years	4 years	x .077 =
	5-6 years	5-6 years	x .063 =

	Total Points

In Compliance with Ratio Requirements? ☐ Yes ☐ No

Add Room

Observations
There were no children present. Preschool was not in session.

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

A review of no less than 30 files must be conducted on site. If the abbreviated review reveals incomplete records, an additional 30 files must be reviewed. This process will continue, 30 files at a time, until no incomplete records are found or until all files have been reviewed.

For facilities with less than 30 children enrolled, all files will be reviewed.

Records Reviewed ☐ 30 ☐ All	Age Group Reviewed	Last Names From	Last Names Through	Incomplete Records Found? ☐ Yes ☐ No

Add Records

Child's Initials	SFN 845	SFN 847	Immunization Record	Date of Birth* (only if incomplete records are found)	Comments
	☐	☐	☐		Preschool was not in session.
	☐	☐	☐		
	☐	☐	☐		
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Add Child Files

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

LICENSING REVIEW ACKNOWLEDGEMENT

Signature of Facility Representative	Date
Angela Flores	08/24/2021
Signature of Licensing Specialist	Date
Linda Aberle	08/24/2021

LICENSING SUMMARY

Date Application Packet Received	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 03/30/2022	
ECS Licensing Specialist Signature Linda Aberle		Date 03/30/2022	

ECS SUPERVISOR APPROVAL

License Number 30-87-2049-M	License Effective Date From 06/23/2022	License Effective Date Through 06/22/2024
Date Study Received 05/04/2022	Date Study Reviewed 05/04/2022	Date Added to PQWS 06/23/2022
Comments		
ECS Supervisor Signature Kelsey Dobitz		Date 06/23/2022

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