EARLY CHILDHOOD SERVICES UNANNOUNCED REVIEW

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
CHILDREN AND FAMILY SERVICES-ECS
SFN 1276 (Rev. 4-2021)

VISIT INFORMATION

Date of Visit	Time Visit Began	Time Visit Ended
09/20/2022	12:00pm	1:15pm

PROVIDER INFORMATION

License Number	License Expiration Date	Maximum Number of Children	Ages of Children
51-82-4392F	01/19/2022	9	0-12

Full Legal Name of Program	Owner/Operator Full Legal Name
N/A	Megan Manseau

Physical Address	City	State	ZIP Code
1412 Golden Valley Lane	Minot	ND	58703

Person in Charge at Time of Visit	Telephone Number
Megan Manseau	(812) 686-6131

LICENSE TYPE

LICENSE TYPE	ND AMIN CODE
☒ Family License	75-03-08
☐ Group License	75-03-09
☐ Center License	75-03-10
☐ Preschool License	75-03-11
☐ School Age License	75-03-11.1

GENERAL PROGRAMMING

INDICATOR	YES	NO	N/A
License displayed	☒	☐	
Staff members under the age of 18 are supervised by an adult staff member. (N/A for Preschool facilities)	☐	☐	☒
Daily routine fosters development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep with time and opportunity for various experiences.	☒	☐	
Program provides a variety of education experiences with sufficient play materials, equipment, toys for each child.	☒	☐	
Napping or resting arrangements are adequate.	☒	☐	
Discipline is constructive or educational in nature.	☒	☐	
Appropriate supervision.	☒	☐	

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

EMERGENCY PREPAREDNESS

INDICATOR	YES	NO	N/A
Establish and post emergency disaster plan.	☒	☐	

Emergency procedures accessible.	☒	☐	
Fire and emergency evacuation drills must be performed monthly.	☒	☐	
First aid kit maintained kept in designated location, accessible to staff, and inaccessible to children.	☒	☐	
Working telephone, immediately accessible to staff members, with emergency numbers conspicuously posted.	☒	☐	
Observations			
Deficiencies to be Corrected and Plan of Correction			
Reinspection Notes			

SANITATION AND SAFETY REQUIREMENTS

INDICATOR	YES	NO	N/A
Kitchen facilities are clean and in good repair. (N/A for residential facilities.)	☒	☐	☐
Bathroom facilities are clean and in good repair.	☒	☐	
Indoor and outdoor equipment, toys and supplies are safe and in good repair, clean, and in sanitary condition.	☒	☐	
Grounds are free from health or safety hazards.	☒	☐	
Contained outdoor play area if near busy street or unsafe area.	☒	☐	
Potential hazards inaccessible to children (chemicals, sharp knives, electrical outlets, medications, poisonous plants, etc.).	☒	☐	
Guns and ammunition kept in locked storage, separate from each other, trigger lock may be used.	☒	☐	☐
Indoor floors, steps are not slippery, splinter free. Steps/walkways are free from accumulations of water, ice, snow, and debris.	☒	☐	
Railings or safety gates where necessary to prevent falls.	☒	☐	
Exit doorways and pathways are usable, free from blockage.	☒	☐	
Comfortable room temperature, adequate ventilation, humidity.	☒	☐	
Children's personal items identified and stored in a sanitary manner.	☒	☐	
Only cats, dogs, or other approved contained pets are accessible to children.	☒	☐	☐
Pets, pet feeding dishes, cages, and litter boxes are not present in any food preparation, food storage, or serving areas.	☒	☐	☐
Facility has hot/cold running water. The water in the faucet used by children may not exceed 120 degrees Fahrenheit. Tested Temperature turns water down in home..118.9F	☒	☐	
Medication properly stored/inaccessible to children, in a spill-proof container.	☒	☐	
Smoke-free environment.	☒	☐	
Observations			

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

INFANT CARE

INDICATOR	YES	NO	N/A
Feeding requirements are complied with.	☒	☐	☐
Diapering requirements are complied with.	☒	☐	☐
Sleeping requirements are complied with.	☒	☐	☐

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

FAMILY: 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

Age Group	Number of Children Present	Number of Children Enrolled
< 24 Months	0	0
24 months - 5 years	2	4
School Age	0	1

In compliance with ratio requirements? ☒ Yes ☐ No

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

GROUP: ADULT TO CHILD RATIO - ONE PROVIDER

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

Name of Staff Present		
Age Group	**Number of Children Present**	**Number of Children Enrolled**
< 24 Months		
24 months - 5 years		
School Age		
In compliance with ratio requirements? ☐ Yes ☐ No		
Observations		
Deficiencies to be Corrected and Plan of Correction		
Reinspection Notes		

GROUP: ADULT TO CHILD RATIO-MULTIPLE STAFF MEMBERS

Same Age Children

Age of Children	Adult to Child Ratio
0-17 months	1:4
18-35 months	1:5
3 years	1:7
4 years	1:10
5 years	1:12
6-12 years	1:20

Mixed Age Group

Age of Children	Point Level
0-17 months	.25 Points
18-35 months	.20 Points
3 years	.14 Points
4 years	.10 Points
5 years	.08 Points
6-12 years	.05 Points

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

Room Name/Number	Number of Children Enrolled	Number of Children Present
Number of Staff Present	Names of Staff Present	

Same Age Children		Mixed Age Group	
	0-17 months	0-17 months	x .25 =
	18-35 months	18-35 months	x .20 =
	3 years	3 years	x .14 =
	4 years	4 years	x .10 =
	5 years	5 years	x .08 =
	6-12 years	6-12 years	x .05 =
			Total Points

In Compliance with Ratio Requirements? ☐ Yes ☐ No

Add Room

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

CENTER: ADULT TO CHILD RATIO

Same Age Children

Age of Children	Adult to Child Ratio	Max Group Size
0-17 months	1:4	10
18-35 months	1:5	15
3 years	1:7	20
4 years	1:10	25
5 years	1:12	30
6-12 years	1:20	40

Mixed Age Group

Age of Children	Point Level
0-17 months	.25 Points
18-35 months	.20 Points
3 years	.14 Points
4 years	.10 Points
5 years	.08 Points
6-12 years	.05 Points

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

CENTER: ADULT TO CHILD RATIO WORKSHEET

Room Name/Number	Number of Children Enrolled	Number of Children Present
Number of Staff Present	Names of Staff Present	

Same Age Children		Mixed Age Group	
	0-17 months	0-17 months	x .25 =
	18-35 months	18-35 months	x .20 =
	3 years	3 years	x .14 =
	4 years	4 years	x .10 =
	5 years	5 years	x .08 =
	6-12 years	6-12 years	x .05 =
			Total Points

In Compliance with Ratio Requirements? ☐ Yes ☐ No

Add Room

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

PRESCHOOL: 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

- Groups of 10 children that include 2 year-olds, must have 1 director/teacher and at least 1 staff member.
- Groups of 20 children that include 3 year-olds, must have 1 director/teacher and at least 1 staff member.
- Groups of 24 children that include 4-6 year-olds, must have 1 director/teacher and at least 1 staff member.

PRESCHOOL: ADULT TO CHILD RATIO WORKSHEET

Room Name/Number	Number of Children Enrolled	Number of Children Present
Number of Staff Present	Names of Staff Present	

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
Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

SCHOOL AGE: ADULT TO CHILD RATIO

Adult to Child Ratio: 1:14
Maximum Group Size: 30

SCHOOL AGE: ADULT TO CHILD RATIO WORKSHEET

Room Name/Number	Number of Children Enrolled	Number of Children Present
Number of Staff Present	Names of Staff Present	
In Compliance with Ratio Requirements? ☐ Yes ☐ No		

Add Room

Observations
Deficiencies to be Corrected and Plan of Correction
Reinspection Notes

NAMES OF ADDITIONAL STAFF/VOLUNTEERS/HOUSEHOLD MEMBERS PRESENT, NOT PREVIOUSLY LISTED

Name	Position
Megan Manseau	Owner/Provider
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.
For facilities with less than 30 children enrolled, all files will be reviewed.

Child's Initials	SFN 845	SFN 847	Immunization Record	Date of Birth* (only if incomplete records are found)	Comments
AM	☒	☒	☒		All Records complete
JW	☒	☒	☒		
FL	☒	☒	☒		
DS	☒	☒	☒		
MG	☒	☒	☒		
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Add Child Files

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

STAFF RECORDS WORKSHEET

Files of all staff present during the visit will be reviewed.

Staff Name	Hire Date	Basic Child Care	SIDS Training	CBCU Memo	CPR/First Aid AED
Megan Manseau	01/20/2021	☒	☒ Yes ☐ N/A	☒	☒

Add Staff

Observations

Deficiencies to be Corrected and Plan of Correction

Reinspection Notes

VISIT ACKNOWLEDGEMENT

Signature of Facility Representative	Date
Megan Manseau	09/20/2022
Signature of Licensing Specialist	Date
Amy Jenkins	09/20/2022