



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

No.: 00042

Health and Safety Checklist for LEX Child Care Providers (Build 28)

Date: 03/23/2021

## GENERAL INFORMATION

Region	3
CCPRU Assigned to Provider	KENNETH
Date of Referral from CCPRU	2/26/2021
Child Care Facility Name	SHELBINA UNITED METHODIST
Missouri DVN	001737615
County	SHELBY
Child Care Facility Physical Address	108 E SPRUCE ST
City	SHELBINA
State	MO
Zip Code	63468
Mailing Address Different from Physical address	NO
Child Care Facility Type	RIC
DHSS Exemption Verified	8/15/2017
Religious in Compliance Fire Safety and Health	3/1/21
Sanitation Inspection Verified	
Child Care Facility Phone Number	573-588-7598; 573-470-0930
Child Care Facility Email	K12SHELBINAUMC@GMAIL.COM
Child Care Facility Director	Laura
Child Care Facility Director Email	K12SHELBINAUMC@GMAIL.COM
Type of Monitoring	RENEW
Names of Staff (Other than Provider)	
YES	

## ADDITIONAL INFORMATION

Hours of Operation	M-F 3:30p to 5:30p
Number of Children Enrolled	19
Age Range of Children in Care	5yrs to 12yrs
Monitoring Completed By	Specialist # 3
Verification of Address	



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Date of On-Site Monitoring	03/19/2021
Follow-Up Visit Required?	No
Upload Provider Staff Listing File	
1 photo	
Photo 1	

Local Ordinance Municipality	N/a
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Groups composed of mixed ages through two (2) years-old shall have no less than one (1) adult to four (4) children, with no more than eight (8) children in a group.

Number of Classrooms \_\_\_\_\_ 0

Notes (If Any) \_\_\_\_\_

Groups composed solely of two (2) year-olds shall have no less than one (1) adult to eight (8) children, with no more than sixteen (16) children in a group.

Number of Classrooms \_\_\_\_\_ 0

Notes (If Any) \_\_\_\_\_

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Groups composed solely of three (3) and four (4) year-olds shall have no less than one (1) adult to ten (10) children with no more than twenty (20) children in a group.

Number of Classrooms 0

Notes (If Any)

## RATIOS - AGES FIVE AND UP

Groups composed solely of children five (5) years old or older shall have no less than one (1) adult to every sixteen (16) children with no more than forty-eight (48) children in a group.

Number of Classrooms 1

Notes (If Any)

### Classroom 1

Number of Children 19

Number of Staff 2

Compliance - Classroom 1 In Compliance

Technical Assistance Provided (If Any)

Verified

## LOCAL ORDINANCES, CODES, AND REGULATIONS

The child care facility applicant or registered child care facility must cooperate and allow for an unannounced on-site inspection by the division or designee at initial application and annually thereafter. The on-site inspections shall ensure that the child care applicant's and registered child care provider's facility is in compliance with the following health, safety, fire, and other requirements:

The child care facility shall meet local ordinances, codes, and regulations, particularly with regard to fire safety and smoke or carbon monoxide detectors.

Compliance Not Applicable

Reason Item Not Applicable

Verified by DHSS in annual inspection

The child care facility shall install and maintain operable smoke and carbon monoxide detectors in accordance with the manufacturer's instructions on the ceiling or wall at a point centrally located in a corridor or other area giving access to rooms used for providing child care services and ensure that when activated the smoke and carbon monoxide detector(s) shall provide an alarm.

Compliance Not Applicable

Reason Item Not Applicable

Verified by DHSS in annual inspection



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## Health and Safety Checklist for LEX Child Care Providers (Build 28)

The child care facility shall be equipped with a working fire extinguisher.

Compliance Not Applicable

Reason Item Not Applicable

Verified by DHSS in annual inspection

## PHYSICAL SPACE

The child care facility must have inside space for play and napping.

Compliance In Compliance

Technical Assistance Provided (If Any)

Verified

The child care facility shall be clean and free insects, rodents, and vermin.

Compliance In Compliance

Technical Assistance Provided (If Any)

Verified

The food preparation area is clean and equipped to prepare snacks and meals.

Compliance In Compliance

Photo Verification (optional)

Technical Assistance Provided (If Any)

Verified

The child care facility shall maintain a routine schedule of cleaning, sanitizing, and disinfecting.

Compliance In Compliance

Upload Photo Verification





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## Health and Safety Checklist for LEX Child Care Providers (Build 28)

### Photo Verification

	After Each Use	Daily	Weekly	Monthly	Notes
Changing Tables	N/A				
Food prep area & sinks	✓				
Dining table or high chairs	N/A				
Cribs, playpens, swings, or other similar furniture	✓				
Dishes & utensils		✓			
Vacuum, sweep, and/or mop floors		✓			
Change garbage cans		✓			
Diaper Pails	N/A				
Return all toys to storage bins	✓				
Art supplies used	✓				
Hand towels & bibs	N/A				
Bedding	N/A				
Doorknobs, light switches, and cabinet handles		✓			
Pretend play items (clothing, etc.)		✓			
Sanitize toys		✓			
Oven, Refrigerator, Microwave, and other kitchen appliances	✓				

Technical Assistance Provided (If Any)  
Verified

The child care facility shall ensure that all cleaning, sanitizing, and disinfecting products are not used in close proximity to any children and that adequate ventilation should be maintained during use.

o All staff are aware that cleaning, sanitizing, and disinfecting products should never be used in close proximity to any child in care and that proper ventilation should be maintained when using such products.

*Laurel Greenwell*

The child care facility shall ensure that all hazardous materials must be inaccessible to children.  
Compliance In Compliance

Technical Assistance Provided (If Any)  
Verified

The child care facility must have a constant temperature not less than sixty-five (65) degrees Fahrenheit and not higher than eighty-five (85) degrees Fahrenheit

Compliance In Compliance

Technical Assistance Provided (If Any)  
Verified central heating and cooling unit



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## Health and Safety Checklist for LEX Child Care Providers (Build 28)

The child care facility must have potable, running water, at least one (1) flushable toilet and one (1) sink for hand-washing accessible to children.

Compliance In Compliance

Technical Assistance Provided (If Any)

Verified

The child care facility must have hygiene items such as toilet paper, soap, hand drying towels (paper or cloth) that are accessible to children.

Compliance In Compliance

Technical Assistance Provided (If Any)

Verified

The child care facility shall ensure that any child in care does not have exposure to smoke, alcohol, or illicit drugs.

Compliance In Compliance

Upload Photo Verification of Smoking Supervision Plan ☐

Technical Assistance Provided (If Any)

Verified

The child care facility must be free of illegal substances and criminal activities.

Compliance In Compliance

Technical Assistance Provided (If Any)

Verified

The child care facility shall ensure weapons and ammunition are stored in locked cabinets and are inaccessible to children.

Compliance Not Applicable

Reason Item Not Applicable

Weapons are prohibited on site

The child care provider applicant shall be aware and monitor the child care area:

i. To ensure outlets, appliances, and fixtures should be properly installed, in good working order, and tamper resistant.

ii. To ensure electric devices should not be plugged in near a water source.

iii. To ensure appropriate disposal of bio-contaminants.

iv. Is safe from potential air, soil, and water contamination

v. Is safe from toxic or hazardous building materials

vi. Is safe from potential hazards in the surrounding community such as, but not limited to, pesticides, electrical sub-stations, gas lines, propane tanks, industrial facilities, etc.

vii. Is safe from hazards such as dryers, washing machines, gasoline, propane, fireplaces, portable heaters, etc.



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## Health and Safety Checklist for LEX Child Care Providers (Build 28)

o All staff are aware that we should regularly monitor for environmental hazards to ensure all outlets, appliances, and fixtures are in good working order, all electric devices are kept away from water sources, properly dispose of any bio contaminants, monitor the child care area for potential air, soil, and water contamination as well as the area surrounding the facility for potential community hazards, and my facility for hazards such as gasoline, propane, fireplaces, portable heaters, etc.

*Laura Greenwell*

## OUTDOOR PLAY AREA

The outdoor play area should either be continuously fenced to ensure that the children cannot leave and others cannot enter the premises without supervision, or if not continuously fenced, the child care provider applicant shall have a written, division approved, supervision plan that outlines how children are monitored in the outdoor play area.

Compliance In Compliance  
Upload Photo Verification of Outdoor Supervision Plan ☐  
Technical Assistance Provided (If Any)  
Verified

All open water and water hazards should be enclosed to prevent access by any child in care or the child care provider applicant shall have a written, division approved, supervision plan that details how the children are monitored to prevent access to any open water area.

Compliance Not Applicable  
Reason Item Not Applicable  
Verified no pools or open water areas on site

Outdoor play equipment is well-constructed and free of hazards.

Compliance In Compliance  
Upload Photo Verification (optional) ☐  
Technical Assistance Provided (If Any)  
Verified

Play areas are checked regularly for trash, sharp objects, tools, etc. and shall be safe, maintained, and have no hazards.

Compliance In Compliance  
Upload Photo Verification (optional) ☐  
Technical Assistance Provided (If Any)  
Verified

## ANIMALS

Animals must be non-threatening to children.



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Compliance Not Applicable

Reason Item Not Applicable

Verified no animals on site

None of the animals may have a history of attacking or injuring human beings or other animals.

Compliance Not Applicable

Reason Item Not Applicable

Verified no animals on site

The animals must be disease free and have all required vaccinations according to state and local law.

Compliance Not Applicable

Reason Item Not Applicable

Verified no animals on site

Indoor and outdoor areas used by children are free of animal excrement.

Compliance In Compliance

Technical Assistance Provided (If Any)

Verified

Litter boxes are not located in food preparation or serving area and inaccessible to children.

Compliance Not Applicable

Reason Item Not Applicable

Verified no litter boxes on site

## PREVENTION OF TRAUMA AND CHILD MALTREATMENT

The child care facility with any infant children in care, shall have a crib for each infant in care that does not pose any harm to the child and follow all safe sleep practices as recommended by the American Academy of Pediatrics (AAP).

Compliance Not Applicable

Reason Item Not Applicable

Verified no infants on site

The child care facility should ensure that all toys and play equipment are in good working order.

o All staff are aware that all toys and play equipment accessible to any child in care is regularly monitored to ensure that they remain in good working condition and are free of any hazards that pose harm to any child in care.

*Laura Greenwell*





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## Health and Safety Checklist for LEX Child Care Providers (Build 28)

The child care facility and all staff shall be aware and understand how to:

- i. Identify and prevent shaken baby syndrome and abusive head trauma
- ii. Recognize the need to notify emergency medical assistance as a first step
- iii. Show an understanding of the dangers of shaking or hitting a baby's head against something, knowing the risk factors and the triggers for abuse, and finding ways to seek help, support parents, and support other caregivers when their stress level is high.
- iv. Show an understanding of strategies for coping with a crying, fussing, or distraught child.

o All staff are aware of strategies for coping with fussy or distraught children and ensure the prevention of any child in care from maltreatment including shaken baby syndrome or other abusive head trauma. The facility has a plan to notify emergency medical personnel should any instance of child maltreatment occur to any child in care.

*Laura Greenwell*

The child care provider applicant and each staff member should recognize as a mandated reporter, what and how to report suspected child abuse and neglect, to be aware of common physical and emotional signs and symptoms of child maltreatment and physical indicators or child behavioral indicators of abuse and neglect, as well as the characteristics of the caretaker, parent or guardian.

o I understand under state law all staff are considered mandated reporters and will report any suspected incidents of child abuse and/or neglect for any child(ren) in care regardless of direction provided by superiors or the parent/guardian.

*Laura Greenwell*

## EMERGENCY PREPAREDNESS AND RESPONSE PLAN



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The child care provider applicant shall have a written emergency preparedness and response plan, which is reviewed and updated regularly, completed to include, at a minimum, steps for evacuation, relocation, shelter-in-place, and lock down, and posted in the child care area and readily accessible to parents or guardians. The plan should outline how families will be contacted during an emergency and how they will be notified at the conclusion of the emergency.

The plan should be developed based on the child care provider applicant's knowledge of each child in care's development and abilities in order to keep them safe; how to observe and anticipate behavior to help each child in care avoid danger; and of accommodations for infant and toddlers, children with disabilities, and children with chronic medical conditions.

The plan should outline procedures and contingency plans for preparing for, responding, to, and recovering from emergencies, and any such as:

- i. Lost or missing child
- ii. Injuries or illness requiring medical or dental care
- iii. Mental health emergencies
- iv. Health and safety emergencies involving parents or guardians and visitors to the program
- v. Death of a child or staff member
- vi. The presence of a threatening individual who attempts or success in gaining entrance to the child care area
- vii. Tornado, earthquake, or other natural disaster
- viii. Man-made disasters, including a fire at the child care area
- ix. Emergencies that are unique to the location of the program, such as train derailment, industrial accident, etc.

Compliance	In Compliance
Photo Verification Attached to Final Report	<input checked="" type="checkbox"/>
Technical Assistance Provided (If Any)	
Verified	

The child care facility shall practice escape plans included within the emergency preparedness and response plan.

o All staff are aware of the importance of, and the facility completes, regular evacuation drills to ensure all staff and any child in care are able to complete the evacuation and shelter-in-place plans included in the emergency preparedness and response plan.

*Laura Greenwood*

The child care facility shall ensure that a list of emergency telephone numbers is readily available and posted in the child care area.

Compliance	In Compliance
Photo Verification Attached to Final Report	<input checked="" type="checkbox"/>
Technical Assistance Provided (If Any)	
Verified	

## TRANSPORTATION



## Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

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### Health and Safety Checklist for LEX Child Care Providers (Build 28)

The child care facility which, at any time, may transport any child in care, must follow transportation requirements based on federal, state, or local laws and regulations that is known and understood by each staff member. The facility should prepare each staff to understand:

- i. The safe care of children around vehicles, such as during drop-off and pick-up times.
  - ii. A procedure to handle emergencies.
  - iii. Parental notification of unscheduled outings at the time of enrollment.
  - iv. Children should be seated in a permanent seat in the vehicle and properly restrained by seat belts or child restraint devices in accordance with state and federal laws and regulations.
  - v. How devices are installed and used in accordance with manufacturer's instruction
  - vi. How identification information, including the name and address of the provider, names of each child, names, addresses, and telephone numbers for each child's parent(s), will be carried in the vehicle and be accessible.
  - vii. Children remain seated while the vehicle is in motion and that all doors shall be locked while the vehicle is moving.
  - viii. How children will be assisted when entering or leaving a vehicle, including that all loading and unloading should occur from the curbside unless the vehicle is in a protected area or driveway.
  - ix. How the child care provider applicant will ensure that children are not left unattended in a vehicle at any time.
  - x. The child care provider applicant's plan for making face-to-name counts before leaving the facility, during field trips, and when returning to the facility and how the vehicle will be inspected to ensure no children are left on or under the seats.
  - xi. How staff/child ratios are maintained at any time the provider is transporting children.
- o All staff are aware they must follow all state and federal regulations to ensure the care, safety, and supervision of any child in care when transporting away from the facility as well as monitoring for safety around vehicles during drop-off and pick-up times and loading and unloading during field trips.

*Laura Greenwell*

The child care provider applicant shall ensure parents are informed when field trips are planned and maintain records of written parental consent for field trips and transportation. Parental notification is not necessary for short, unscheduled walks.

- o All staff are aware they must notify and obtain consent from the parent/guardian(s) of any child in care prior to any field trips or transporting the child away from the facility and written consent shall be maintained.

*Laura Greenwell*

### RISK ASSESSMENT FOR TUBERCULOSIS (TB)

The child care provider applicant and all staff members shall submit a "Risk Assessment for Tuberculosis" form, to be completed, signed, and dated by a medical professional no more than twelve (12) months prior to date of hire.



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## Health and Safety Checklist for LEX Child Care Providers (Build 28)

Compliance In Compliance  
Technical Assistance Provided (If Any)  
Verified

If a child care provider applicant or staff has active, contagious tuberculosis the child care provider applicant or staff must have on file documentation showing that a medical professional has certified that the child care provider applicant or staff is non-infectious before the child care provider may become registered.

Compliance Not Applicable  
Reason Item Not Applicable  
Verified by DHSS in annual inspection

## PREVENTION AND CONTROL OF INFECTIOUS DISEASES

The child care provider applicant shall ensure each staff member is aware of proper handwashing techniques and appropriate prevention of the transmission of illness that includes, at a minimum:

- i. The child care provider applicant and each staff member shall wash his or her hands with soap and running water after toileting or assisting a child with toileting, prior to food preparation or serving of food, after handling of pets or animals, after diapering a child, and when hands are soiled.
- ii. The child care provider applicant and each staff member shall teach and observe children wash their hands with soap and running water before eating, after toileting, after handling of pets or animals, and when hands are soiled.
- iii. The child care provider applicant nor any staff member shall not work when ill and likely to transmit an illness that might endanger the health or well-being of children.
- iv. The child care provider applicant and each staff member shall ensure that each child in care shall be observed for contagious diseases or other signs of illness on arrival and throughout each day.
- v. The child care provider applicant, or any staff member as appropriate, shall contact a parent or guardian when signs of illness are observed in any child in care. The child care provider applicant shall follow guidelines which outline symptoms that require parental contact and sending a child home as required in 19 CSR 30-60.060 (5-8) (RSMo)

o All staff are aware they must follow all policies, procedures, and practices recommended by federal, state, and local authorities to prevent and control the spread of infection. Staff further understand they must monitor themselves and any child in care for signs and symptoms of illness and follow proper health separation and exclusion criteria as defined in facility policies.

*Laura Greenwell*

The child care provider applicant shall ensure each staff member is aware and understands the use of Standard Precautions developed by the U.S. Centers for Disease Control (CDC) to handle potential exposure to blood and other potentially infectious fluids. At a minimum, this policy should outline appropriate hand washing, use of disposable gloves, respiratory hygiene and cough etiquette, and safe handling of potentially contaminated surfaces.



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### Health and Safety Checklist for LEX Child Care Providers (Build 28)

o All staff understand they must follow recommendations from the Centers for Disease Control and Prevention to adopt Standard Precautions in the handling of blood and other potentially infectious fluids.

*Laura Greenwell*

### ADMINISTRATION OF MEDICATION

The child care facility shall ensure that medication prescribed for one child is never administered to another child.

o All staff are aware they must follow all policies, procedures, and practices regarding the administration of medication and that they must always pay close attention that they are administering the correct medication to the correct child in the approved dosage, method, and at time required by the administering physician.

*Laura Greenwell*

The child care facility should return any unused medication to the parent or guardian, or ensure medication is disposed of immediately after it is no longer needed.

o All staff are aware they must follow all policies, procedures, and practices to return all medications to the parent/guardian once the medication is no longer needed and if they are unable to return the medication to the parent/guardian they will follow proper disposal recommendations as defined in facility policies.

*Laura Greenwell*

### FOOD ALLERGIES - PREVENTION & EMERGENCY RESPONSE

The child care facility shall maintain, and review with appropriate staff, a written plan for each child with a food allergy that includes, at a minimum:

- i. Instructions, regarding the food(s) to which the child is allergic and steps to take to avoid that food,
- ii. Specific symptoms that indicate a need to administer one or more medications.
- iii. Detailed treatment plan to implement in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications.
- iv. The process to notify the parent or guardian immediately of any suspected allergic reactions, as well as, the ingestion of, or contact with, the problem food even if reaction did not occur.
- v. The process to contact the emergency medical services systems immediately whenever epinephrine is administered.
- vi. With parent or guardian permission, the provider shall post each child's food allergies prominently wherever food is prepared or served.



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### Health and Safety Checklist for LEX Child Care Providers (Build 28)

o All staff are aware there is a written food allergy plan for each child with a known food allergy that includes guidance from the child's primary healthcare provider and the parent/guardian to address prevention of the food(s) which cause allergic reaction and a plan to respond in any event of the child's ingestion of or contact with the problem food even if a reaction does not occur.

*Laura Bremer*

### REQUIRED TRAINING

The child care provider applicant and all staff members shall register with Opportunities in a Professional Education Network (OPEN) and secure a Missouri Professional Development identifier (MOPD ID) to track and successfully complete all required training as approved by the Division.

Compliance In Compliance  
Upload Photo Verification (if not listed in OPEN) ☐  
Technical Assistance Provided (If Any)  
Verified

The child care provider applicant and each staff member shall have documentation on file of current certification in pediatric first aid and cardiopulmonary resuscitation (CPR) training. The training shall be certified by a nationally recognized organization approved by the Division and include an in-person skills assessment.

Compliance In Compliance  
Upload Photo Verification (if not listed in OPEN) ☐  
Technical Assistance Provided (If Any)  
Verified on site

The child care provider applicant and each staff member shall successfully complete Health and Safety training in all of the following topics:

- i. Prevention of Sudden Infant Death Syndrome and safe sleeping
- ii. Prevention of Shaken Baby Syndrome and Abusive Head Trauma
- iii. Emergency disaster and response
- iv. Mandatory Child Abuse and Neglect (CA/N) reporting
- v. Prevention and control of infectious diseases, including immunizations
- vi. Administration of medication consistent with standards for parental consent
- vii. Prevention and response to food allergy emergencies
- viii. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury
- ix. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
- x. Transportation of children

Compliance In Compliance  
Upload Photo Verification (if not listed in OPEN) ☐  
Technical Assistance Provided (If Any)  
Verified in open



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Following the first year of training, the child care provider applicant and each staff member shall successfully complete six (6) clock hours of training during the registration period and annually thereafter prior to renewal. Training is available through the Missouri Workshop Calendar.

Public School Exception: License-exempt public-school programs may use Professional Development trainings required by their school districts as the six (6) clock hours of annual required training providing documentation of Professional Development attendance. Staff members who do not participate in Professional Development must take six (6) hours of training through the Missouri Workshop Calendar.

Compliance	In Compliance
Upload Photo Verification (if not listed in OPEN)	<input type="checkbox"/>
Technical Assistance Provided (If Any)	
Verified in open	

## RECORDKEEPING

The child care facility shall maintain an accurate register of all children who receive care from the provider. At a minimum, the register shall contain the following information for each child served under the contract with the department:

- The child's full name and date of birth
- The name, address, email address, phone number and other necessary contact information of each person legally responsible for each child.
- Allergies to food, medications, insects, or other materials
- A record showing all immunizations at the appropriate age as recommended by the U.S. Centers for Disease Control and Prevention (CDC) and as required in 19 CSR 30-61.185 (RSMo).
- Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child
- For infants, feeding times and amount of breast milk or formula per feeding.

Compliance	Not Applicable
Reason Item Not Applicable	
Verified by DHSS in annual inspection	

The child care facility shall maintain a time and attendance register of all children who receive care from the provider. At a minimum, the time and attendance register shall contain the following information for each child served under a subsidized child care contract with the department:

- The actual dates and times that a child received subsidized care services showing for each day of service the time that the child arrived and the time that the child was picked up.
- The initials of the person who dropped off the child and the initials of the person who picked up the child.
- The parent shall record the required information at the time the transaction took place.

Compliance	In Compliance
Technical Assistance Provided (If Any)	
Verified	

## SUMMARY

Time Monitoring Began	02:06 PM
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Time Monitoring Ended	02:45 PM
Total Time	00:39
I certify that the License Exempt Facility has been reviewed and find that the facility is	In full compliance with Health and Safety Requirements.
Signature Monitoring Specialist	
Date	03/19/2021
Provider Signature	
Date	03/19/2021