

South Carolina Department of Social Services  
Office of Child Care Licensing  
**INSPECTION VISIT FORM FOR LICENSED CENTERS**

Facility Name: St. Martin's Preschool  
Permit #: 25335

Date of Inspection: 9/26/2024 Time of Inspection: 10:18 AM  
Type of Inspection: ☐ Annual ☒ Complaint ☐ Follow Up (original inspection date \_\_\_\_\_)  
Reason for Follow up: ☐ clear up pending deficiency ☐ Self-Report

Address: 5220 Clemson Avenue, Columbia, SC 29206

Hours of Operation: 7:30AM – 5:30PM

Telephone #: 803-787-0392

Any changes in contact info (Phone/Email/Fax)? ☐ Yes ☒ No

Overnight Care? ☐ Yes ☒ No

Center Director/Designee: Helen M Kline

Change in Ownership or Director? ☐ Yes ☒ No If yes, Name: \_\_\_\_\_

Maximum number of children: 269

Building 1: 269

Building 2: \_\_\_\_\_

Building 3: \_\_\_\_\_

☐ CDEP

Maximum number of infants: 69

☐ 24 months ☒ 30 months ☐ I-4 facility

Infants are in designated rooms? ☒ Yes ☐ No ☐ N/A

Menus posted in public view: ☒ License ☒ Menu ☒ Ratio Chart (All classrooms)

Does facility transport children? ☐ Yes ☒ No ☐ N/A

**MANAGEMENT, ADMINISTRATION & STAFFING 114-503**

**SUPERVISION 114-504**

|  | C                                   | N                        | N/A                                 |  | C                                   | N                        | N/A                      |
|--|-------------------------------------|--------------------------|-------------------------------------|--|-------------------------------------|--------------------------|--------------------------|
| Staff files are in compliance H(1-7)                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adequate supervision throughout facility A(1-2)          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Training hours up-to-date K(5)(b-c)                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Facility following tracking of children procedures A(3)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| At least 1 person with CPR & 1st Aid on the premises K(5)(h) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Ratios adequate in all classrooms and on playground B, C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**HEALTH, SANITATION & SAFETY 114-505**

|   | C                                   | N                        | N/A                      |  | C                                   | N                        | N/A                                 |
|---|-------------------------------------|--------------------------|--------------------------|--|-------------------------------------|--------------------------|-------------------------------------|
| Children's faces/hands are clean B(1)                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper diaper changing practices were observed F(1-16) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Medicine and harmful items labeled and stored properly D(2)         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper handwashing practices were observed G(4)        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| First Aid kit in facility and in vehicle if transport E(1), I(1)(g) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No smoking/consumption of alcoholic beverage A(3)      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**PHYSICAL SITE 114-507**

| BUILDING  | C                                   | N                        | N/A                                 | PLAYGROUND  | C                                   | N                        | N/A                                 |
|---|-------------------------------------|--------------------------|-------------------------------------|---|-------------------------------------|--------------------------|-------------------------------------|
| Ventilation and lighting & sufficient A(2)(a-d), (4)(a-c)     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Playground equip. safe & firmly anchored B(7)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| No strangulation/choking/suffocation hazards A(5)(g)(i-iii)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Adequate cushioning material; at least 6ft fall zone B(9)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ceiling, floors, windows, doors free from hazards A(5)(d)     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Fencing/safety barriers 4ft. in height, in good repair B(4)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Building(s) temp between 68-80°F A(7) If no, close in 4 hrs.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Outdoor space free from hazards and litter B(2)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Facility free from pest problems (Insects, rodents) A(8)(b-c) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>RESTING</b>  | C                                   | N                        | N/A                                 |
| Garbage kept properly in plastic lined receptacles A(8) (d-i) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Play Pens observed C(4)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Electrical outlets are securely covered A(11)(c)              | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Cribs meet federal standards (reviewed certificate) D(1)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Sink area has running water A(12)(d)                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Cots, mats, cribs labeled or charted for each child D(2)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Soap and disposable towels available at sink A(12)(i)         | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>PROGRAM 114-506</b>  | C                                   | N                        | N/A                                 |
| Furniture, toys & equipment are clean and in good repair C(1) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Written, planned, daily program of activities that is developmentally & age appropriate observed A(1-3) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Furniture, toys & equipment meets the CPSC standards C(2)     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Positive, non-abusive discipline practice B(1)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Healthy pets/animals (Vaccination record up-to-date) E(4)     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |                                     |                          |                                     |

**MEAL REQUIREMENTS 114-508**

|   | C                        | N                        | N/A                                 |  | C                        | N                        | N/A                                 |
|---|--------------------------|--------------------------|-------------------------------------|--|--------------------------|--------------------------|-------------------------------------|
| Meals & snacks in compliance with USDA A(1)(b)          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Round, firm foods are not offered to children under 4 yrs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean, wholesome, unspoiled, properly labeled food A(4) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Old, unless properly cut to prevent choking risk A(3)      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Food preparers have proper hair restraints B(5)         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Food stored & handled properly D(1)                        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Refrigerators have thermometers, temp under 45°F D(2-3) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | All cleaning & poisonous items stored away from food D     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**INFANT CARE 114-509**

**TRANSPORTATION 114-505 I**

|  | C                                   | N                        | N/A                                 |  | C                        | N                        | N/A                                 |
|--|-------------------------------------|--------------------------|-------------------------------------|--|--------------------------|--------------------------|-------------------------------------|
| Infants are placed on their back to sleep A(5)(a)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Vehicle has proper safety restraints & in good repair I(1)                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| No bottles propped or given in cribs or on mats A(3)(c)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Checklist for loading/unloading children reviewed (2)(d)                     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Food for toddlers cut in pieces ½ inch or less A(3)(k)   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Driver's (valid) driver's license reviewed (1)(f)                            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Food for infants cut in pieces ¼ inch or less A(3)(j)  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |                          |                          |                                     |
| Crock pots, bottle warmers, are inaccessible to children, No microwaving of beverages observed A(3)(d) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>C-Compliant with Regulation</b>   |                          |                          |                                     |
| Cups and bottles labeled with child's name & used only by that child A(3)(a)                           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>N-Noncompliant with Regulation</b>  |                          |                          |                                     |
|  |                                     |                          |                                     | No violations noted at the time of visit <input checked="" type="checkbox"/> |                          |                          |                                     |

Signature of Director/Operator/Designee: Judith C. Cline

Date: 9/26/2024 ☐ Refused to sign

Signature of Child Care Licensing Specialist: Renae P. Alfano

Date: 9/26/2024