



25 Center Street • Vermillion, SD 57069  
 Ph: 605.677.7050 • Fax: 605.677.5461  
[Info@cityofvermillion.com](mailto:Info@cityofvermillion.com)  
[www.vermillion.us](http://www.vermillion.us)

## HOME DAYCARE REGISTRATION APPLICATION

Type or print clearly.

1. TYPE OF APPLICATION:  
 New Application     Location Change     Renewal (submitted within 45 days of the expiration of the current registration)

2. APPLICANT(S) First	Middle Initial	Last Name	Over 18 Years Old?
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

3. HOME ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS (NOT REQUIRED) \_\_\_\_\_

4. EXPECTED NUMBER AND AGE RANGE OF CHILDREN BEING CARE FOR: \_\_\_\_\_

5. DO YOU HAVE CPR CERTIFICATION? (If yes, please attach a copy of your certification)  
 Yes     No

6. CHECK IF ANY APPLY TO YOU: (If yes, attach a copy of your state issued document.)  
 State Registered  
 State Inspected  
 State Licensed

**7. LOCATION OF DAYCARE INSIDE YOUR HOME:**

**8. AFFIDAVIT OF VERIFICATION**

I, \_\_\_\_\_, declare that neither I nor any person residing on the premises or employed in any capacity within my home daycare is currently, or at any time in the past been on the state central registry for abuse and neglect, the state sex offender registry, or any similar registry or list maintained by any other state.

\_\_\_\_\_  
 Signature of Home Daycare Provider

\_\_\_\_\_  
 Date

9. APPLICANT/LICENSEE RESPONSIBILITY – I/We certify that:  
 A. I/We live in the home to be licensed.  
 B. I/We have both a Fire Marshal approved fire extinguisher and a smoke detector in operating condition.  
 C. I/We have a playground area enclosed by a barrier (fence, hedge, trellis, or other barrier) not less than 42 inches high or signatures from each child’s parent or guardian being cared for stating they understand there is not an enclosed playground area at the registered location.

10. PERJURY STATEMENT – I/We declare under penalty of perjury that the statements on this application and accompanying attachments are correct to the best of my/our knowledge.

\_\_\_\_\_  
 Signature of Home Daycare Provider

\_\_\_\_\_  
 Date

**AGENCY USE ONLY**

11. FIRE SAFETY INSPECTION COMPLETED     Yes     No

\_\_\_\_\_  
 Signature of Fire Inspector

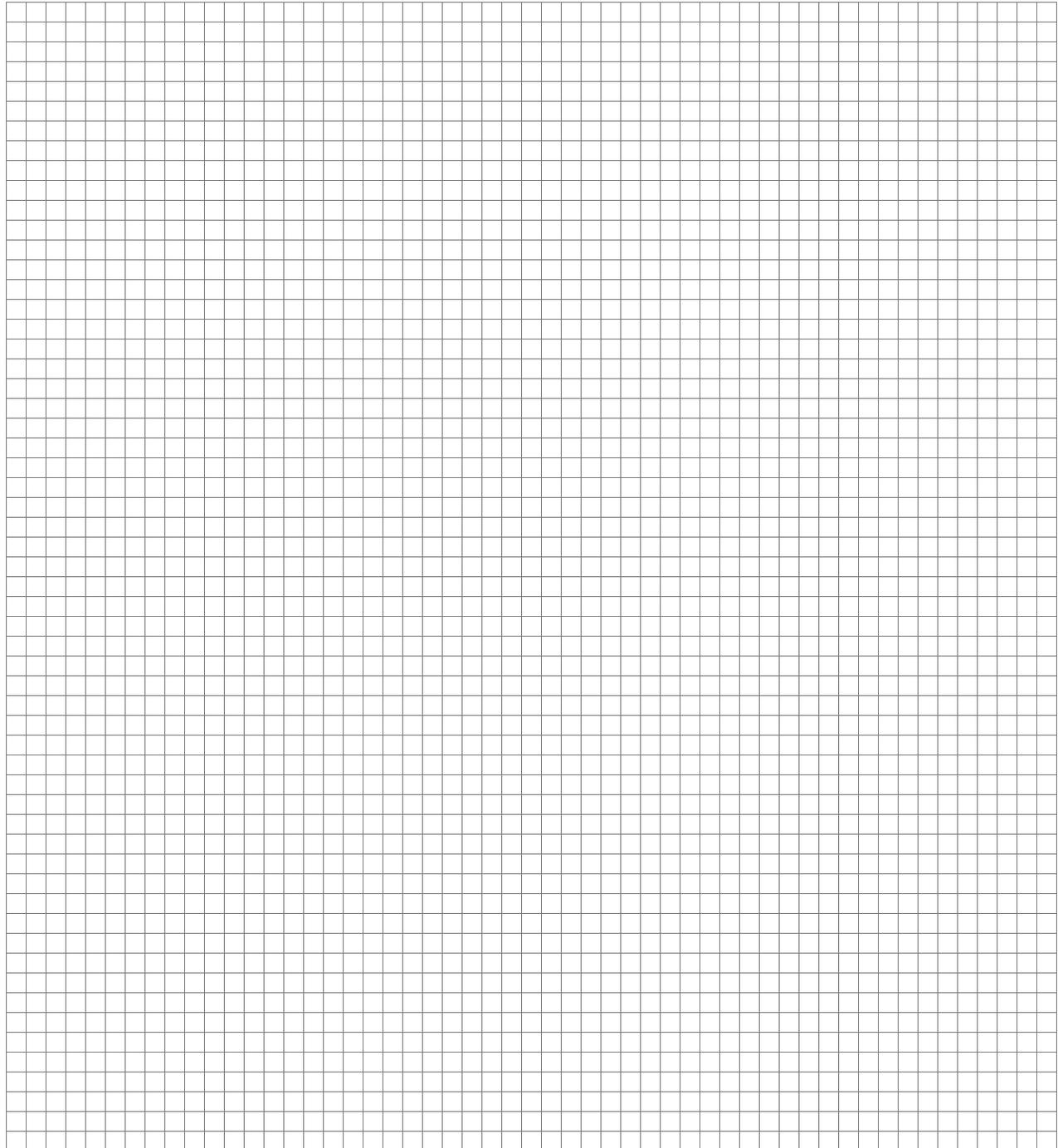
\_\_\_\_\_  
 Date Inspection Completed

## FACILITY SKETCH (Floor Plan) - Family Child Care Home

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Please identify areas which will be "off limits" to children. Door and window exits from the rooms must be shown in case of an emergency. Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

FACILITY NAME:

ADDRESS:



## FACILITY SKETCH (Yard) - Family Child Care Home

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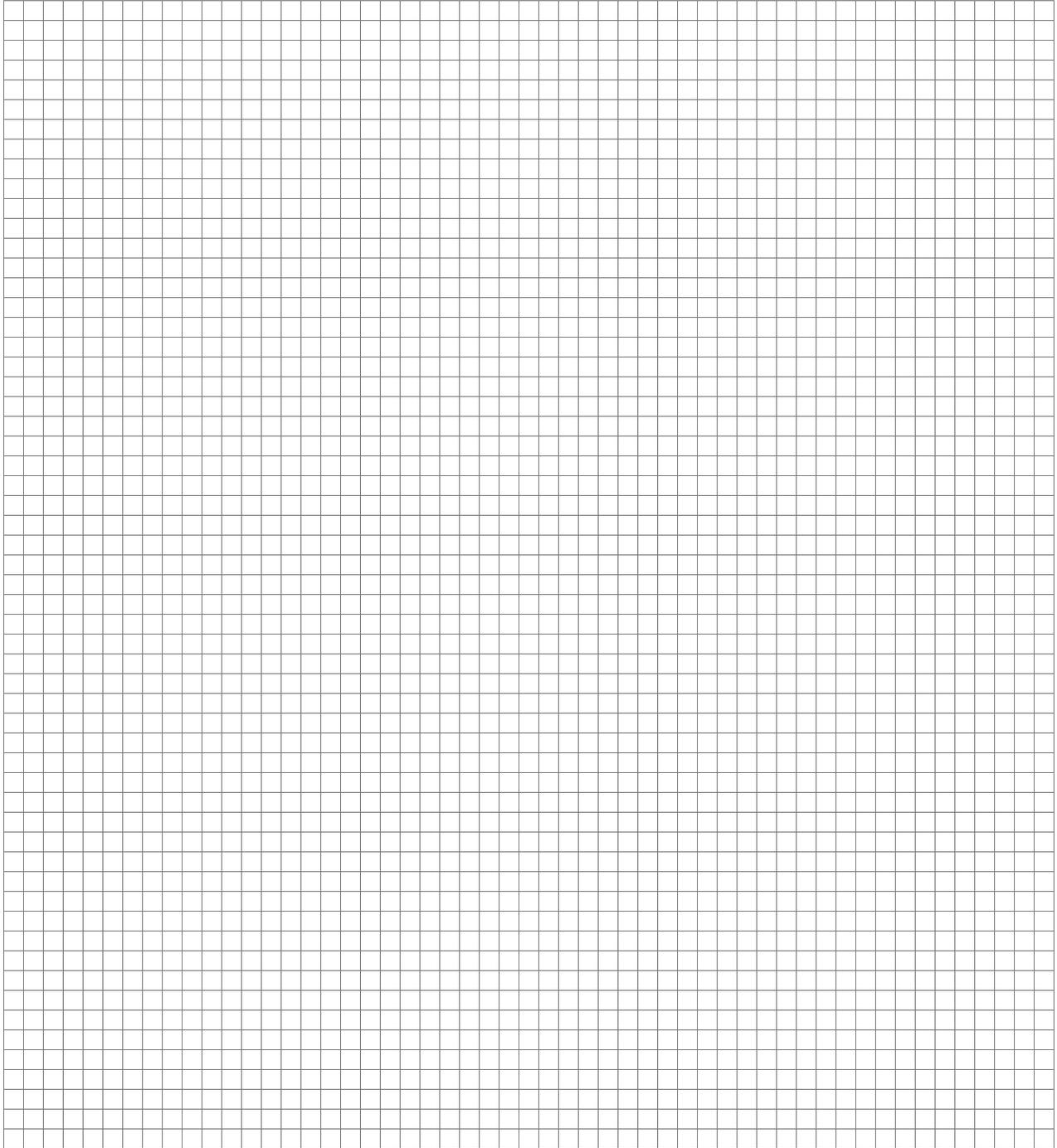
The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Please identify areas which will be "off limits" to children. Show any potential hazardous areas such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

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FACILITY NAME:

ADDRESS:

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# EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

Keep updated and post near telephone or a prominent location in home.

NAME:	DATE:
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**1. EMERGENCIES - LIFE THREATENING** - Call 9-1-1 - Tell them: Number Calling from:

HOME ADDRESS:

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**2. EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1)

Fire/Paramedics:		Ambulance:
Hospital:	Police/Sheriff:	Other:
	Poison Control:	
	Child Protective Services:	

**3. FACILITY EVACUATION** - Some disasters require evacuation of the building. Using a copy of the Facility Sketch, show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of a fire, get everyone out, follow the escape routes, meet at a prearranged location, account for everyone, do not let anyone return to the building and call the fire department.

**4. TEMPORARY RELOCATION SITE(S)** - Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged easily accessible location. Be sure to obtain permission from the property owner.

NAME:	PHONE:
-------	--------

ADDRESS:

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NAME:	PHONE:
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ADDRESS:

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**5. UTILITY SHUT OFF** -Indicate locations on the Facility Sketch with the exit routes.

GAS:	GAS CO. PHONE:
ELECTRIC:	ELECTRIC CO. PHONE:
WATER:	WATER CO. PHONE:

**6. EQUIPMENT LOCATION** - The fire department may help you with installation information.

FIRE EXTINGUISHER LOCATION:	SMOKE DETECTOR LOCATION:
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FIRE ALARM LOCATION ( IF YOU HAVE ONE):	TYPE
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**7. OTHER EMERGENCY EQUIPMENT** - Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.

LOCATION:

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## EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

### Need help filling out the Emergency Disaster Plan Form?

Applicants need to submit a plan to handle possible emergencies. The Emergency Disaster Plan is a plan that identifies resources when an emergency occurs. A copy of the form must be posted in a conspicuous place near a telephone and a copy sent with the application packet. Licensee is responsible for updating information as required and all information should be typed or clearly handwritten.

1. **EMERGENCIES - LIFE THREATENING** - Whenever a life threatening emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency. If the call is interrupted, they are usually able to identify the home address from the open line.
2. **EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1) - This is a list of additional emergency resources that you may need.
3. **FACILITY EVACUATION** - The most important action in a fire emergency is getting the children safely out and grouped together in a safe location. As part of your application packet, you need to complete a facility sketch. Take a copy of the sketch and identify the quickest exiting routes from each room. You also need to identify a safe location where everyone should gather to be sure everyone is counted and no one remains in the building. **We recommend you have regular fire drills with the children.** Your fire department is an excellent resource for fire and evacuation instructions.
4. **TEMPORARY RELOCATION SITES** - In the event of an emergency or disaster, you need to make arrangements to move to a temporary site, such as at the home of a friend or a local church. You need to identify a second site in the event the first site is not immediately available in the emergency. Be sure to get permission from the property owner of the relocation site.
5. **UTILITY SHUT OFF** - In some emergencies it may be necessary to shut the utilities off. It is important to identify the locations of the utility shut off for such emergencies. You should also have a wrench on hand for the gas line. It also may be helpful to put the utility shut off locations on the Facility Sketch.
6. **EQUIPMENT LOCATION** - Your home must contain a fire extinguisher and smoke detector device which meet the standards established by the Fire Chief. The fire extinguisher must be in a location that is easily accessible and identified in this plan. The local fire department may help you with the location of fire equipment. In addition to smoke alarms, you need to identify and locate any other emergency alarms that are on the premises. If a fire is just beginning, it may be possible to extinguish the fire with a fire extinguisher. However, the children should be safely relocated before attempting to extinguish any fire.
7. **OTHER EMERGENCY EQUIPMENT** - In the event of an emergency, it may be necessary to have a first aid kit, blankets, food and water, radio, flashlight and other provisions. The plan needs to identify where this other emergency equipment is kept.

## PRE-REGISTRATION READINESS GUIDE

Before your registration for home daycare can be approved, the Fire Chief, or designee, will visit your home to make sure your home meets registration requirements. Below is a checklist of requirements to help you get ready for our visit. As each requirement is completed, please put a check mark next to it.

THE FOLLOWING ITEMS ARE REQUIRED BY REGULATION
<input type="checkbox"/> Exit doors not less than 28" wide.
<input type="checkbox"/> Each room used for sleeping or dining purposes must have at least two ways out.
<input type="checkbox"/> All hallways, doorways, entrances, ramps, steps, and corridors are to be unobstructed, free of storage and readily accessible.
<input type="checkbox"/> The interior finish of rooms used for daycare is restricted to rated material. Non-rated material shall not exceed 60% of the wall.
<input type="checkbox"/> Safety area around hot surfaces and open flames.
<input type="checkbox"/> Closet door latches must be capable of being opened by children from the inside. Each bathroom door lock must be designed to permit opening of the locked door from the outside in an emergency. The opening device must be readily accessible to the staff.
<input type="checkbox"/> Post emergency contact numbers and home exit plan.
<input type="checkbox"/> One operable flashlight in an accessible location.
<input type="checkbox"/> Mounted fire extinguisher not more than 5' above the floor.
<input type="checkbox"/> CO detector if building has gas-fired appliances.
<input type="checkbox"/> Smoke detectors in proper operating condition.
<input type="checkbox"/> Arrange storage in orderly manner to provide for exiting and fire department access.
<input type="checkbox"/> No smoking in areas occupied by children.
<input type="checkbox"/> Store flammable liquids away from exits, aisles, corridors, or stairways.
<input type="checkbox"/> Electrical receptacles covered with special protective covers in all areas occupied by children.
<input type="checkbox"/> Discontinue use of extension cords in lieu of permanent wiring.
<input type="checkbox"/> Maintain wiring in good condition and protect from damage.

**Ready to schedule your inspection? Call (605) 677-7098.**

**My inspection is scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm.**  
DATE TIME

# Vermillion Fire EMS

Occupancy: **City Hall**  
Address: **25 Center ST**  
**Vermillion SD 57069**

Inspection Type: **Annual**  
Inspection Date: **7/6/2015** By: **Draper, Richard S (104)**  
Time In: **10:17** Time Out: **10:17**  
Authorized Date: **Not Author** By:



Form: Home Daycare

## Inspection Description:

The Vermillion Fire EMS Department is tasked with inspecting new and existing buildings and daycares within the city of Vermillion. Our main focus when performing inspections is life safety. The goal of the inspections are to have safe businesses and to provide risk reduction to owners, employees, customers, tenants, visitors and firefighters in the case of a fire or emergency in the building. These goals are achieved by seeking code compliance of the applicable fire codes.

## Inspection Topics:

### Exits

Exit doors not less than 28"

Exit requirement. Exit doors minimum of 28" wide.

**Status:**

**Notes:**

Each Room used for sleeping or dining purposes must have at least two ways out.

Each Room used for sleeping or dining purposes must have at least two ways out.

**Status:**

**Notes:**

Remove obstructions from exits, aisles, corridors, and stairways.

All hallways, doorways, entrances, ramps, steps and corridors are to be unobstructed, free of storage and readily accessible.

**Status:**

**Notes:**

### General

Fire Safety, Home Exit plan and Drill documented

EDITH

**Status:**

**Notes:**

Online Background Check

No person whose name is currently, or anytime in the past has been on the state central registry for abuse and neglect, the state sex offender registry, or any similar registry or list maintained by any other state, shall reside in the premises in which the home daycare business is being conducted, nor shall such person be employed in any capacity by the home daycare.

**Status:**

**Notes:**

No person between 14 years of age and 17 years of age to provide childcare services

No person under 18 years of age may be registered under this article. No person between 14 years of age and 17 years of age to provide childcare services in a home daycare unless a registered home daycare provider is actually present in the home daycare facility.

**Status:**

**Notes:**

CPR Training

All home daycare operators registered under this article must maintain a current CPR certification from the American Red Cross or American Heart Association. Free training will be provided for you. Check the training schedule [www.vermillion.us](http://www.vermillion.us) fire department page or call 605-677-7098

**Status:**

**Notes:**

<p>Outside play areas should be enclosed.* Exception: A registered daycare provider may be exempt from the fencing or other barrier requirement of this section if a written consent form signed by a parent or guardian of each child being cared for stating they understand that there is not an enclosed playground area at the registered location.</p> <p>Playground areas shall be enclosed by fence, hedge, trellis, or other barrier not less than 42 inches high, to protect the area from traffic, animals, or other hazards. Openings in a fence, trellis, or other man-made barrier should not allow passage of a 4 inch diameter sphere. Playground areas shall be in the rear yard whenever possible. * Exception: A registered daycare provider may be exempt from the fencing or other barrier requirement of this section if a written consent form signed by a parent or guardian of each child being cared for stating they understand that there is not an enclosed playground area at the registered location.</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>The interior finish of rooms used for daycare is restricted to rated material</p> <p>The interior finish of rooms used for daycare is restricted to rated material. Non rated material shall not exceed 60% of the wall</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>Heating equipment of an approved type, clean and in good working condition</p> <p>Heating equipment of an approved type, clean and in good working condition</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>Safety area around hot surfaces and open flames</p> <p>Heating equipment in spaces that are occupied by clients provided with partitions screens or other means to protect children under six years of age from hot surfaces and open flames</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>Locks and Latches</p> <p>Latches and locks. In both new and existing facilities, each closet door latch must be capable of being opened by children from the inside. Each bathroom door lock must be designed to permit opening of the locked door from the outside in an emergency. The opening device must be readily accessible to the staff.</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>Emergency Planning, Posted emergency contact numbers and home exit plan.</p> <p>Emergency Planning, annual fire drills shall be conducted</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p>Address Numbers</p> <p>Address numbers are critical to help emergency personnel find people who may need some sort of aid. The numbers must contrast with their background for greatest visibility.</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p><b>Exit Lighting</b></p> <p>At least one operable flashlight provided in an accessible location</p> <p>At least one operable flashlight provided in an accessible location</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p><b>Fire Extinguishers</b></p> <p>Mount extinguishers where readily available, not more than 5 feet above floor.</p> <p>Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>
<p><b>Fire Protection Access and Equipment</b></p> <p>Install a CO detector</p> <p>If the building has gas-fired appliances a carbon monoxide detector must be provided in the living area</p> <p><b>Status:</b></p> <p><b>Notes:</b></p>

SAMPLE

Provide and maintain smoke detectors in proper operating condition.  
 The proper installation and maintenance of smoke detectors is of the utmost importance. In the event of a fire, they will notify occupants, and, in some cases, may automatically notify the Fire Department.

**Status:**  
**Notes:**

**Housekeeping**

Arrange storage in orderly manner to provide for exiting and fire department access.  
 Good housekeeping makes an area safer for occupants and contributes less fuel to a fire. When storage is orderly, fire fighters can get fast access to minimize fire damage.

**Status:**  
**Notes:**

No smoking  
 No smoking in areas occupied by children

**Status:**  
**Notes:**

**Flammable Liquids**

Store liquids away from exits, aisles, corridors, or stairways.  
 The accelerating effect of flammable liquids in a fire can quickly make safe exit impossible.

**Status:**  
**Notes:**

**Electrical**

Special protective covers for electrical receptacles installed in all areas occupied by children  
 IFC-605.1 Abatement of electrical hazards. Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the responsible code official. Electrical wiring devices appliances and other equipment that is damaged and constitutes an electrical shock or fire hazard shall not be used.

**Status:**  
**Notes:**

Fuse / Breakers  
 Open spaces shall be filled in with the approved manner of using blanks

**Status:**  
**Notes:**

General Electrical  
 General

**Status:**  
**Notes:**

Discontinue use of extension cords in lieu of permanent wiring.  
 Temporary wire does not afford the durability, safety, and protection from shock or fire that is found in the construction of an enclosed electrical system.

**Status:**  
**Notes:**

Each outlet box shall have a cover faceplate or fixture canopy.  
 Covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.

**Status:**  
**Notes:**

Maintain wiring in good condition and protect from damage.  
 Worn or broken wires and plugs present a fire hazard and risk of electrical short circuit that can result in a fire.

**Status:**  
**Notes:**

**Additional Time Spent on Inspection:**

Category	Start Date / Time	End Date / Time
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**Notes:** No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 0 minutes

Total Time: 0 minutes

**Summary:**

**Overall Result:** Passed

**Inspector Notes:**

**Closing Notes:**

Violations noted above must be corrected no later than the selected reinspection date in order to be in compliance with current fire code requirements. Allowance for time to correct violations does not in anyway relieve the owner of responsibility or liability for safely maintain the premises.

Your cooperation is appreciated.

**Inspector:**

Name: Draper, Richard S

Rank: Fire Chief

Email(s): mattt@cityofvermillion.com, richardd@cityofvermillion.com, vermillionfdtimes@yahoo.com

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

SAMPLE

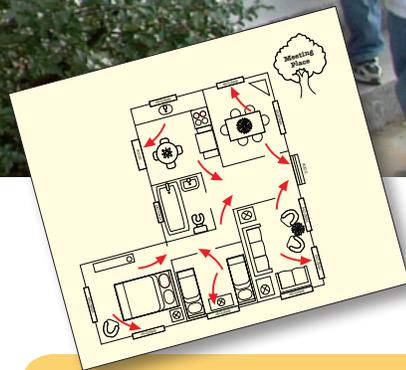
**Occupant Signature:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Escape Planning

Plan Ahead! If a fire breaks out in your home, you may have only a few minutes to get out safely once the smoke alarm sounds. Everyone needs to know what to do and where to go if there is a fire.



## SAFETY TIPS

- » MAKE a home escape plan. Draw a map of your home showing all doors and windows. Discuss the plan with everyone in your home.
- » KNOW at least two ways out of every room, if possible. Make sure all doors and windows leading outside open easily.
- » HAVE an outside meeting place (like a tree, light pole or mailbox) a safe distance from the home where everyone should meet.
- » PRACTICE your home fire drill at night and during the day with everyone in your home, twice a year.
- » PRACTICE using different ways out.
- » TEACH children how to escape on their own in case you can't help them.
- » CLOSE doors behind you as you leave.

## IF THE ALARM SOUNDS...

- » If the smoke alarm sounds, GET OUT AND STAY OUT. Never go back inside for people or pets.
- » If you have to escape through smoke, GET LOW AND GO under the smoke to your way out.
- » CALL the fire department from outside your home.

## FACTS

- ! According to an NFPA survey, only **one of every three** American households have actually developed and practiced a home fire escape plan.
- ! While **71%** of Americans have an escape plan in case of a fire, only **47%** of those have practiced it.
- ! **One-third** of American households who made an estimate thought they would have at least 6 minutes before a fire in their home would become life-threatening. The time available is often less. And only **8%** said their first thought on hearing a smoke alarm would be to get out!



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169



## Get to Know Smoke Alarms

This home smoke alarm flyer was developed to be used by both adults and children. This piece uses many illustrations and easy-to-read language to teach people about smoke alarms.

Make copies to hand out to residents.



# Get to Know Smoke Alarms

If there is a fire in your home, there will be smoke.



A smoke alarm will let you know there is a fire in your home.



You need a smoke alarm in each bedroom.



You need a smoke alarm on each level of your home.



— Keeping Your Community Safe and Sound —



# Get to Know Smoke Alarms

You need a smoke alarm outside each sleeping area.



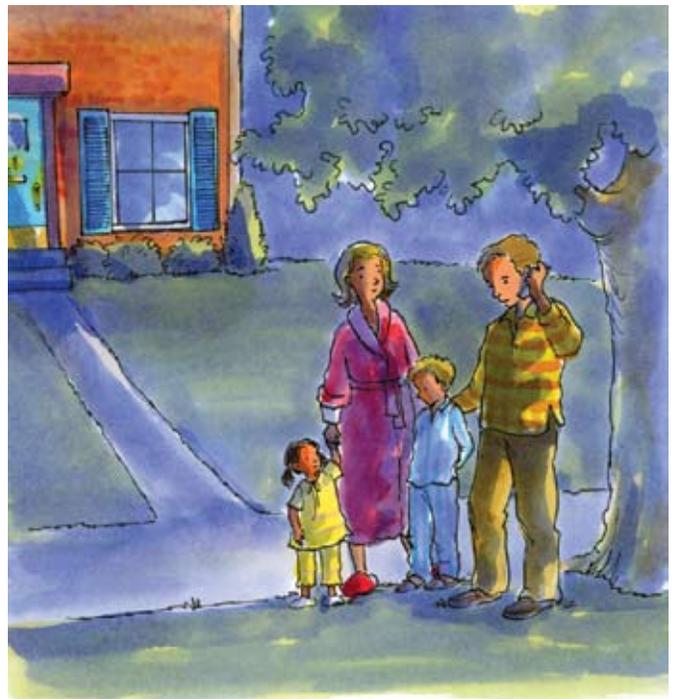
Push the test button at least once a month to make sure it is working.



If the smoke alarm sounds, get outside the home.



Then call the fire department.



— Keeping Your Community Safe and Sound —



## Cooking Safety: Checklist



- ❑ **Stay in the kitchen** when you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- ❑ **If you are simmering**, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you're cooking.
- ❑ **Keep things that can catch fire** — potholders, oven mitts, paper or plastic bags, curtains — away from your stovetop.
- ❑ **Wear short, close-fitting** or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and can catch fire if it comes in contact with a gas flame or electric burner.
- ❑ **Have a "kid-free zone"** of at least 3 feet around the stove and areas where hot food or drink is prepared or carried.
- ❑ **If you have a stove fire**, when in doubt, just get out and call the fire department.
- ❑ **Keep an oven mitt** and lid nearby when you're cooking. If a small grease fire starts in a pan, smother the flames by sliding the lid over the pan. Turn off the burner. Do not move the pan. To keep the fire from restarting leave the lid on until the pan is completely cool.
- ❑ **In case of an oven fire**, turn off the heat and keep the door closed to prevent flames from burning you or your clothing. After a fire, the oven should be checked and/or serviced before being used again.
- ❑ **Open microwaved food slowly**, away from the face. Hot steam from a container of microwaved food or the food itself can cause burns.
- ❑ **Never heat a baby bottle** in a microwave oven because it heats liquids unevenly. Heat baby bottles in warm water.
- ❑ **Treat a burn right away**, putting it in cool water. Cool the burn for three to five minutes. Cover with a clean, dry cloth. If the burn is bigger than your fist, or if you have any questions, get medical help right away.
- ❑ **Think Green!** Unplug small appliances when not in use.