

INSPECTION PROCESS

The Licensing Specialist will assess compliance with regulations by looking at all areas of the home where child care will be provided, looking at the outdoor area of the home where care will be provided, and asking you questions about the regulations. You need to know all regulations. Before your inspection, it is helpful to go through the home and outdoor area and be sure there are no safety hazards accessible to children. You should also review the regulations so you will know the answers to the questions you will be asked.

The Licensing Specialist will assess **all** rooms/areas of the home where care is provided. This includes rooms/areas that will not be used for child care.

The Licensing Specialist will look for safety hazards in **accessible** rooms/areas.

A room/area is **accessible** when:

- it will ever be used by children in care; or
- it is not behind a locked door; or
- it is not behind a closed child safety gate.



The Licensing Specialist will also assess the outdoor area. This includes any garages, sheds, campers, and trailers in the outdoor area.

The Licensing Specialist will only look at what is **accessible** to children. Items are **accessible** to children when they are:

- on the floor; or
- on a shelf that is 36 inches or less from the floor; or
- in an unlocked cupboard or drawer that is 36 inches or less from the floor; or
- in a bathroom cupboard or on a bathroom shelf that is 36 inches or less from a surface on which a child could stand, such as a toilet, bathtub, or counter.

The Licensing Specialist will open and look in all accessible closets, cupboards, and drawers. The Licensing Specialist will not look in purses, backpacks, or diaper bags.

The Licensing Specialist will look in **inaccessible** rooms/areas of the home and garage to be sure there are no children in care or illegal items. A room/area is **inaccessible** if it is behind a closed child safety gate or behind a locked door. A locked door is one locked with:

- a key or combination lock; or
- a lock that doesn't have a key or combination but the lock is at least 60 inches high; or
- a child safety device on the doorknob.

Do not unlock doors or open child safety gates before your inspection. If you do, the Licensing Specialist will consider the room/area accessible. However, you must be able to unlock all doors during the inspection so the Licensing Specialist can check all rooms/areas for children and illegal items.