



Bureau of Child Development, Child Care Licensing Program
childcarelicensing.utah.gov
LICENSE EXEMPT CENTER OR OUT OF SCHOOL PROGRAM
INITIAL DWS ELIGIBILITY APPROVAL INSPECTION

Center/Program Name:	Location Address:	Facility Number:
Center/Program Phone Number:		Licensors(s):
Center/Program E-mail:		

Inspection Date:	Start Time:	End Time:
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C - Compliance
NC - Noncompliance

Noncompliance Items You will not be eligible for DWS money if you don't show compliance by:	First Follow-Up	Second Follow-Up	Third Follow-Up
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC

Number of noncompliance items:

If the only noncompliance items were missing documentation, you must submit the documentation to your Licensing Specialist. Remember to have the center/program name on all documents.

If you don't show compliance by the required date, the center/program won't be eligible to receive money from the Department of Workforce Services (DWS).

Director's Signature:

First Follow-Up Inspection

Date: Start Time: End Time:

Number of noncompliance items:

If on-site, Director's Signature:

Second Follow-Up Inspection

Date: Start Time: End Time:

Number of noncompliance items:

If on-site, Director's Signature:

Third Follow-Up Inspection

Date: Start Time: End Time:

Number of noncompliance items:

If on-site, Director's Signature:

CENTER/PROGRAM INFORMATION

When Care Will Be Provided or When the Program Will Be Open: School Year Only Summer Only Year-Round

Notes (Include information from Sticky Notes):

BEFORE THE INSPECTION

Review the photos from the Sex Offender Registry and remind the director that these individuals cannot have unsupervised access to children in care.

Explain the inspection process. Include in the explanation that:

- you will look in everything below 48 inches in rooms used for care when all children are school age
- you will look in everything below 36 inches in rooms used for care when any child is younger than school-age
- you will look to be sure there are no "extra" children or illegal items in inaccessible areas
- you will assess outdoor play areas and out buildings

INSPECTION

EXPLANATION OF HEALTH & SAFETY REGULATIONS

C - Compliance NC - Noncompliance NA - Not Applicable			Compliance	Notes
1) a)	explain ask	The provider is the administrator and is responsible for compliance and the health and safety of the children. The provider must be at least 21-years-old. ➤ Who will be the provider?	C NC NA	
1) b)	explain ask	The director is responsible for the day-to-day operation. The director must be at least 21-years-old and the required credentials. ➤ Who will be the director?	C NC NA	
1) d)	explain ask	The director designee has the authority to act on behalf of the director. The director designee must be at least 21-years-old. ➤ Who will be the director designee?	C NC NA	
1) e)	explain	The director or the director designee must be at the facility whenever children are in attendance.	C NC NA	
1) f)	explain	All caregivers who count in ratios must be at least 18-years-old. All assistant caregivers must be at least 16-years-old and must be under the direct supervision of caregivers.	C NC NA	
3) a)	explain	Caregivers must maintain direct supervision of all children in care at all times.	C NC NA	
3) b)	explain	Caregivers must maintain active supervision of all children in care at all times when they are in the outdoor area and during off-site activities.	C NC NA	
3) c)	explain	The minimum caregiver to child ratios and maximum group sizes must be maintained.	C NC NA	
3) d)	ask explain	➤ Are infants or toddlers in care? If yes: Infants and toddlers can be in mixed age groups only when there are less than 9 children in the group. When there are more than 2 infants and/or toddlers, there must be 2 caregivers.	C NC NA	
3) e)	ask explain	➤ Do children in care take naps? If yes: During nap time, ratios can double for children 18-months old and older if the children are in a restful or non-active state.	C NC NA	
3) f)	explain	Employees' children 4-years-old and older don't count in ratios but do count in group size.	C NC NA	
5) a)	explain	You must ensure that no child is subjected to physical, emotional, or sexual abuse while in care.	C NC NA	
5) b)	explain	All employees and volunteers must know the reporting requirements for suspected child abuse, neglect, and exploitation.	C NC NA	

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5) c) i)	explain	Child discipline cannot include: - corporal punishment	C NC NA	
5) c) ii)	explain	- restraining movement by binding, tying, or other form of restraint	C NC NA	
5) c) iii)	explain	- shouting at children	C NC NA	
5) c) iv)	explain	- any form of emotional abuse	C NC NA	
5) c) v)	explain	- forcing or withholding food, rest, or toileting	C NC NA	
5) c) vi)	explain	- confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage	C NC NA	
5) d) i)	explain	All employees, volunteers, and children in care must wash their hands thoroughly with liquid soap and warm running water: - before handling and/or preparing food	C NC NA	
5) d) ii)	explain	- before serving and/or eating meals and snacks	C NC NA	
5) d) iii)	explain	- after using the toilet	C NC NA	
5) d) iv)	explain	- before administering and/or taking medication	C NC NA	
5) d) v)	explain	- after coming into contact with body fluids	C NC NA	
5) d) vi)	explain	- after playing with or handling animals	C NC NA	
5) d) vii)	explain	-after cleaning and/or taking out garbage	C NC NA	
5) e)	explain	A body fluid clean up kit must be used to clean up spills of body fluids.	C NC NA	
6) b)	explain	Immediately upon the recognition of the error, parents must be notified of an error in the administration of medication.	C NC NA	
6) c)	explain	Within 48 hours, parents and CCL staff must be notified of a change in the facility's or program's phone number or email.	C NC NA	
6) a)	explain	On the day of its occurrence, parents must be notified of an incident, accident, or injury involving their child(ren).	C NC NA	
6) d)	explain	By the next working day, CCL staff must be notified of any fatality, hospitalization, emergency medical response, or injury that required attention from a health care provider. Within 5 working days, CCL must receive documentation of the details of the incident or injury.	C NC NA	

DOCUMENTATION						
C - Compliance NC - Noncompliance NA - Not Applicable			Compliance			Notes
1) b)	review	Does the director have the required credentials? an associates, bachelors, or graduate degree from an accredited college or successful completion of at least 12 semester credit hours of college level coursework in child development, early childhood education, elementary education, or a related field; or a currently valid national certification such as a Certified Childcare Professional (CCP) issued by the National Child Care Association, a Child Development Associate (CDA) issued by the Council for Early Childhood Professional Recognition; or a currently valid Child Care Licensing-approved National Administrator Credential (NAC) plus one of the following: - valid proof of successful completion of 12 semester credit hours of college level coursework in child development, elementary education, or a related field; or - valid proof of completion of the following six Care About Child Care courses: Child Development: Ages and Stages; Advanced Child Development; School Age Course 1; School Age Course 2; School Age Course 3; and School Age Course 4; or - valid proof of valid proof of completion of the following six Utah Early Childhood Career Ladder courses offered through Child Care Resource and Referral: Child Development Ages and Stages, Learning in the Early Years, A Great Place for Kids, Strong and Smart, Learning to Get Along, and Advanced Child Development.	C	NC	NA	
1) g)	review	Is the Health and Safety plan complete and accurate? (When needed, show the template)	C	NC	NA	
7) b) i)	ask	► Who is always at the facility with the children?	C	NC	NA	
	review	Does (s)he/they have current First Aid and CPR certification?				
7) b) ii)	ask	► Who is with the children during transportation?	C	NC	NA	
	review	Does (s)he/they have current First Aid and CPR certification?				
7) b) iii)	ask	► Who is with the children during off-site activities?	C	NC	NA	
	review	Does (s)he/they have current First Aid and CPR certification?				
1) h)	explain	All directors, director designees, caregivers, and assistant caregivers must complete 2.5 hours of pre-service training in the required topics no more than 6 months before their first day of interacting with children.	C	NC	NA	
1) i)	explain	Pre-service training must be documented and the documentation available for review. (Show the technical assistance form.)	C	NC	NA	
	review - director & director designee	Director: Director Designee:				

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1) j)	explain	All directors, director designees and caregivers who count in ratios must complete 20 hours (or 2 hours for each month counting in ratios) of ongoing child care training each year. At least half of the training must be face-to-face.	C NC NA	
1) k)	explain	On-going training must be documented and the documentation available for review. (Show the technical assistance form.)	C NC NA	
7) d)	explain	Fire evacuation drills must be held each month the facility or program is open for care. The date and time of each drill must be documented and the documentation available for review. (Show the technical assistance form.)	C NC NA	
7) e)	explain	Disaster (other than fire) drills must be held at least every six months the facility or program is open for care. The date and time of each drill must be documented and the documentation available for review. (Show the technical assistance form.)	C NC NA	
5) f)	ask explain	► Are there children younger than school-age in care? If yes: There must be a record of current immunizations for each child younger than school-age.	C NC NA	
2) b)	review	Do the director and the director designee have current approved background screenings?	C NC NA	
Director:		Current background screening? Yes No		
Director Designee:		Yes No		

INDOOR AND OUTDOOR						
C - Compliance NC - Noncompliance NA - Not Applicable			Compliance			Notes
4) a)	observe	Is there a working telephone?		C	NC	NA
7) a)	observe	Is the facility's street address and emergency phone numbers, including ambulance, fire, police, and poison control posted near each telephone or in the contact list of cell phones?		C	NC	NA
4) b)	observe	Is there a working fire extinguisher accessible to caregivers?		C	NC	NA
4) c)	ask observe	<p>► Are there firearms stored at the facility? If yes: Are they stored separately from ammunition? Are they stored in a locked cabinet or area?</p>		C	NC	NA
4) d) i)	observe	Are tobacco, e-cigarettes, or e-juice accessible?		C	NC	NA
4) d) ii)	observe	Are open containers of alcohol accessible?		C	NC	NA
4) d) iii)	observe	Are sexually explicit materials accessible?		C	NC	NA
4) d) iv)	observe	Are illegal items accessible?		C	NC	NA
4) d) v)	observe	Are any of the following toxic substances accessible? ammonia anti-freeze bleach (undiluted) corroded batteries drain cleaners energy shots fertilizer with weed killer florescent light tubes gasoline gunpowder gun solvent hydrocarbons insecticide insect repellent iodine jewelry cleaner kerosene laundry detergent pods lighter fluid	linseed oil liquid correction fluids model glue nail glue nail polish remover/other solvents containing acetone paint thinner pesticides rubber cement rubbing alcohol silicone spray spray paint super glue Tiki Torch Fuel tile grout sealer turpentine vinyl adhesive remover water sealant WD-40 weed killer windshield washer fluid	C	NC	NA
4) d) vi)	observe	Are medications accessible?		C	NC	NA
4) d) vii)	observe	Are open flames accessible?		C	NC	NA

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4) d) viii)	observe	Are trampolines accessible?	C NC NA	
4) e)	observe	Are all areas of the facility used for care clean and sanitary?	C NC NA	
4) f)	observe	Are all areas of the facility maintained and used in a safe manner?	C NC NA	
4) g)	observe	Is there a place for children to be signed in and out of the facility or program? Does it include the time of arrival and the time of departure?	C NC NA	
4) h) i)	ask observe	► Are infants or toddlers in care? If yes: Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair?	C NC NA	
4) h) ii)	observe	Are children's diapers changed at a diaper changing station with railings?	C NC NA	
4) h) iii)	explain	Caregivers cannot leave children unattended when the children are on the diapering surface.	C NC NA	
4) h) iv)	observe	Do infants must sleep in equipment designed for sleep such as a crib, bassinet, porta-crib, or play pen? (They cannot be placed to sleep on mats or cots or in bouncers, swings, or car seats.)	C NC NA	
4) h) v)	explain	Infants must not be placed on their stomachs for sleeping unless there is documentation from a health care provider for the treatment of a medical condition.	C NC NA	
4) h) iv)	explain	When there are more than 8 children in the outdoor area, infants and toddlers cannot use the outdoor play area at the same time as the older children.	C NC NA	

OUTDOOR

Ask if there is an outdoor area maintained by the provider. N/A when there is no outdoor area maintained by the provider.

C - Compliance NC - Noncompliance NA - Not Applicable			Compliance	Notes
4) i) i)	observe	Is the outdoor area safely accessible?	C NC NA	
4) i) ii) (1)	ask observe measure	►Are there children younger than school-age? If yes: Is the area enclosed with a fence, wall, or solid natural barrier that is at least 4 feet high?	C NC NA	
4) i) ii) (2)	observe measure	Does the fence have gaps greater than 5 inches by 5 inches?	C NC NA	
4) i) iii)	observe	Is drinking water available?	C NC NA	
4) d) viii)	observe	Are trampolines accessible?	C NC NA	
4) i) iv) (1)	observe	Are metal animal swings accessible?	C NC NA	
4) i) iv) (2)	observe	Are unanchored swings accessible?	C NC NA	
4) i) iv) (3)	observe	Are unanchored slides accessible?	C NC NA	
4) i) iv) (4)	observe	Is standing water accessible?	C NC NA	
4) i) (v) (1) (2)	observe measure	Does all stationary play equipment have the required use zones?	C NC NA	
4) i) vi) (1) (2) (3)	observe measure	Is there adequate protective cushioning in all use zones?	C NC NA	
4) i) vi) (4)	observe measure	Is any stationary play equipment on grass and not on a hard surface? If yes, does it meet the height restrictions and not have moving parts on which children sit or stand?	C NC NA	
4) i) vii)	observe measure	Does stationary play equipment have required protective barriers?	C NC NA	
4) i) viii)	observe measure	Are there any entrapment hazards on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment?	C NC NA	
4) i) ix)	observe measure	Are there any strangulation hazards on, within the use zone of, or adjacent to the use zone of any piece of stationary play equipment?	C NC NA	
4) i) x) (1)	ask observe measure	►Are infants or toddlers in care? If yes: Are there any designated play surfaces that exceeds 3 feet in height on any piece of stationary play equipment used by infants and/or toddlers?	C NC NA	
4) i) x) (2)	observe	Do swings used by infants and/or toddlers have enclosed seats?	C NC NA	