



Bureau of Child Development, Child Care Licensing
Childcarelicensing.utah.gov
Child Care Center Announced Inspection

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|---|--|--|---------------|
| Center Name: | | Facility ID #: | |
| Address: | | Phone #: | |
| Director: | | Email Address: | |
| License Expiration Date: | | Capacity: | # of Rooms: |
| Last Announced Inspection: | | Last Unannounced Inspection: | |
| Phone Interview Date: | | Review in DAS | |
| Sticky Notes: | | Director Qualifications: | |
| Outdoor Play Equipment Assessed | | Director Qualifications Exp: | |
| Sex Offender Registry Reviewed: Review the photos from the Sex Offender Registry and remind the provider that these individuals cannot have access to children in care. | | P&P for children age 3 & older going unsupervised to the bathroom: | |
| Notes: | | Variances: | |
| | | Documentation of ASTM Cushioning: | |
| | | Crib Form | Safety Glass |
| | | Floor Plans | Review of DAS |

| INSPECTION | DATE | START TIME | AM / PM | END TIME | AM / PM | Licensing Specialist(s): |
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| Signatures | | | |
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| Inspection | Number of Items Out of Compliance | Name of Individual Informed of this Inspection | Signature of Informed Individual |
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We will email you this inspection report after the inspection is completed and we will send you an official Statement of Findings. If the only noncompliance items are documentation and/or records, please submit these to Licensing by the compliance required date listed.

| Introductory Items | |
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| Introduce any unknown CCL staff to the Owner/Director | Where do you store medications? |
| Give the Owner/Director a brief explanation of the inspection process. | How many telephones does the facility have and where are they? |
| Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director. | Are Children ever unsupervised or routinely Cared for in the office, staff lounge, etc? If yes: assess these rooms. |
| | Where is the first aid kit for the facility and field trips? |
| Let the Owner/Director know that you will need to observe 1 diaper change in each room that diapers children (or 2 rooms, if there are more than 2 rooms in which children are diapered). The Owner/Director may want to have staff in those rooms come and interrupt the inspection to let you know when they are ready to change a diaper. | Have any windows been replaced since the last Announced Inspection? If yes, a new safety glass form must be filled out. If the safety glass form indicates safety glass wasn't needed due to a barrier, verify the windows are still in compliance. |

| | If the center transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children. | | Have any cribs been replaced since the last Announced Inspection? If yes, a new crib form must be filled out. | | | |
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| | How many hot water tanks in the facility? Do any of the sinks have mixing Valves? | | Wash hands. | | | |
| Yes | No | Is the center is located in buildings that house other activities (ex: rec center, community center, church, etc)? If yes, is there a written policy explaining how they will ensure non-child care employees will not have unsupervised access to children in care, including in the bathroom? | | | | |
| Yes | No | Are parts of the facility rented or lived in? If yes; review the signed lease agreement and verify that there is a separate mailing address, a separate entrance and that there are no connecting unlocked interior doorways. | | | | |
| Rule Description | | <i>C = Compliance NC = Noncompliance NA = Not Applicable CDI= Compliant During Inspection</i> | | | | |
| DIRECTOR INTERVIEW QUESTIONS | | Rule Number | C | NC | NA | Compliance Required By: |
| 1. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor; | | R430-6-4(9) | | | | |
| 2. or having been investigated with a supported finding of abuse or neglect by the Department of Human Services? | | R430-6-6(4) | | | | |
| 3. How do you ensure that school age children have privacy when using the bathroom? | | 100-4(3) | | | | |
| 4. Are bathroom surfaces cleaned and sanitized daily? | | 100-5(2) | | | | |
| 5. Are all caregivers at least 18 years of age? | | 100-7(2) | | | | |
| 6. Do you have any assistant caregivers under age 18? If yes: are they at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? | | 100-7(3) | | | | |
| 7. How do you ensure caregivers under age 18 are never left unsupervised with children? | | 100-7(4) | | | | |
| 8. How do you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care? | | 100-8(5) | | | | |
| 9. Are all director designees at least 21 years of age? (Must be individuals who meet the background screening and training requirements. Director designees will have the authority to act on behalf of the center director in his or her absence.) | | 100-8(6) 100-8(11)(a) | | | | |
| 10. How many hours each week are you on-site at the facility? | | 100-8(7) | | | | |
| 11. Do you have regularly scheduled caregiving duties? If yes: for how many hours per week, in addition to the time you spend managing the center? | | 100-8(8) | | | | |
| 12. During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days? | | 100-8(10) | | | | |
| 13. What are staff trained to do when children misbehave? How do you ensure staff comply with this training when children misbehave? | | 100-8(11)(b)(i)-(ii) | | | | |
| 14. How do you train and supervise staff to ensure children are not subjected to emotional, physical, or sexual abuse while in care? | | 100-8(11)(b)(iii) | | | | |
| 15. Are the written policies and procedures and emergency and disaster plan available for review by parents, staff, and the Department during business hours? | | 100-8(13) 100-10(7) | | | | |
| Inspection Notes | | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|---|----------------------------------|---|----|----|-------------------------|
| Do you keep the following records on-site for at least six weeks: 16. Medication permission and administration forms. | 100-9(2)(e) | | | | |
| 17. Incident, accident, and injury reports. | 100-9(2)(f) | | | | |
| 18. Diapering, infant eating, and infant sleeping records. | 100-9(2)(g) | | | | |
| 19. Is information in Children's files released without written parental permission? | 100-9(3) | | | | |
| 20. Are there always at least two caregivers with the children whenever there are more than 8 children or more than 2 children under age 2 present? | 100-11(3) | | | | |
| 21. Are there any trampolines inside the center? | 100-12(11) | | | | |
| 22. Do parents have access to the center, and to their child's room/area, any time their child is in care? | 100-13(2) | | | | |
| 23. What are your sign-in and sign-out procedures? Is each child signed in and out of the center, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks up a child? | 100-13(3)(a) 100-13(3)(b)-(c) | | | | |
| 24. Are parents given a report of every incident, accident, or injury involving their child on the day it occurs? Is the report signed by the caregiver, director, and person picking up the child? If school age children sign themselves out, is the report sent to the parent that day? | 100-13(4) | | | | |
| 25. In addition to giving a written report, are parents contacted immediately if a child is injured and the injury appears serious but not life threatening? | 100-13(5) | | | | |
| 26. Is emergency personnel contacted immediately, before contacting the parent, in the case of a life threatening injury to a child, or an injury that poses a threat of the loss of vision, hearing, or a limb? If the parent cannot be reached after emergency personnel have been contacted, do you attempt to contact the child's emergency contact person. | 100-13(6) | | | | |
| 27. Are staff trained that, according to Utah law, they are mandated reporters and that if they suspect any type of abuse they are required to report it to CPS or the authorities? | 100-14(2) | | | | |
| 28. Is food and drink brought from home labeled with child's name, and refrigerated if needed? | 100-15(5) ♪ | | | | |
| 29. While in care, do children use personal hygiene items such as toothbrushes, combs, and/or hair accessories? If yes, are they sanitized between each use if shared by children or used by staff on more than one child? Are they stored so that they do not touch each other? | 100-16(7) | | | | |
| 30. Are washable toys and materials cleaned and sanitized weekly, and as needed? | 100-16(8) 100-24(23)(a)-(c) | | | | |
| 31. Are water play tables or tubs ever used? If yes: are they washed and sanitized daily, and do children wash hands prior to using them? | 100-16(10) | | | | |
| 32. What do you do when children's clothing becomes wet or soiled with body fluids? Are children's clothing changed promptly? Do you rinse children's clothing at the center? Is the clothing placed in a leak proof container labeled with the child's name, and given to the parent? | 100-16(12) 100-16(13)(a)-(b) | | | | |
| 33. Are potty chairs ever used? If yes: are they cleaned and sanitized after each use? | 100-16(14) | | | | |
| 34. Do any of your cooks ever change diapers or assist in toileting children? | 100-16(15) | | | | |
| 35. Do you notify the local health department on the day of discovery of any infectious diseases among children or caregivers? | 100-16(20) | | | | |
| Inspection Notes | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|---|-------------------------------|---|----|----|-------------------------|
| 36. Do you post a parent notice at the center in a conspicuous location where it can be seen by all parents when any staff or child has an infectious disease or parasite? Is the notice posted and dated the same day the disease or parasite is discovered? Does it remain posted for at least 5 days? | 100-16(21)(a)-(b) | | | | |
| 37. Do you administer medications? Are they only administered to children by a provider trained in administering medications? Do they wash their hands? Check the medication label to confirm the child's name? Compare the instructions on the parent release form with the directions on the prescription label or product package to ensure that a child is not given a dosage larger than that recommended by the health care provider or the manufacturer? | 100-17(1) 100-17(7)(a)-(d) | | | | |
| 38. Do you keep over-the-counter medication at the center that is not brought in by a parent for their child's use? Do you administer the medication to any child without prior written or oral parental consent for each instance it is given? If oral consent is given do you document in writing the date and time of the consent, and does the parent or person sign the documentation upon picking up the child? | 100-17(5)(a)-(b) | | | | |
| 39. Do you report any adverse reaction to a medication or error in administration to the parent immediately upon recognizing the error or reaction, or after notifying emergency personnel if the reaction is life threatening. | 100-17(8) | | | | |
| 40. Is a sheet and blanket or acceptable alternative made available to each child during nap time? Are they clearly assigned to one child? Stored separately from other children's when not in use? Laundered as needed, but at least once a week and prior to use by another child? | 100-18(9) 100-18(9)(a)-(c) | | | | |
| 41. Do all children, including infants and toddlers, have outdoor play every day, weather permitting? | 100-20(2) | | | | |
| Do you take the children off-site? (N/A if no off-site activities) | 100-20(5)(a) | | | | |
| 42. Do you obtain written parental consent for each activity in advance? | | | | | |
| 43. Do caregivers take children's emergency information and releases with them during off-site activities? | 100-20(5)(b) | | | | |
| 44. Do caregivers take a first aid kit with them? | 100-20(5)(e) | | | | |
| 45. During off-site activities, do children carry with them the name and phone number of the center, but not their own name? | 100-20(5)(f) | | | | |
| 46. If you offer swimming activities, do caregivers remain at the pool with the children during the activity? | 100-20(6) | | | | |
| Are there any animals at the center? (N/A if the answer is no.) | 100-22(1) | | | | |
| 47. Do you inform parents of the types of animals permitted at the facility? | | | | | |
| 48. Are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children? | 100-22(2) | | | | |
| 49. Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior? | 100-22(4) | | | | |
| 50. Who cleans the animals and their equipment? (Infants, toddlers, and preschoolers may not do this.) If school age children assist in the cleaning of animals or animal equipment, do they wash their hands immediately after? | 100-22(5) 100-22(6) | | | | |
| 51. Are animals ever allowed in food preparation or eating areas? | 100-22(7) | | | | |
| 52. Are children ever allowed to handle reptiles or amphibians? | 100-22(8) | | | | |
| 53. Do any of your caregivers who care for diapered children ever cook food in the kitchen for children outside of their room? | 100-23(13) | | | | |
| Inspection Notes | | | | | |
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| GENERAL INSPECTION ITEMS | | | | | |
| 54. Is there a qualified director? | R430-1-5(3)(d) 100-7(1) 100-7(1)(a)-(e) | | | | |
| 55. Total # of children present exceeds total licensed capacity? | R430-1-6(1) | | | | |
| 56. Child care license posted in a place readily visible to the public? | R430-1-6(3) | | | | |
| 57. Are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards? | 100-5(5) | | | | |
| 58. Does the facility have a working telephone? Center address and emergency numbers posted near each phone? | 100-8(9) 100-10(1) | | | | |
| 59. Are there first aid supplies in the center, including at least band-aids, antiseptic, and tweezers? | 100-10(3) | | | | |
| 60. Department's child care guide posted where parents can see it? | 100-13(1) | | | | |
| 61. Is there a body fluid clean up kit that is restocked as needed? | 100-16(16)(a)-(c) | | | | |
| Food Service | | | | | |
| 62. Current week's menu made available for parent review? Are you currently participating in the CACFP? If not, is menu approved as required? | 100-15(1)(b) 100-15(1)(d) | | | | |
| 63. Meals or snacks offered at least once every three hours? | 100-15(2) | | | | |
| 64. Children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in children's hands? | 100-15(3) | | | | |
| 65. Are you (the cook; if the cook serves food to children) aware of the food allergies and sensitivities? | 100-15(4) | | | | |
| Medications | | | | | |
| NA #66 - #67 if there are no medications in the facility. | | | | | |
| 66. Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (if not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps? | 100-17(2)(a)-(d) | | | | |
| 67. Are non-refrigerated medications inaccessible to children and stored in locked area or container? Are refrigerated medications stored in a leakproof container? | 100-17(3) | | | | |
| Transportation & Vehicles If the center transports children, does every vehicle used for transporting children meet the following: | | | | | |
| NA #68 - #73 if the facility does not transport children. | | | | | |
| 68. Is the vehicle enclosed? | 100-21(1)(a) | | | | |
| 69. Is the vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child being transported? What ages of children do you transport? What restraints do you use if you transport children under age eight? | 100-21(1)(b) | | | | |
| 70. Does the vehicle have a current vehicle registration and safety inspection? (Observe the registration sticker on the license plate.) | 100-21(1)(c) | | | | |
| 71. Is the vehicle maintained in a safe condition? | 100-21(1)(d) | | | | |
| Inspection Notes | | | | | |
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| 72. Is the temperature in the vehicles maintained between 60-90 degrees Fahrenheit? | 100-21(1)(e) | | | | |
| 73. Does the vehicle contain a first aid kit? | 100-21(1)(f) | | | | |
| Children's Restrooms | | | | | |
| 74. Does the vehicle contain a body fluid clean up kit? | 100-21(1)(g) | | | | |
| 75. How many water heaters/buildings are in the facility? Do any of the sinks have mixing valves? Check temperature in sinks for each heater/building and each mixing valve. Does hot water accessible to children exceed 120 degrees? | 100-12(7) | | | | |
| 76. Only single use towels from covered dispenser or electric hand-drying device used after handwashing? | 100-16(3) ♪ | | | | |
| 77. Is toilet paper accessible to children, and kept on a dispenser? | 100-16(4) ♪ | | | | |
| 78. Are handwashing procedures readily visible from each sink, and followed? | 100-16(5) ♪ | | | | |
| ALL ROOMS USED BY CHILDREN | | | | | |
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| 79. Peeling, flaking, chalking, or failing paint indoors? If yes, was the building built before 1978? If yes: is there documentation of testing and correction? | 100-4(1) | | | | |
| 80. Working hand washing sink in the room? (N/A if building built before July 1, 1997.) | 100-4(4) | | | | |
| 81. Room ventilated by windows that open and have screens, or by mechanical ventilation? | 100-4(7) | | | | |
| 82. Indoor temperature between 65 and 82 degree Fahrenheit? | 100-4(8) | | | | |
| 83. Adequate light intensity throughout the center for the safety of children and the type of activity? | 100-4(9) | | | | |
| 84. Glass surfaces within 36" from the floor or ground, and in an area accessed by children, made of safety glass or have a protective guard? | 100-4(10) | | | | |
| 85. Facility appears clean and sanitary, except for normal daily messes? | 100-5(1) | | | | |
| 86. Facility free of insects, rodents, and other vermin? | 100-5(3) | | | | |
| 87. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? | 100-5(4) | | | | |
| 88. Are all children being directly supervised? | 100-11(1) | | | | |
| 89. Are required caregiver to child ratios and group size (if group size applies) maintained for single age groups? | 100-11(4) | | | | |
| 90. Are required caregiver to child ratios and group size (if group size applies) maintained for mixed age groups? | 100-11(6) | | | | |
| Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents? | | | | | |
| 91. Melting wax (such as in a candle warmer). | 100-12(1) | | | | |
| 92. Facility free of tripping hazards? | 100-12(2) | | | | |
| 93. Unstable heavy equipment a child could pull down? | 100-12(3) | | | | |
| Inspection Notes | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|---|-------------------------------|---|----|----|-------------------------|
| 94. Firearms, ammunition, and other weapons? | 100-12(4)(a) | | | | |
| 95. Tobacco, e-cigarettes, e-juice, e-liquids, alcohol, illegal substances, and sexually explicit material? Are items in use on the premises when children are in care? | 100-12(4)(b) 100-14(3) | | | | |
| 96. When in use, portable space heaters? | 100-12(4)(c) | | | | |
| 97. Toxic or hazardous chemicals? | 100-12(4)(d) | | | | |
| 98. Poisonous plants? | 100-12(4)(e) | | | | |
| 99. Matches or cigarette lighters? | 100-12(4)(f) | | | | |
| 100. Open flames? | 100-12(4)(g) | | | | |
| 101. Sharp objects, which could cut or puncture skin? | 100-12(4)(h) | | | | |
| 102. For age 4 and under, ropes/cords long enough to encircle a child's neck? | 100-12(4)(i) | | | | |
| 103. For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? | 100-12(4)(j) ♪ | | | | |
| 104. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? | 100-12(4)(k) | | | | |
| 105. Toxic and hazardous chemicals stored in a container that is labeled with its contents? | 100-12(5) | | | | |
| 106. For age 4 and under, accessible outlets and surge protectors covered? | 100-12(6) ♪ | | | | |
| 107. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less? | 100-12(9) | | | | |
| 108. Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone? | 100-12(9)(a) | | | | |
| 109. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? | 100-12(9)(b) | | | | |
| 110. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less? | 100-12(10) | | | | |
| 111. Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone? | 100-12(10)(a) | | | | |
| 112. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? | 100-12(10)(b) | | | | |
| 113. Caregivers wash hands thoroughly w/soap and warm running water at required times? (before handling/preparing food/bottles, before and after eating/feeding children, after toileting, before administering medication, after contact w/body fluids, after handling animals, when coming in from outdoors after cleaning/taking out garbage.) | 100-16(1)(a)-(i) | | | | |
| 114. Children wash hands thoroughly w/soap and warm running water at required times? (Before and after eating, after toileting, after contact w/body fluids, after handling animals, when coming in from outdoors.) | 100-16(2)(a)-(e) 100-16(6) | | | | |
| 115. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? | 100-16(9) | | | | |
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| 116. Are children provided a daily opportunity for rest or sleep? | 100-18(1) | | | | |
| 117. Do nap times exceed 2 hours daily? | 100-18(2) | | | | |
| 118. Is a separate crib, cot, or mat used for each child during nap time? | 100-18(3) | | | | |
| 119. Do mats and mattresses have a smooth, waterproof surface? Which is the surface of the mat on which the children nap? | 100-18(4) | | | | |
| 120. Sleeping equipment in good repair? | 100-18(5) | | | | |
| 121. Ask, if not observed Is sleeping equipment clearly assigned to one child? How often it is cleaned and sanitized? | 100-18(6) 100-18(7) | | | | |
| 122. Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use? | 100-18(8) | | | | |
| 123. Is sleeping equipment spaced a minimum of 2' apart when is use, or 1' apart if children sleep head-to-toe? | 100-18(10) | | | | |
| 124. Is sleep equipment ever placed where it blocks an exit? | 100-18(11) | | | | |
| 125. How do you discipline children who misbehave? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure. | 100-19(4)(a) 100-19(4)(b) 100-19(4)(c) 100-19(4)(d) 100-19(4)(e) 100-19(4)(f) | | | | |
| 126. Is a daily schedule posted for each group that includes meal, snack, nap/rest, and outdoor play times? | 100-20(1) | | | | |
| 127. Current activity plan posted for each group that shows activities to support children's healthy physical, social-emotional, and cognitive-language development? | 100-20(3) | | | | |
| 128. Materials necessary to carry out the activity plan accessible to children? | 100-20(4) | | | | |
| DIAPERING INSPECTION ITEMS (Observe two diaper changes, if the facility has two or more rooms that change diapers) | | | | | |
| NA #128 - #140 if the facility does not care for diapered children. | | | | | |
| 129. Do caregivers change children's diapers at a diaper changing station only? | 100-23(1) | | | | |
| 130. (OBSERVE IN EACH ROOM THAT CHANGES DIAPERS) Is each diapering station equipped with railings to prevent a child from falling? | 100-23(2) | | | | |
| 131. Do caregivers ever leave children unattended on the diapering surface? | 100-23(3) | | | | |
| 132. (OBSERVE IN EACH ROOM THAT CHANGES DIAPERS) Is the diapering surface smooth, waterproof, and in good repair? | 100-23(4) | | | | |
| 133. (OBSERVE IN EACH ROOM THAT CHANGES DIAPERS) Are diapering procedures posted at each diapering station, and are they followed? | 100-23(5) | | | | |
| 134. Do caregivers clean and sanitize the diapering surface after each diaper change? Do caregivers follow manufacturer's instructions on the label? | 100-23(6) | | | | |
| Inspection Notes | | | | | |
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| 135. Do caregivers wash their hands after each diaper change? | 100-23(7) | | | | |
| 136. Do caregivers place soiled diapers in a container with plastic lining and tight fitting lid? | 100-23(8) | | | | |
| 137. ASK: How often is the container where wet and soiled diapers are placed cleaned and sanitized? (Must be daily.) | 100-23(9) | | | | |
| 138. If cloth diapers are used, are they ever rinsed at the center? (N/A if cloth diapers not used.) | 100-23(10)(a) | | | | |
| 139. If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? (N/A if cloth diapers not used.) | 100-23(10)(b) | | | | |
| 140. ASK: Are children's diapers changed promptly whenever wet or soiled, and checked at least once every two hours? | 100-23(11) | | | | |
| 141. ASK: Do you keep a written record daily for each infant/toddler documenting diaper changes? Is the record completed within 1 hour of each diaper change? Does it include the child's name, time of the diaper change, and if the diaper was wet, soiled, or both? (N/A if only diapered children are 2-year-olds.) | 100-23(12) | | | | |
| Infant & Toddler Rooms | | | | | |
| NA #141 - #170 if the facility does not care for infants and toddlers. | | | | | |
| 142. (a) If there are two working sinks in the room: Is one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities? (b) If there is one working sink in the room: Is the sink used exclusively for diapering and hand washing, and is all food/bottle preparation done in kitchen and brought to the infants/toddlers by a non-diapering staff member? | 100-4(5)(a)-(b) | | | | |
| 143. Are infant and toddler areas used as access to other areas or rooms? | 100-4(6) | | | | |
| 144. Do all cribs meet CPSC crib standards (6 C.F.R. parts 1219 & 1220)? | 100-24(12)(e) | | | | |
| 145. Do high chairs have T-safety straps or devices? If yes: are the T-safety straps or devices used whenever a child is in the chair? | 100-12(8) | | | | |
| 146. Are children under age 2 ever mixed with older children when there are more than 8 children present in the group? Are there at least two caregivers with the group if there are more than 2 infants or toddlers in a mixed age group? | 100-24(1) 100-11(8) | | | | |
| 147. Do you ever prop bottles for children not old enough to sit upright and hold their own bottle? | 100-24(3) | | | | |
| 148. ASK: Do you always clean and sanitize high chair trays prior to each use? | 100-24(4) | | | | |
| 149. Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers into pieces no larger than 1/2" in diameter? | 100-24(5) | | | | |
| 150. Do you have any baby food, formula, or breast milk for infants brought from a child's home? If yes, is it: Labeled with the child's name? Labeled with the date and time of preparation or opening of the container? | 100-24(6)(a)-(b)• | | | | |
| 151. Kept refrigerated if needed? | 100-24(6)(c) | | | | |
| Inspection Notes | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|---|---------------|---|----|----|-------------------------|
| 152. Discarded within 24 hours of preparation or opening (except powdered formula or dry foods which are opened, but are not mixed, are not considered prepared)? | 100-24(6)(d) | | | | |
| 153. ASK: Is formula, milk, and breast milk discarded after feeding or within two hours of initiating feeding? | 100-24(7) | | | | |
| 154. ASK IF NOT OBSERVED: Are heated bottles shaken and tested for temperature before being fed to children? | 100-24(8) | | | | |
| 155. Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared? | 100-24(9) ♪ | | | | |
| 156. Does only one infant or toddler occupy any one piece of equipment at a time, unless equipment has individual seats for more than one child? | 100-24(10) | | | | |
| 157. Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? | 100-24(11) | | | | |
| 158. Do all cribs have tight fitting mattresses? | 100-24(12)(a) | | | | |
| 159. Do all cribs have slats spaced no more than 2-3/8 inches apart? | 100-24(12)(b) | | | | |
| 160. Do all cribs have at least 20 inches from the top of mattress to top of the crib rail? | 100-24(12)(c) | | | | |
| 161. Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails? | 100-24(12)(d) | | | | |
| 162. ASK: Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? | 100-24(13) | | | | |
| 163. ASK: Is each infant and toddler allowed to eat and sleep on their own schedule? If the center has a meal schedule for infants or toddlers, what do you do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time? | 100-24(14) | | | | |
| 164. Do caregivers keep daily written record of each infant's eating and sleeping? Record completed within 1 hour of each feeding or nap, and includes the child's name, the food/beverages eaten, and the times child slept? (N/A if only toddlers in care.) | 100-24(15) | | | | |
| 165. Are there any walkers with wheels? | 100-24(16) | | | | |
| 166. Do infants and toddlers have access to objects made of Styrofoam? | 100-24(17) | | | | |
| 167. Do caregivers respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)? | 100-24(18) | | | | |
| 168. Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes? | 100-24(19) | | | | |
| 169. Do you keep awake infants or toddlers confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)? | 100-24(20) | | | | |
| 170. Do mobile infants and toddlers have freedom of movement in a safe area? | 100-24(21) | | | | |
| 171. Safe toys accessible to infants and toddlers to stimulate their healthy development? Enough toys for each child in the group to be engaged in play with toys? | 100-24(22) | | | | |
| Inspection Notes | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|--|-------------------------------|-----------------------------|----|----|-------------------------|
| General Records | | | | | |
| 172. If there are animals at the center, does center have current animal vaccination records? | 100-9(1)(b) 100-22(3) | | | | |
| 173. Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan? | 100-10(6) | | | | |
| 174. Does the center have a record of monthly fire evacuation drills for the past 12 months? | 100-10(8) 100-9(1)(a) | | | | |
| 175. Does the fire drill log include all of the following information for each drill: Date and time of the drill, number of children participating, name of the person supervising the drill, total time to complete the evacuation and any problems encountered? | 100-10(9)(a)-(e) | | | | |
| 176. Does the center have a record of two semi-annual drills for disasters during the past 12 months? | 100-10(10) 100-9(1)(a) | | | | |
| 177. Does the disaster drill log include all of the following information for each drill: Type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, and any problems encountered. | 100-10(11)(a)-(e) | | | | |
| 178. Do fire and disaster drill logs vary the days and times on which drills are held? | 100-10(12) | | | | |
| 179. If center has a pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification. | 100-12(12)(d) | | | | |
| 180. Does the center's medication permission form contain at least the following instructions to be completed by the parent? (N/A if the center does not administer medication, or has not administered medications in the past 6 weeks.): The name of the child; The name of the medication; Written instructions for administration; including: The dosage; The method of administration; The times and dates to be administered; The disease or condition being treated. The parent signature and the date signed. | 100-17(4)(a)-(d) | | | | |
| 181. Does the center's medication administration form contain at least the following information to be completed by the person administering the medication? (N/A if the center does not administer medication, or has not administered medications in the past 6 weeks.): The date, time, and dosage of the medication given; Signature or initials of person who administered the medication; Any errors in administration or adverse reactions? | 100-17(7)(e) | | | | |
| Children's Records Number of Records Reviewed: Did the child files reviewed match the center's completed Child Record Form? | | | | | |
| 182. Center's child admission form include the following information for each child(shaded areas must be completed by parents for each form to be considered complete: Child's name; Child's date of birth; Parent's name address, and phone number; Names of people authorized by the parent to pick up the child; Name, address and phone number of emergency contact person; Name, address, and phone number for out of area emergency contact, if available; Current signed emergency medical treatment and transportation releases. | 100-9(2)(a)(i)-(vii) | | | | |
| # of Complete Forms: | Total # of ALL Child Records: | % of Records in Compliance: | | | |
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| Inspection Notes | | | | | |
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| Rule Description | | Rule Number | C | NC | NA | Compliance Required By: |
|--|-------------------------------|---|---|----|----|-------------------------|
| 183. Completed Health Assessment for each enrolled child. Does the center's health assessment contain the following information about the child: Allergies; Food sensitivities; Acute and chronic medical conditions; Instructions for special or non-routine daily health care; Current medications; Any other special health instructions for the caregiver. | | 100-9(2)(b) 100-14(5)(a)-(f) | | | | |
| # of Complete Forms: | Total # of ALL Child Records: | % of Records in Compliance: | | | | |
| | | | | | | |
| 184. Each child's health assessment is reviewed, updated, and signed or initialed by the parent annually. | | 100-14(6) | | | | |
| # of Complete Forms: | Total # of ALL Child Records: | % of Records in Compliance: | | | | |
| | | | | | | |
| 185. Transportation permission form for each currently enrolled child, if the center provides transportation services. | | 100-9(2)(d) | | | | |
| # of Complete Forms: | Total # of ALL Child Records: | % of Records in Compliance: | | | | |
| | | | | | | |
| Staff Records | | | | | | |
| 186. First Aid and CPR for staff to ensure: There is at least one person at the facility at all times when children are in care; on off-site activities; and at least one person in each vehicle transporting children. | | 100-9(4)(f) 100-10(2) 100-20(5)(d) 100-21(2) | | | | |
| 187. Background screening information submitted for all new covered individual within 10 working days of beginning at the facility. | | 6-3(3)(a)-(b) 100-9(4)(b) | | | | |
| 188. Have all background screenings been renewed for each covered individual prior to the last day of the expiration month on the covered individual's card? | | 6-3(5) | | | | |
| 189. Orientation training completed prior to assuming caregiving duties for each new director, assistant director, caregiver, assistant caregiver, and volunteer. | | 100-9(4)(d) 100-7(8)(a)-(k) | | | | |
| 190. The following individuals complete a minimum of 20 hours of annual training based on the center's license date: director, assistant director, caregivers, substitutes who work an average of 10 or more hours per week as averaged over any 3 month period, all volunteers counting in ratios. Caregivers who begin employment during license year complete prorated hours. 10 Hours face to face training. | | 100-7(9)(a)-(e) 100-7(11) 100-7(14) 100-(9)(e) | | | | |
| 191. Training topics completed for each individual required to complete annual training. | | 100-7(12)(a)-(e) 100-7(13)(a)-(b) | | | | |
| Outdoor Area | | | | | | |
| Current Outdoor Temperature: | | | | | | |
| Check box if play equipment, fence, and/or cushioning could not be assessed. Please state the reason why: | | | | | | |
| 192. If there are children on the playground being actively supervised to minimize the risk of injury to children? | | 100-11(2) | | | | |
| 193. Is the outdoor play area enclosed within a 4' fence or wall, or a solid natural barrier at least 4' high? M (Must average 3.958' at minimum) | | 100-6(4) | | | | |
| Inspection Notes | | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|---|--|---|----|----|-------------------------|
| 194. Are there any gaps in the fence or barrier, or between the fence and the ground, greater than 5" by 5"? | 100-6(5) | | | | |
| 195. Are there any openings greater than 3-1/2" x 6-1/4" but less than 9" diameter anywhere in the outdoor play area, on the equipment or within 6 inches of the perimeter of the use zone? (Infants/toddlers: > 23 1/4" above the ground; preschoolers: > 25 1/4"; school age: > 33" above the ground) | 100-6(6) 100-6(10)(m) | | | | |
| 196. When in use, is the outdoor play area free animal excrement, harmful plants, objects, or substances, and standing water? | 100-6(7) | | | | |
| 197. Does the outdoor play area have a shaded area to protect children from excessive sun and heat whenever there are children in the outdoor play area? | 100-6(8) | | | | |
| 198. Do children in the outdoor play area have an outdoor source of drinking water whenever the outside temperature is 75 degrees or higher? | 100-6(9) | | | | |
| 199. Is there protective cushioning in all existing use zones? | 100-6(10)(d) | | | | |
| 200. Does protective cushioning in existing use zones around stationary play equipment meet depth requirements and/or need to be redistributed? Is sand, gravel, and shredded tire cushioning loosened (not compacted) to required depths? | 100-6(10)(e) 100-6(10)(f) | | | | |
| 201. If there have been changes in cushioning since last inspection, is there ASTM documentation for wood product cushioning? Get a copy if there is not one in DAS. | 100-6(10)(g)(i) | | | | |
| 202. Does wood product cushioning have adequate drainage? | 100-6(10)(g)(ii) | | | | |
| 203. Is there ASTM documentation for poured rubber or rubber mat cushioning? Get a copy if there is not one in DAS. | 100-6(10)(h)(i) | | | | |
| 204. Is poured rubber or rubber mat cushioning securely installed? | 100-6(10)(h)(ii) | | | | |
| 205. Is stationary play equipment with a designated play surface 18" or less (infant/toddler), 20" or less (preschool), or 30" or less (school age) placed on grass or another soft surface? (Not on concrete, asphalt, or dirt.) | 100-6(10)(i) | | | | |
| 206. Does the stationary play equipment have required protective barriers for infant and toddlers, preschoolers or school age children? (Infants and Toddlers - >18" Platform = 24" Barrier, Preschool - >30" Platform = 29" Barrier, School Age - >48" Platform = 38" Barrier) | 100-6(10)(j) 100-6(10)(k) 100-6(10)(l) | | | | |
| 207. Are there any strangulation hazards on the stationary play equipment or adjacent to the use zone of any piece of stationary play equipment? | 100-6(10)(n) | | | | |
| 208. Are there any crush, shearing, or sharp edge hazards on the stationary play equipment or adjacent to the use zone of any piece of stationary play equipment? | 100-6(10)(o) | | | | |
| 209. Are there tripping hazards, such as concrete footings, tree stumps, tree roots, or rocks within the use zone of any piece of stationary play equipment? | 100-6(10)(p) | | | | |
| 210. Is the outdoor play area and equipment maintained to protect children's safety? For example; no missing, broken, or worn out components on equipment; all hardware on equipment secure; no metal rusted badly enough to cause equipment failure; no splintery wood; equipment is stable; cushioning is free of animal excrement. | 100-6(11) | | | | |
| Inspection Notes | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|--|--------------------|---|----|----|-------------------------|
| Infant And Toddler Outdoor Play Equipment | | | | | |
| NA #210 - #217 if the facility does not care for infants and toddlers or if there is no outdoor play equipment. | | | | | |
| 211. Is there any designated play surface on infant or toddler equipment more than 3' high? | 100-6(10)(a)(i) | | | | |
| 212. If the height of a designated play surface or climbing bar on a piece of equipment, excluding swings, used by infants and toddlers is greater than 18", do the use zones extend a minimum of 3' in all directions from the perimeter of each piece of equipment? Is there a minimum of 3' between equipment? Does the use zone in the front of the slide overlap the use zone of another piece of equipment? | 100-6(10)(a)(ii) | | | | |
| 213. The use zone in the front and rear of all swings shall extend a minimum distance of twice the height from the swing seat to the pivot point of the swing, and shall not overlap the use zone of any other piece of equipment. | 100-6(10)(a)(iii) | | | | |
| 214. The use zone for the sides of a single axis swing shall extend a minimum of 3 feet from the perimeter of the structure, and may overlap the use zone of a separate adjacent piece of equipment. | 100-6(10)(a)(iv) | | | | |
| 215. The use zone of a multi axis swing shall extend a minimum distance of 3 feet plus the length of the suspending members, and shall never overlap the use zone of another piece of equipment. | 100-6(10)(a)(v) | | | | |
| 216. The use zone for merry go rounds shall never overlap the use zone of another piece of equipment. | 100-6(10)(a)(vi) | | | | |
| 217. The use zone for spring rockers shall extend a minimum of 3 feet from the at rest perimeter of the equipment. | 100-6(10)(a)(vii) | | | | |
| 218. Do infant and toddler swings have enclosed seats? | 100-6(10)(a)(viii) | | | | |
| Preschool And School Age Outdoor Play Equipment | | | | | |
| NA #219 - #224 if there is no outdoor play equipment. | | | | | |
| 219. If the height of a designated play surface or climbing bar on a piece of equipment, excluding swings, used by preschoolers or school age children is greater than 20", do the use zones extend a minimum of 6' in all directions from the perimeter of each piece of equipment? If the equipment is >30" in height is there a minimum of 6' between pieces of equipment? If the equipment is <30" in height is there a minimum of 9' between pieces of equipment? | 100-6(10)(b)(i) | | | | |
| 220. The use zone in the front and rear of a single axis swing shall extend a minimum distance of twice the height of the pivot point of the swing, and may not overlap the use zone of any other piece of equipment. | 100-6(10)(b)(ii) | | | | |
| 221. The use zone for the sides of a single axis swing shall extend a minimum of 6 feet from the perimeter of the structure, and may overlap the use zone of a separate piece of equipment. | 100-6(10)(b)(iii) | | | | |
| 222. The use zone of a multi-axis swing shall extend a minimum distance of 6 feet plus the length of the suspending members, and shall never overlap the use zone of another piece of equipment. | 100-6(10)(b)(iv) | | | | |
| 223. The use zone for merry go rounds shall never overlap the use zone of another piece of equipment. | 100-6(10)(b)(v) | | | | |
| 224. The use zone for spring rockers shall extend a minimum of 6 feet from the at rest perimeter of the equipment. | 100-6(10)(b)(vi) | | | | |
| Inspection Notes | | | | | |
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| Rule Description | Rule Number | C | NC | NA | Compliance Required By: |
|---|---------------|---|----|----|-------------------------|
| Swimming Pools | | | | | |
| NA #224 - #228 if there are no swimming pools and wading pools are not used. | | | | | |
| If there is a swimming pool on the premises that is not emptied after each use: 225. Is the pool enclosed with a fence or other solid barrier at least 6' high, kept locked whenever pool is not in use? | 100-12(12)(a) | | | | |
| 226. Does the pool appear to be maintained in a safe manner? | 100-12(12)(b) | | | | |
| If wading pools are used: 227. Is there always a caregiver at the wading pool supervising children whenever there is water in the pool? | 100-12(13)(a) | | | | |
| 228. Do diapered children always wear swim diapers and rubber pants while in the wading pool? | 100-12(13)(b) | | | | |
| 229. Is the wading pool emptied and sanitized after each use by a separate group of children? | 100-12(13)(c) | | | | |
| Inspection Notes | | | | | |
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| Cushioning Information | | | | | | | | | Barriers Information | |
|------------------------|---------|---------|-----------|-----------|-------------------|-----|----------|-------|--|--|
| DPS/Bar/ Pivot | F. Sand | C. Sand | F. Gravel | M. Gravel | DPS/Bar/ Pivot | EWF | W. Chips | Mulch | Infants and Toddlers > 18" Platform = 24" Barrier | |
| 5' or less | 6" | 6" | 6" | 6" | 6' or less | 6" | 6" | 6" | Preschool > 30" Platform = 29" Barrier | |
| 5' to 6' | 9" | 9" | 6" | 9" | 6' to 7' | 9" | 6" | 9" | | |
| 6' to 7' | 9" | NA | 9" | N/A | 7' to 10' | 9" | 9" | 9" | School Age > 48" Platform = 38" Barrier | |
| 7' to 9' | 9" | NA | 12" | N/A | 10' to 11' | 9" | 9" | 9" | | |
| 9' to 10' | NA | NA | 12" | N/A | 11' to 12' | 9" | N/A | N/A | | |

| Complete for all playgrounds with elevated play equipment that requires protective cushioning. | | | | | | | | | | | | | |
|--|----------------------------|--------------------|--------------------|----------------|--------|--------|--------|--------------------|--------------------|--------------------|--------------------|---------------|--|
| Playground | Highest Designated surface | Equipment Location | Type of Cushioning | Required Depth | Hole 1 | Hole 2 | Hole 3 | Hole 4 (if needed) | Hole 5 (if needed) | Hole 6 (if needed) | Hole 7 (if needed) | Average Depth | |
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