



Bureau of Child Development, Child Care Licensing  
**Annual Announced Inspection Checklist A**

Facility ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

<b>Provider Name:</b> _____	<b>Inspection Date:</b> ____/____/____
<b>Address:</b> _____	<b>Start Time:</b> _____ AM PM <b>End Time:</b> _____ AM PM
<b>Approved Capacity:</b> _____ <b>Family Licensed</b> _____ <b>Residential Certificate</b> _____	<b>Licensing Specialist (s):</b> _____
<b>Lic./Cert Expiration Date:</b> ____/____/____ <b>Initial Lic./Cert Date:</b> ____/____/____	_____
<b>Last AI Date:</b> ____/____/____	<b>Phone Interview Date:</b> ____/____/____

<b>Notes:</b>	<b>Check before inspection</b>	
	<input type="checkbox"/> Required Topics Forms	<input type="checkbox"/> BCI
	<input type="checkbox"/> DAS/BMI	Variances: _____
	<input type="checkbox"/> Previous Notes	_____
	<input type="checkbox"/> Other:	

Introductory Items			
_____	➤ Introduce any unknown Bureau staff to the Licensee/Certificate Holder.	_____	➤ Give the Licensee/Certificate Holder a brief explanation of the inspection process including diaper change and transportation.
_____	➤ Let the Licensee/Certificate Holder know that the outdoor and playground part of this inspection will be done on a separate day and time by a Playground Specialist who will be in contact with them.	_____	➤ Ask the Licensee/Certificate Holder if s/he wants you to tell her/him about noncompliance areas as you conduct the walk-through, or wait until the inspection is over.

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
<b>Personnel &amp; Administration</b>		
<b>A1.</b> Are you and all substitutes and caregivers at least 18 years of age?	90/50-7(1)	
<b>A2. LICENSED ONLY.</b> Do you use 16 or 17 year old assistant caregivers? If yes, do they always work under the immediate supervision of a caregiver who is at least 18 years old? Are assistant caregivers ever left at the home or at any offsite activity alone with the children?	90-7(2)	
<b>A3.</b> How do you supervise the children when you are inside the house? Do you use more than one level of your home for child care? If yes, how do you supervise children when they are on a different level?	90/50-11(1)(a)	
<b>A4.</b> How do you supervise when children are outside? What do you do when a child is sleeping during outdoor play time?	90/50-11(1)(b)	
<b>A5.</b> Are you present at the home at least 50% of the time when any child is in care?	90/50-8(6)	

<b>LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS</b>		
<b>✓ = Compliance O = Noncompliance N/A = Not Applicable</b>		
A6. In the past year, has there been an injury to a child in care that required attention from a health care provider, or an injury to a child in care that resulted in the parent taking the child to a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days?	90/50-8(8)	
A7. Since the last Annual Announced Inspection, has any person residing in the home turned 12, has any individual moved into the home, or has anyone begun to work or volunteer as an additional provider? If yes, have you submitted the required CBS/LIS forms?	6-3(3)	
A8. Are you aware of any providers or anyone age 12 or older living in the home having been arrested, charged, or convicted of a felony or misdemeanor?	6-4(9)	
A9. Are you aware of any providers or anyone age 12 or older living in the home having been investigated with a supported finding of abuse by the Department of Human Services?	6-6(4)	
A10. While their children are in care, do parents have access to those areas of your home and outdoor play area that are used for child care?	90/50-13(2)	
A11. Is a daily attendance record maintained?	90/50-13(3)	
A12. What is your procedure if an unknown person comes to pick up a child?	90/50-13(4)	
A13. How do you ensure that alcohol, illegal substances, and sexually explicit materials are not used on the premises or in vehicles used to transport children, while children are in care? How do you ensure that tobacco is not used within 25 feet of any entrance or area where a child in care plays?	90/50-14(3) 90/50-14(4)	
A14. What do you do, and train staff to do, if you suspect a child has been abused or neglected?	90-8(11)(a), 90/50-14(2) 50-8(9)(a)	
A15. How do you discipline children who misbehave?	90-8(11)(c); 50-8(9)(c) 90-19(4)(a)-(f) 50-19(3)(a)-(f)	
A16. Do you ever allow any child in care to use a wading or swimming pool? If yes, do you get parental permission before allowing each child to use the pool?	90/50-12(9)(d) 90/50-12(10)(g)	
A17. Do you rent out part of your home, or are you a renter in someone else's home? If yes: Explain what areas of the home will be inspected.		
A18. Have all required background screening forms been submitted for all required individuals?	6-3(3)(a)-(b)	
<b>Meals &amp; Snacks</b>		
A19. Are children offered a meal or snack at least once every three hours?	90/50-15(2)	
<b>Napping (LIC. Only.)</b>		
A20. Do children have a daily opportunity for rest or sleep in a quiet area?	90-18(1)	
A21. How long are scheduled nap times for children?	90-18(2)	
<b>Staff Supervision – N/A if the Licensee/Certificate holder does not employ additional caregivers, or substitutes who works 10 hours a week or more, as averaged over a 3 month period.</b>		
Do you employ any caregivers or substitutes? If yes:	90-8(11)(c)	
A22. How do you train and supervise staff and/or substitutes to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	50-8(9)(c)	

<b>LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS</b>		
<b>✓ = Compliance O = Noncompliance N/A = Not Applicable</b>		
A23. What are staff and/or substitutes trained to do when children misbehave?	90-8(11)(a); 50-8(9)(a)	
A24. How do you ensure staff and/or substitutes comply with this training when children misbehave?	90-8(11)(a); 50-8(9)(a)	
<b>Animals</b>		
A25. Are children ever allowed to handle reptiles or amphibians, including on field trips?	90/50-22(6)	
Are there any animals on your property? If no, N/A for this item. If yes:	90/50-22(4)	
A26. Who cleans the animals and their equipment? (Children in care may not do this.)		
<b>Off-Site Activities</b> – N/A if the Licensee or Certificate Holder does not take children on off-site activities.		
Do you ever take children on off-site activities or walking field trips? If yes,	90/50-20(3)(b)	
A27. Do you always accompany the children when they go on off-site activities?		
A28. Do you get parental permission before taking children on an off-site activity?	90/50-20(3)(a)	
A29. Do you take children's admission forms (or a copy) containing emergency contact information with you on off-site activities and walking field trips, and when you transport children or walk children to and from school? Only emergency contact information for RC.	90/50-20(3)(b) 90-21(3)(b); 50-21(2)(b)	
A30. If you offer swimming activities, do you remain at the pool with the children during the activity?	90/50-20(4)	
<b>Transportation</b> – N/A if the Licensee or Certificate holder does not transport children.		
Do you now, or will you in the coming year, transport children in care? If yes,	90/50-21(1)(e)	
A31. Do you ensure that the temperature in the vehicle is between 60-90 degrees when children are being transported?		
A32. <b>LICENSED ONLY.</b> Does at least one adult in each vehicle transporting children have current first aid and CPR certification?	90-21(2)	
Does each person who transports children:	90-21(3)(a)	
A33. Have and carry with them a current valid Utah driver's license?	50-21(2)(a)	
A34. Ensure that children are always seated and restrained with seat belts or in car seats when being transported?	90-21(3)(e); 50-21(2)(e) 90-21(3)(c); 50-21(2)(c)	
A35. Ensure that children are never left unattended in the vehicle?	90-21(3)(d); 50-21(2)(d)	
A36. Ensure that the keys are never left in the ignition when the driver is not in the driver's seat?	90-21(3)(f); 50-21(2)(f)	
A37. Ensure that the vehicle is always locked during transport?	90-21(3)(g); 50-21(2)(g)	
<b>Infection Control</b>		
A38. Do you supply or use personal hygiene items such as toothbrushes, and/or hair accessories, combs, and brushes for children in care? If yes, are these items sanitized between each use (if used on more than one child), and stored so they do not touch each other?	90-16(7) 50-16(6)	
A39. Do the children in care use water play tables or tubs? If yes, is the tub or table washed and sanitized after use, and does each child wash his or her hands before using it?	90-16(10) 50-16(9)	
A40. What do you do when children's clothing becomes wet or soiled with body fluids? <b>LICENSED ONLY:</b> If placed in a leakproof container, is it labeled with the child's name, or placed directly into the child's cubby or diaper bag?	90-16(13)(a)-(b) 50-16(11)	
A41. Do any children in care ever use potty chairs? If yes, are they cleaned and sanitized after each use? (This includes the provider's own children while other children are in care.)	90-16(14); 50-16(12)	
A42. What do you do if a child becomes ill after arriving for care? (Sick children must separated from the other children in a safe, supervised location.) If you accept sick children for care, or if your own child becomes sick, what do you do?	90-16(16); 90-16(17) 50-16(14); 50-16(15)	

<b>LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS</b> ✓ = Compliance O = Noncompliance N/A = Not Applicable		
<b>Diapering</b> – N/A if the Licensee or Certificate holder does not accept diapered children.		
A43. LICENSED ONLY. Where do you place wet and soiled diapers? If you place them in an indoor container, how often is the container cleaned and sanitized? (Must be daily.)	90-23(7)	
A44. Are children's diapers changed promptly whenever wet or soiled, and checked at least once every two hours?	90-23(9); 50-23(7)	
<b>Infant and Toddler Care</b> – N/A if the Licensee or Certificate holder does not accept infants or toddlers.		
A45. What do you do if an infant or toddler is hungry or tired, and it is not a regular meal or nap time?	90/50-24(13)	
A46. Is baby food, formula, or breast milk brought from home by parents? If yes, is it discarded within 24 hours of preparation or opening (powdered formula or dry foods which are opened, but are not mixed, are not considered prepared)?	90/50-24(5)(b)	
A47. How often are all toys used by infants and toddlers cleaned and sanitized? Are toys used by infants and toddlers cleaned and sanitized after a child mouths them? (Must be at least weekly, and after being put in a child's mouth or being contaminated by body fluids.)	90/50-24(21)(a)-(c)	
<b>Emergency &amp; Disaster Plan</b>		
<b>RESIDENTIAL CERTIFICATE ONLY.</b> (A written Emergency & Disaster Plan is required for Licensed Family providers.) Please explain your emergency plan for the following:		
A48. What is your procedure for responding to medical emergencies and life threatening injuries? What is your procedure responding to serious injuries that are not life threatening?	50-10(3)(a)	
A49. What is your procedure for responding to a fire?	50-10(3)(b)	
A50. What is your procedure for responding to an earthquake?	50-10(3)(b)	
A51. What is your procedure for responding to a flood, including a water main break?	50-10(3)(b)	
A52. What is your procedure for responding to a power failure? (No lighting, heat, air conditioning, etc.)	50-10(3)(b)	
A53. What is your procedure for responding to a water failure? (No water to wash hands, prepare bottles, etc.)	50-10(3)(b)	
A54. In an emergency, where and how would you shut off your gas?	50-10(3)(c)	
A55. In an emergency, where and how would you shut off your electricity?	50-10(3)(c)	
A56. In an emergency, where and how would you shut off your water?	50-10(3)(c)	
A57. What are your procedures if a child is missing?	50-10(3)(d)	
A58. What is the name and phone number of a substitute to be called in the event you must leave the home for any reason?	50-10(3)(e)	

<b>INDOOR INSPECTION ITEMS</b>		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
<b>Ratios &amp; Supervision</b>		
A59. (Observe.) Are all children indoors and outdoors being adequately supervised? Even if the outdoor play area is not being inspected at this time, the Licensing Specialist will take a look of your outdoor play area to see if any children in care are there.	90/50-11(1)(a)&11(1)(b) 90/50-11(2)(a)-(b)	
A60. (Observe.) If outside, do children have an outdoor source of drinking water whenever the outside temperature is 75 degrees or higher?	90/50-6(9)	
A61. (Observe.) Does the total # of children present exceed the total licensed or certified capacity?	1-6(1)	
A62. (Observe.) Does the total # of children present under age two exceed the allowed capacity?	90-11(6); 50-11(4)	
A63. (Observe.) Is the required caregiver to child ratio maintained?	90-11(5); 50-11(4)	
A64. <b>LICENSED ONLY.</b> (Observe.) Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years old? (N/A if there are no assistant caregivers.)	90-7(2)(a)-(c)	
A65. <b>LICENSED ONLY.</b> (Observe.) Is the required group size maintained?	90-11(8)	
<b>Daily Schedule &amp; Activity Plan</b>		
A66. ♦(Observe or ask.) What is your activity plan for the children?	90/50-20(1)	
A67. ♦(Ask if not observed.) Do children have access to the materials necessary to carry out the activities?	90/50-20(2)	
<b>Posted Items</b>		
A68. (Observe.) Is the child care license or certificate placed where parents can see it as they come and go?	1-6(3)	
A69. ♦(Observe or ask.) Is the Department's child care guide placed where parents can review it, or given to every parent?	90/50-13(1)	
A70. <b>LICENSED ONLY.</b> (Observe.) Are you currently on CACFP? If not, is the menu approved as required?	90-15(1)(b)	
A71. Is the current week's menu available for parent review?	90-15(1)(d); 50-15(1)(b)	
A72. (Observe.) Is the home's address and emergency numbers posted near the telephone?	90/50-10(1)	
<b>General Environment</b>		
A73. Does licensee/certificate holder allow access to inaccessible areas of the home and garage to allow a check for hidden children, illegal items, and storage of firearms? (If not, notify your RM)	1-9(1)(d)	
A74. (Observe) Are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards?	90/50-5(4)	
A75. ♦(Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere in the home? If yes, was the home built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? (If there is more than 6 square feet of flaking paint indoors and/or more than 20 square feet outdoors, correction has to be done by a certified individual. The provider should contact Greg Mortensen, Environmental Scientist, at 801-536-4018 or by e-mail at <a href="mailto:gmortensen@utah.gov">gmortensen@utah.gov</a> .) (N/A if home built after 1978)	90/50-4(1)	
A76. (Observe.) Is the home ventilated by mechanical ventilation (a heating and/or cooling system), or windows that are open and have screens?	90/50-4(4). If an open window is not screened, use 90/50-12(1)	
A77. <b>LICENSED ONLY.</b> (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit?	90-4(5)	
A78. (Observe.) Is there adequate light for the safety of children and the type of activity?	90-4(6); 50-4(5)	
A79. (Observe.) Does the home appear clean and sanitary, except for normal daily messes?	90/50-5(1)	
A80. (Observe.) Is there evidence of insects, rodents, or other vermin in the home?	90/50-5(2)	

<b>INDOOR INSPECTION ITEMS</b>		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
<p><b>A81.</b> (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment maintained in good repair and used in a safe manner, to prevent injury to children?</p> <p><u>Hazards that are a finding under this rule include:</u></p> <ul style="list-style-type: none"> <li>• exposed accessible electrical wiring.</li> <li>• accessible hot wax or candle warmers when in use.</li> <li>• accessible fiberglass insulation.</li> <li>• wooden equipment and furnishings that have splinters and are used by children.</li> </ul>	<ul style="list-style-type: none"> <li>• cracks in equipment that could pinch a child's skin.</li> <li>• torn draperies or broken blinds that a child could become entangled in.</li> <li>• leaking plumbing other than a leaking faucet.</li> <li>• heat vents that are accessible to children and are missing covers.</li> </ul>	<p>90/50-5(3) 90/50-12(1)</p>
<p><b>A82.</b> (Observe.) <b>LICENSED ONLY.</b> Are there first aid supplies in the home, including at least antiseptic, band-aids, and tweezers?</p>		<p>90-10(3)</p>
<p><b>A83.</b> (Observe.) Does anyone smoke in the home or within 25 feet of any entrance, the children's play area, or in vehicles used to transport children when children in care are present?</p>		<p>90/50-14(4)</p>
<b>Safety Hazards</b>		
<p><b>A84.</b> ♦(Observe and ask.) Do you have any firearms or other weapons on your property? If yes: Are firearms loaded? Please show me where all firearms are kept. (Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or a combination lock, and kept separate from ammunition. Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, cross bows, hunting knives, and nunchucks. Weapons must be inaccessible.)</p>		<p>90/50-12(4)(a)</p>
<b>Inspect all areas that are accessible to children for the following safety hazards. (Items A26 through A39.)</b>		
<p><b>A85.</b> (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)?</p>		<p>90/50-12(2)</p>
<p><b>A86.</b> (Observe.) Is the home free of unstable heavy equipment a child could pull down on himself or herself?</p>		<p>90/50-12(3)</p>
<b>(Observe all.) Are the following items accessible to children, including on garage shelves 36" high or lower, if the garage is accessible to children?</b>		
<p><b>A87.</b> Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?</p>		<p>90/50-12(4)(b)</p>
<p><b>A88.</b> ♦(Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and are used when children are in care?</p>		<p>90/50-12(4)(c)</p>
<p><b>A89.</b> Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, gun powder; WD-40; super glue; liquid correction fluids, such as White Out; aqua MSDS (for fish tanks); rubber cement; spray paint; gun solvent; water sealant; fertilizer with weed killer, iodine, model glue; corroded batteries; and rubbing alcohol.)</p>		<p>90/50-12(4)(d)</p>
<p><b>A90.</b> Poisonous plants? <u>Poisonous plants include:</u> Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.</p>		<p>90/50-12(4)(e)</p>
<p><b>A91.</b> Matches or cigarette lighters?</p>		<p>90/50-12(4)(f)</p>
<p><b>A92.</b> Open flames?</p>		<p>90/50-12(4)(g)</p>
<p><b>A93.</b> Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes; cactus; and running fans if children's fingers could fit through the guard. Also: tacks or pins on the floor and corn cob holders. )</p>		<p>90/50-12(4)(h)</p>
<p><b>A94.</b> For age 4 and under, window blind or drapery cords and pacifier cords longer than 12" accessible to children in care?</p>		<p>90/50-12(4)(i)</p>
<p><b>A95.</b> For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?</p>		<p>90/50-12(4)(j)</p>

<b>INDOOR INSPECTION ITEMS</b>		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
A96. If children under age 3 in care, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?	90-12(4)(k)	
A97. (Observe.) Are toxic and hazardous chemicals stored in a labeled container?	90/50-12(5)	
A98. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered, included outlets in accessible areas, bathroom counters, furniture a child sleeps on, and garages?	90/50-12(6)	
Are there any trampolines accessible to children <b>indoors</b> ? If no, N/A for 40-47. If yes, are the following conditions met:	90/50-12(12)(a)	
A99. (Observe and ask.) Is a provider always at the trampoline supervising its use whenever any child in care is on the trampoline?		
A100. ♦(Observe and ask.) Does only one person at a time use the trampoline?	90/50-12(12)(b)	
A101. ♦(Observe and ask.) Are children in care allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)	
A102. (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)	
A103. (Observe.) Is the trampoline placed at least 6 feet (or 3 feet if there is a safety net properly installed) away from any structure?	90/50-12(12)(e)	
A104. (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)	
A105. ♦(Observe and ask.) Are children allowed to play under an above ground trampoline when it is in use?	90/50-12(12)(g)	
A106. ♦(Observe and ask.) Is the trampoline placed over 6 inches of protective cushioning, in a 6 foot use zone or a 3 foot use zone if there is a net properly installed? If less than 6 inches of protective cushioning, is it ASTM F1292?	90/50-12(12)(i)	
A107. (Observe.) If there is an indoor hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked?	90/50-12(11)(a)-(b)	
<b>Infection Control</b>		
A108. ♦(Observe or ask.) Do children and providers wash their hands with soap and running water at required times? (Before and after food preparation and eating/feeding times, after toileting and diapering, after contact w/body fluids, when coming in from outdoors, before administering medication, and before playing at water tables.) .	90/50-16(1)(a)-(h) for providers. 90/50-16(2)(a)-(d) for children.	
A109. (Observe.) Are washable toys indoors visibly dirty?	90-16(8); 50-16(7)	
A110. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are these items visibly dirty?	90-16(9); 50-16(8)	
<b>Kitchen / Meals &amp; Snacks</b>		
A111. ♦(Observe or ask.) Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in the children's hands?	90/50-15(3)	
A112. ♦(Ask. If yes, observe.) Do you have any refrigerated medications? If yes, are they stored in a waterproof container?	90-17(3); 50-17(2)	
A113. ♦(Observe or ask.) Do high chairs have T-safety straps or devices, and are they used whenever a child is in the chair?	90/50-12(8)	
A114. ♦(Observe or ask.) Are high chair trays cleaned and sanitized prior to each use? N/A 54-61 if Licensee or Certificate Holder has no infants or toddlers enrolled.	90/50-24(2)	
A115. ♦(Observe or ask.) Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers cut into pieces no larger than 1/2" in diameter? (Such as solid meat, hard cheeses, and fresh or frozen fruit and vegetables.)	90/50-24(3)	
Is there more than one infant or toddler in care? If no, N/A for 56 and 57. If yes:	90/50-24(4)	
A116. (Observe.) Are baby food, formula, and breast milk that is brought from home labeled with the child's name or have another unique identifier?		

<b>INDOOR INSPECTION ITEMS</b>		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
A117.	◆(Observe or ask.) Are pacifiers and bottles either labeled with the child's name or have another unique identifier, or else washed and sanitized after each individual use?	90/50-24(8)(a)-(b)
A118.	◆(Observe or ask.) If baby food, formula, or breast milk is brought from home, is it kept refrigerated if needed? N/A if Licensee or Certificate Holder has no infants or toddlers enrolled.	90/50-24(5)(a)
A119.	◆(Observe and ask.) Is infant formula, milk, and breast milk, discarded after each feeding, or within two hours of initiating a feeding?	90/50-24(6)
A120.	◆(Observe and ask.) Are heated bottles shaken and tested for temperature before children are fed?	90/50-24(7)
A121.	◆(Observe and ask.) Are infants bottles ever propped?	90/50-24(1)
<b>Medications</b> – Medications do not include topical antiseptic cream or ointment, diaper cream, sunscreen, baby powder, teething gel or tablets, lotion, simethicone gas drops or pills, saline only drops or spray, or hydrocortisone cream unless any of these are prescription strength. Over-the-counter medication do include vitamins and herbal supplements, because these can be harmful if an overdose is taken.		
A122.	◆(Observe or ask.) Where do you keep prescription and over-the-counter medications, including vitamins and herbal supplements?	90-17(3); 50-17(2)
A123.	◆(Observe and ask.) Are all over-the-counter and prescription medications: labeled with the child's name if brought in by a parent (if not purchased by the provider for all children); kept in the original or pharmacy container; have the original label; and have child-safety caps?	90-17(2)(a)-(d) 50-17(1)(a)-(d)
<b>Bathrooms</b>		
A124.	(Observe.) Is there a working toilet and handwashing sink accessible to non-diapered children?	90/50-4(2)
A125.	(Observe) Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)?	90/50-4(3)
A126.	(Observe.) Is hot water accessible to children at or below 120 degrees?	90/50-12(7)
A127.	(Observe.) Is soap available for children to wash their hands?	90/50-16(2)(a)-(d)
A128.	<b>LICENSED ONLY.</b> (Observe.) Are only single use towels or individually labeled cloth towels used by children to dry hands after handwashing?	90-16(4)
A129.	(Observe.) Is toilet paper accessible to children, and kept on a dispenser?	90-16(5); 50-16(4)
<b>Napping</b>		
A130.	<b>LICENSED ONLY.</b> (Observe.) Is sleeping equipment in good repair?	90-18(3)(a)
A131.	<b>LICENSED ONLY.</b> ◆(Observe and ask.) Are sleeping equipment, sleeping bags, pillows, sheets and blankets clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, are they cleaned and sanitized prior to each use?	90-18(3)(b) or (c)
A132.	◆(Observe and ask.) Is sleeping equipment ever placed where it blocks an exit?	90-18(5); 50-18(1)
A133.	◆(Observe and ask if necessary.) Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220? N/A if no cribs.	90/50-8(2)
A134.	◆(Observe and ask.) Are sleeping infants (under 1 year of age) monitored in one of these ways: with a Department approved sleep monitoring device; by placing sleeping infants within sight and hearing of a provider; or by checking on sleeping infants at least once every 15 minutes? N/A if Licensee or Certificate Holder has no infants enrolled.	90/50-11(1)(c)
A135.	(Observe.) 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.? N/A if Licensee or Certificate Holder has no infants enrolled.	90/50-24(10)
A136.	(Observe.) Do all cribs have tight fitting mattresses? N/A if there are no cribs, or only porta-cribs.	90/50-24(11)(a)
A137.	(Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart? N/A if there are no cribs, or only porta-cribs.	90/50-24(11)(b)

<b>INDOOR INSPECTION ITEMS</b>		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
A138.	(Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child using the crib cannot sit up without assistance? N/A if there are not cribs.	90/50-24(11)(c)
A139.	(Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails? N/A if no cribs.	90/50-24(11)(d)
A140.	◆(Observe and ask.) Are infants ever placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? N/A if there are no infants in care.	90/50-24(12)
<b>Discipline</b>		
A141.	(Observe.) Are children disciplined in any ways that are prohibited by rule? (Should not 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.)	90-8(11)(c) 90-19(4)(a)-(f) 50-8(9)(c) 50-19(3)(a)-(f)
<b>Animals</b> (N/A if no animals are ever allowed on the premises.)		
A142.	◆(Observe and ask.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children?	90/50-22(2)(a)
A143.	◆(Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior?	90/50-22(3)
A144.	◆(Observe and ask.) Are animals and animal equipment ever in food preparation or eating areas during food preparation or eating times?	90/50-22(5)
<b>Diapering</b> – N/A if the Licensee or Certificate holder does not have any diapered children in care.		
◆ (Ask.) Do you ever diaper children? If yes:		
A145.	◆(Observe and ask.) Do you ever diaper children in food preparation or eating areas?	90/50-23(1)
A146.	◆(Observe and ask.) Are children diapered directly on the floor, or on any surface that is also used for another purpose?	90/50-23(2)
A147.	(Observe.) Is the diapering surface smooth, waterproof, and in good repair?	90/50-23(3)
Diapering Observation. N/O if it was not possible to observe a diaper change.		
A148.	◆(Observe or ask.) Do providers clean and sanitize the diapering surface after each diaper change, or use a non-permeable disposable diapering surface that is thrown away after each diaper change? (Observe.) What product does the caregiver use to sanitize the diapering surface? If bleach water is used, ◆ ask: How often do you mix new bleach water? (Bleach water is only potent enough to sanitize after 24 hours if after tested by the provider with sanitizer test strips, it shows still effective.)	90/50-23(4)
A149.	(Observe.) Do providers wash their hands after each diaper change?	90/50-23(5)
A150.	(Observe.) Do caregivers place soiled diapers in a container with a plastic lining and a tight fitting lid, or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children?	90/50-23(6)
A151.	◆(Observe and ask.) If cloth diapers are used, are they rinsed at the Licensee's home? N/A if cloth diapers are not used. (N/A for RC.)	90-23(8)(a)
A152.	◆(Observe and ask.) 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 are not used. (N/A for RC.)	90-23(8)(b)
<b>Infant and Toddler Care</b> – N/A if there are no infants or toddlers enrolled.		
A153.	◆(Observe and ask.) 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?	90/50-24(9)
A154.	◆(Observe and ask.) Are there any infant walkers with wheels being used or accessible to any child in care?	90/50-24(14)

INDOOR INSPECTION ITEMS		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
A155.	◆(Observe and ask.) Do infants and toddlers have access to objects made of styrofoam?	90/50-24(15)
A156.	◆(Observe and ask.) Do you 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)?	90/50-24(16)
A157.	◆(Observe or ask.) Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?	90/50-24(17)
A158.	◆(Observe and ask.) Are awake infants confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)?	90/50-24(18)
A159.	(Observe.) Do mobile infants and toddlers have freedom of movement in a safe area?	90/50-24(19)
A160.	(Observe.) Are there safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play with toys?	90/50-24(20)

VEHICLES USED TO TRANSPORT CHILDREN		✓ = Compliance O = Noncompliance N/A = Not Applicable
– N/A if children are not transported. N/O if the vehicle is not present.		
If the provider transports children, does every vehicle used for transporting children meet the following:		90/50-21(1)(a)
A161.	(Observe.) Is the vehicle enclosed (has a roof)?	
A162.	◆(Observe and ask.) Is the vehicle equipped with individual, size appropriate seat belts or car seats, properly installed and in working order, for each child who is transported?	90/50-21(1)(b)
A163.	(Observe.) Does the vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.) Is the vehicle maintained in a safe condition (No broken windows, no sharp edges or points where children sit.)?	90/50-21(1)(c)

RECORDS INSPECTION ITEMS		
✓ = Compliance O = Noncompliance N/A = Not Applicable		
<b>General Records</b>		
A164.	◆(Observe and ask.) Do you keep a daily attendance record for each child in care?	90/50-13(3)
A165.	◆(Ask) Did you conduct all required fire evacuation drills for the past 12 months? (Quarterly for Licensed and semi-annual for RC.)	90-10(8); 50-10(5)
A166.	<b>LICENSED ONLY.</b> Do you maintain a record of quarterly fire evacuation drills? Do these records include all of the following information for each drill: the date and time of the drill; the number of children participating; the total time to complete the evacuation; any problems encountered?	90-9(1)(a) 90-10(9)(a)-(d)
A167.	◆(Ask) Have you conducted the required annual disaster drill? <b>LICENSED ONLY:</b> If yes, did you document that annual disaster drill?	90-10(10); 50-10(6) 90-9(1)(a)
A168.	<b>LICENSED ONLY.</b> Does the disaster drill log (that has been used to document the required drill) include all of the following information for each drill: the type of disaster; date and time of the drill; number of children participating; any problems encountered; total time to complete?	90-10(11)(a)-(e)
A169.	Do fire and disaster drill logs vary the days and times on which drills are held?	90-10(12); 50-10(10)

<b>RECORDS INSPECTION ITEMS</b>		
<b>✓ = Compliance O = Noncompliance N/A = Not Applicable</b>		
<b>A170.</b>	If there are animals on the premises accessible to children, does the Licensee/Certificate Holder have current animal vaccination records? (N/A if there are no animals on the premises accessible to children.)	90-9(1)(b) and 90-22(2)(b); 50-9(1)(a) and 50-22(2)(b)
<b>A171.</b>	<p>Does the Licensee/Certificate Holder have approved initial "CBS/LIS Consent and Release of Liability for Child Care" forms for all providers, volunteers, and each person age 12 and older who resides in the Licensee/Certificate Holder's home (for new individuals since the last Announced Annual Inspection only), and was it submitted within 5 working days of the individual moving into the home, turning 12, or beginning to work or volunteer for the provider?</p> <p>◆ Ask the Licensee/Certificate holder and list the names of any <b>new</b> providers, volunteers, or persons age 12 and older who reside in the Licensee/Certificate Holder's home.</p>	90-9(1)(f)-(h) 50-9(1)(e)-(g) 6-3(3)(a)-(b)
<b>A172.</b>	◆ Ask the Licensee/Certificate holder for the names of all providers, volunteers, and each person 12 and older who resides in the licensee/certificate holder's home and compare those names with your list. (This list will be used to ensure complete background screening forms have been submitted for all required individuals before the license or certificate is renewed.) If new individuals have moved into the home or begun working for the provider in the last year, list the date the individual moved in or began work.	
<b>Written Policies / Emergency &amp; Disaster Plan</b>		
<b>A173</b>	<b>LICENSED ONLY.</b> Is the emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan? Is the emergency and disaster plan available for immediate review by parents and the Department during business hours?	90-10(6) 90-10(7)
<b>Medication Permission / Administration Form – NA if the Licensee or Certificate holder has not administered medications in the last 6 weeks.</b>		
<b>A174.</b>	Does the Licensee/Certificate holder's medication permission form (that has been used to document medication permission) contain at least the following instructions to be completed by the parent: The name of the child, the name of the medication; written instructions for administration including the dosage, method of administration, times and dates to be administered, and the disease or condition being treated; and the parent's signature and the date signed.	90-17(4)(a)-(d) 50-17(3)(a)-(d)
<b>A175.</b>	Does the Licensee/Certificate holder's medication administration form (that has been used when medication was administered) contain at least the following information to be completed by the person administering the medication: the date, time, and dosage of the medication given; the signature or initials of person who administered the medication; and any errors in administration or adverse reactions.	90-17(6)(f); 50-17(5)(f)

**PERSONNEL RECORDS**

✓ = Compliance O = Noncompliance N/A = Not Applicable

Hire Date for Second Providers and Position		Provider Name					
	1.	1.					
	2.	2.					
	3.	3.					
	4.	4.					
	5.	5.					
	6.	6.					
A176.	Does Licensee/Certificate Holder have documentation of first aid certification for himself/herself, and all substitutes who work an average of 10 hours a week or more (as averaged over a 3 month period)?						90-9(3)(c) and 90-10(2); 50-9(3)(c) and 50-10(2)
A177.	Does Licensee/Certificate Holder have documentation of infant/child CPR certification with hands-on testing for himself/herself, and all substitutes who work an average of 10 hours a week or more (as averaged over a 3 month period)? <b>LICENSED ONLY.</b> For one adult in each vehicle when children are being transported?						90/50-9(3)(c) and 90/50-10(2); 90-20(3)(c) 50-20(1)(c) 90-21(2)
A178.	Does Licensee/Certificate Holder have documentation of orientation training for all new staff (caregivers, non-emergency substitutes, and volunteers) who started after the last annual inspection? (N/A if no new staff.) <ul style="list-style-type: none"> <li>• <b>LICENSED ONLY.</b> Specific job responsibilities</li> <li>• <b>LICENSED ONLY.</b> Written policies and procedures</li> <li>• Emergency and disaster plan</li> <li>• Current licensing/RC rules found in Sections 11 through 24</li> <li>• <b>LICENSED ONLY.</b> Introduction and orientation to children in care</li> <li>• Review of information in the health assessment for each child in care</li> <li>• Procedure for releasing children to authorized individuals only</li> <li>• Proper clean up of body fluids</li> <li>• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</li> <li>• Obtaining assistance in emergencies</li> <li>• If there will be infants or toddlers in care: <ul style="list-style-type: none"> <li>– Preventing shaken baby syndrome and coping with crying babies</li> <li>– Preventing sudden infant death syndrome</li> </ul> </li> </ul>						90/50-9(3)(a) and 90-7(8); 50-7(5)

**PERSONNEL RECORDS**

✓ = Compliance O = Noncompliance N/A = Not Applicable

A179.	Does Licensee/Certificate Holder have documentation of 20 / 10 hours annual child care training (name of training organization, date, training topic, the total hours or minutes of training)? This includes second or assistant caregivers who are included in ratios regardless of the number of hours worked, and substitutes who work an average of 10 hours a week or more. (See Required Topics Form.)							90/50-9(3)(b) and 90-7(9)(a)-(b); 50-7(6)(a)	
A180.	<b>LICENSED.</b> Does annual training documentation show at least 10 hours of face-to-face instruction? <b>RESIDENTIAL CERTIFICATE.</b> Does annual training documentation show at least 5 hours of face-to-face instruction?							90/50-9(3)(c) and 90-7(9); 50-7(6)(a)	
A181.	Are required topics done? (See Required Topics Form.)							90-7(9)(c)-(d) 50-7(6)(b)-(c)	
A182.	◆ (Ask) Do you have a pool over 6' deep that is used by children in care? If yes, do you have documentation of Red Cross lifeguard certification?. (N/A if no pool over 6'.)							90/50-12(10)(f)	

**CHILD RECORDS**

✓ = Compliance O = Noncompliance N/A = Not Applicable

	Name, Last Initial, & DOB									
	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>Notes:</b>										
<b>A183.</b> Completed admission form(s) that includes at least the following information: child's name; child's date of birth; parent's name, address, and phone number; names of people authorized to pick up the child; name, address and phone number of emergency contact person; and current signed emergency medical treatment and transportation releases?										90/50-9(2)(a)
<b>A184.</b> Child health information (including: known allergies; known food sensitivities( <b>LICENSED ONLY</b> ); acute and chronic medical conditions; instructions for special or non-routine daily health care; current medications; and any other special health instructions for the licensee)?										90/50-9(2)(a) 90-14(7)(a)-(f) 50-14(7)(a)-(-e)
<b>A185.</b> Child health information updated annually?										90/50-14(9)
<b>A185.</b> Immunization record or legally valid exemption for all children age 3 months and older, including providers' children under age 4.										90/50-14(5)-(6)
<b>A186.</b> Completed transportation permission form, if the Licensee/Certificate holder provides transportation services. N/A if the provider does not transport children.										90-9(2)(c) 50-9(2)(c)
<b>A187.</b> <b>LICENSED ONLY.</b> Six weeks of serious incident, accident, and injury records. (N/A if there have been none in the past six weeks.)										90-9(2)(e)
<b>A188.</b> ♦ ( <b>Ask</b> ) If there is a trampoline and children are allowed to use it while in care, do you have Department approved trampoline permission forms signed by the parent? (N/A if there is no trampoline.)										90/50-12(12)(h)