

Change of License Type Inspection (RC to Family License)

childcarelicensing.utah.gov

Provider Name		Facility ID #	
Address		Telephone #	
Email Address		Telephone #	
Approved Capacity	* Please enter after completing measurements and calculations		

Notes:

	FOR CHILD CARE LICENSING USE ONLY: Licensors - Please review all these items in the database and record any notes or information as needed.
	Background Screenings
	Variances
	DAS
	Facility Notes
Introductory Items	
	Introduce any unknown Bureau staff to the Licensee/Certificate Holder.
	Give the Licensee/Certificate Holder a brief explanation of the inspection process.
	♦ Ask the Licensee/Certificate Holder if they want you to tell them about all noncompliance areas as you conduct the walk-through or wait until the end of the inspection.
YES	NO
	♦ Ask if the provider rents out part of their home or is a renter in someone else's home? Is the home subdivided? <i>If yes:</i> Explain what areas of the home will be inspected, review the signed lease agreement and verify that there is a separate mailing address, a separate entrance, no shared outdoor play area and that there are no connecting interior doorways. Verify background screening information as required.

INSPECTION	DATE	START TIME	AM / PM	END TIME	AM / PM	LICENSOR(S)

SIGNATURES

# of Items Found Out of Compliance During Inspection:	Name of Provider Informed of This Inspection:	Provider Signature:

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.

INSPECTION ITEMS C=Compliance NC=Noncompliance NA=Not Applicable CDI=Compliance During Inspection					Compliance Required By:
		RULE #	C	NC	
POSTED ITEMS					
1. ♦ (Ask.) Will you be on a food program (CACFP)? If not, what menu will you use? <i>If yes: What food program will you use?</i>	90-15(1)(b)				CDI
GENERAL ENVIRONMENT					
2. Is the indoor temperature between 65 and 82 degrees Fahrenheit?	90-4(5)				CDI
3. Are there first aid supplies in the home including at least antiseptic, Band-Aids, and tweezers?	90-10(3)				CDI
INFECTION CONTROL					
4. ♦ (Ask.) If a child's clothing becomes wet or soiled from any bodily fluid, will you wash and dry the clothing <i>or</i> will the clothing be placed in a leakproof container that is labeled with the child's name and returned to the parent?	90-16(16)				CDI
MEDICATIONS					
5. ♦ (Ask.) Will someone trained in the administration of medications administer medications to children in care? (N/A if medications will not be administered to children in care.)	90-17(1)				CDI
BATHROOMS					
6. Are single-use towels or individually labeled cloth towels available to be used by children to dry hands after handwashing?	90-16(4)				CDI
NAPPING					
7. Where will children rest or sleep?	90-18(1)				CDI
8. ♦ (Ask.) Will scheduled nap times exceed two hours daily?	90-18(2)				CDI
9. Is sleeping equipment in good repair?	90-18(3)(a)				CDI
10. ♦ (Ask.) Will sleeping equipment, sleeping bags, pillows, sheets, and blankets be clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use?	90-18(3)(b)-(c)				CDI
DIAPERING (N/A if applicant won't diaper children)					
11. ♦ (Ask.) Will you place soiled diapers into an <i>indoor</i> diaper container? If so, how often will the container be cleaned and sanitized? (Must be daily.)	90-23(7)				CDI
12. ♦ (Ask.) Will you use cloth diapers? If so, will they be rinsed at the home? (N/A if cloth diapers will not be used.)	90-23(8)(a)				CDI
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE THIS PAGE			

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		C	NC	NA	
OUTDOOR INSPECTION ITEMS					
13. If required by rule, is there a 4' fence, wall, or solid natural barrier at least 4' high? A fence is required if there are any of the following: <ul style="list-style-type: none"> • Livestock on the property, or within 50 yards of the property line. • A water hazard (swimming pool, pond, ditch, lake, reservoir, river, stream, creek, watering trough, etc.) on the property, or within 100 yards of the property line. • Dangerous machinery (such as farm equipment) on the property, or within 50 yards of the property line. • A drop-off of more than 5 feet on the property or within 50 yards of the property line. • Barbed wire within 30 feet of the children's play area. • The facility is located on a street with more than two lanes of traffic or within half a mile of a street with more than two lanes of traffic. • The facility is located on a street with a speed limit higher than 25 miles/hour, or within half a mile from a street with a speed limit higher than 25 miles/hour. 	90/50-6(3) 90/50-6(4)				CDI
14. Are there any gaps in the fence or barrier or between the fence and the ground greater than 5" x 5"?	90/50-6(7)				CDI
15. Does outdoor stationary play equipment that will be used by any child in care have a 3' use zone?	90-6(10)				CDI
Do any of the following hazards exist on or within the use zone of, or adjacent to the use zone of any piece of stationary play equipment? (Observe)					
16. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33")	90-6(12)				CDI
17. Strangulation hazards? This includes hanging ropes, cords, twine, wires, or chains longer than 12" that can make a loop 5" in diameter, except if they have swings attached at the bottom of them. This does not include strangulation hazards (except ropes, cords, or chains) on the bottom surface of platforms over 48" high.	90-6(13)				CDI
18. Crush, shearing, or sharp edge hazards?	90-6(14)				CDI
19. Tripping hazards?	90-6(15)				CDI
TRANSPORTATION – Will you be transporting children in care? YES NO					
20. ♦ (Ask.) Will at least one adult in each vehicle transporting children have current first aid and CPR certification?	90-21(2)				CDI
♦ ASK ADDITIONAL INTERVIEW QUESTIONS ♦					
PERSONNEL AND ADMINISTRATION					
21. Will you use 16 or 17 year old assistant caregivers? If yes: Will they always work under the immediate supervision of a caregiver who is at least 18 years old? Will assistant caregivers ever be left at the home or at any offsite activity alone with the children?	90-7(2)				CDI
EMERGENCIES AND DISASTERS					
22. Will you review your Health and Safety Plan at least annually and note the date on the plan? Will you ensure that the Health and Safety Plan is available for immediate review by parents and the Department?	90-10(6) 90-10(7)				CDI
23. How will you ensure that your written policies and procedures are available for review during business hours by parents and the Department?	90-8(10)				CDI
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		C	NC	NA	
RECORDS INSPECTION ITEMS					
CHILDREN'S RECORDS (REVIEW)					
24. Does the Applicant have a form to document serious incident, accident, and injury reports?	90-9(2)(e) 90-14(5)				CDI
25. ♦ (Ask.) Will you keep a six-week record of serious incident, accident, and injury reports?	90-9(2)(e) 90-14(5)				CDI
GENERAL RECORDS (REVIEW)					
26. Does the fire drill log have a place to record the following information: <ul style="list-style-type: none"> • The date and time of the drill • The number of children participating • The name of the person supervising the drill • The total time to complete the evacuation • Any problems encountered 	90-10(9)(a)-(d)				CDI
27. Does the disaster drill log have a place to record the following information: <ul style="list-style-type: none"> • The type of disaster • The date and time of the drill • The number of children participating • The total time to complete the evacuation • Any problems encountered 	90-10(11)(a)-(e)				CDI
28. ♦ (Ask.) If <i>not</i> participating in the Food Program, will you keep a one week record of food served?	90-15(1)(b)-(c)				CDI
PERSONNEL RECORDS (REVIEW)					
29. Does the Applicant have documentation of current first aid and CPR training for adults who will transport children in care? (N/A if Applicant will not transport children.)	90-21(2)				CDI
30. Does the Applicant have a form to document pre-service training that includes at least the following information: <ul style="list-style-type: none"> • Child Care Licensing Rule Sections 11-24 • Signs/symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements. • Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies • Preventing SIDS and use of safe sleeping practices • Recognizing the signs of homelessness and available assistance • Department approved provider's Health and Safety Plan • Job description and duties • Introduction and orientation to the assigned children • Review of Health Assessments for assigned children 	90-7(8)				CDI
31. Does the applicant have a form to document annual training and does that form contain a place to record the name of the training organization, the date, the training topic, and the total hours or minutes of the training? <i>(This includes second or assistant caregivers who are included in ratios regardless of the number of hours worked.)</i> Does the form also contain a place to record training in the following topics: <ul style="list-style-type: none"> • Child Care Licensing Rule Sections 11-24 • Review of the Department-approved provider's Health and Safety Plan • Signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements • Positive guidance • Principles of child growth and development, including brain development • Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies • Preventing SIDS and use of safe sleeping practices • Recognizing the signs of homelessness and available assistance 	90-7(9)				CDI
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE THIS PAGE			

MAXIMUM CAPACITIES

Applicant's Name:	
Number of Applicant's own Children Ages 4 through 12:	

Indoor Maximum Capacity

To determine the maximum capacity, first calculate the square footage of all rooms/areas of the home that the applicant identifies as those that will be used for child care. To do this:

- ◆ First divide each room and/or area into squares and/or rectangles sections.
- ◆ Then measure the length and width of each square and/or rectangle.
- ◆ When taking these measurements use a tape measure and stretch it across the floor.

Use the following conversions when recording measurements:

1 inch equals .083 feet	5 inches equal .416 feet	9 inches equal .750 feet
2 inches equal .166 feet	6 inches equal .500 feet	10 inches equal .833 feet
3 inches equal .250 feet	7 inches equal .583 feet	11 inches equal .916 feet
4 inches equal .333 feet	8 inches equal .666 feet	

- ◆ Then, for each square and/or rectangle section, multiply the length by the width and add those numbers together. This is the square footage for that room/area.
- ◆ Add together the square footage of each room or area and divide by 35. (Carry each calculation out to three decimal points.) Do not round up to the next number.

You only need to measure until you determine there is enough square footage for the requested capacity plus the number of household members ages 4 through 12. If the calculated capacity of the rooms/areas designated for child care is less than the capacity requested by the applicant plus the number of household members ages 4 through 12, calculate the capacity of rooms/areas not designated for child care but used by the applicant's related children under age four and add those capacities to the capacities of the areas/ rooms designated for child care. If there is enough square footage for the requested capacity plus the number of household members ages 4 through 12, there is enough square footage for the requested capacity. The requested capacity is the maximum capacity of the license/certificate. If there is not enough square footage for the requested capacity plus the number of household members ages 4 through 12, reduce the requested capacity accordingly. The reduced number is the maximum capacity of the license/certificate.

ROOM / AREA	MEASUREMENTS		SQUARE FOOTAGE TOTALS
	LENGTH	WIDTH	
TOTAL INDOOR SQUARE FOOTAGE:			Indoor Maximum CAPACITY: <input type="text"/>

Outdoor Maximum Capacity

Use the same procedure for the indoor capacity, but divide by 40 instead of 35. You only need to measure until you determine there is enough square footage for the requested capacity.

OUTDOOR AREA	MEASUREMENTS		SQUARE FOOTAGE TOTALS
	LENGTH	WIDTH	
Outdoor Play Area			
OUTDOOR MAXIMUM CAPACITY:			<input type="text"/>
This is less than the indoor maximum capacity			