



Bureau of Child Development, Child Care Licensing

Out of School Time Program Unannounced Inspection Checklist D

Facility ID #: _____

Phone #: _____

Program Name: _____		Inspection Date: ____/____/____	
Address: _____		Start Time: _____ AM PM End Time: _____ AM PM	
Capacity: _____ # of Classrooms: _____		Licensing Specialist (s): _____	
Director: _____		_____	
Announced Inspection Date: ____/____/____		_____	
Notes: _____		Check on DAS before inspection	
		<input type="checkbox"/>	Director Qualifications: _____
		<input type="checkbox"/>	Director Qualifications Exp: _____
		<input type="checkbox"/>	Variances: _____
		<input type="checkbox"/>	Floor Plans: _____
Owner/Director Introductory Items			
_____	Introduce any unknown CCL staff to the Owner/Director	_____	Give th Owner/Director a brief explanation of the inspection process.
	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.		
ALL AGE ROOM/AREA INSPECTION ITEMS			Rule #
D 1.	Does the total # of children present at the center exceed total license capacity?		1-6(1)
D 2.	Is the facility free of insects, rodents, or other vermin?		70-5(3)
PERSONNEL			
D 3.	Is the center director or designee always present?		70-8(5)

BACKGROUND SCREENING FORMS FOR ALL NEW OWNERS, DIRECTORS, EMPLOYEES, VOLUNTEERS, & BOARD MEMBERS

	Name	Start Date	CBS/LIS Received Date	X= Compliance O= Noncompliance	
		(mm/dd/yyyy)	(mm/dd/yyyy)	Rule #	
D 4. Does the center have a cleared initial CBS/LIS form, submitted within 5 days, for all staff hired since their last Announced inspection?		__ / __ / ____	__ / __ / ____	70-9(4)(c) 6-3(3)	_____
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		
		__ / __ / ____	__ / __ / ____		

RATIOS & SUPERVISION	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
		_____	_____	_____	_____	_____	_____	
D 5. (Observe) Are all children in the group/area being directly supervised by a caregiver?	_____	_____	_____	_____	_____	_____	_____	70-11(1)
D 6. (Observe) Are there enough caregivers to meet the required caregiver to child ratio of 1:20?	_____	_____	_____	_____	_____	_____	_____	70-11(4) 70-11(6)
D 7. (Observe) Are group size requirements of 40 children per group met?	_____	_____	_____	_____	_____	_____	_____	70-11(5) 70-11(6)
SAFETY HAZARDS								
D 8. (Observe) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?	_____	_____	_____	_____	_____	_____	_____	70-12(3)
(Observe all) Are the following items inaccessible to children? If there are stacks of bins, boxes, and containers, ask: What are the contents?								
D 9. Firearms, ammunition, weapons?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(a)
D 10. Tobacco, alcohol, illegal substances, and sexually explicit material?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(b)
D 11. When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(c)
D 12. Toxic or hazardous chemicals such as insecticides, lawn products, flammable substances?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(d)
D 13. Poisonous Plants?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(e)
D 14. Matches or cigarette lighters?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(f)
D 15. Open flames?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(g)
D 16. Razors or similarly sharp blades?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(h)
D 17. Insects, rodents, and vermin?	_____	_____	_____	_____	_____	_____	_____	70-5(3)
D 18. Building and equipment in good repair?	_____	_____	_____	_____	_____	_____	_____	70-5(4)
D 19. Elevated designated play surface that is 3' to 5 ½' in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	_____	_____	70-12(7)
D 20. Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked cupboard, drawer, or a lockbox?	_____	_____	_____	_____	_____	_____	_____	70-17(3)
D 21. Is sleep equipment placed where it blocks exits?	_____	_____	_____	_____	_____	_____	_____	70-18(4)
Notes:								

DISCIPLINE								
D 22. (Observe) Does the caregiver use any inappropriate discipline methods? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measures 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? Confining a child in a closet, locked room, or other enclosure?	_____	_____	_____	_____	_____	_____	_____	70-19(4)(a) 70-19(4)(b) 70-19(4)(c) 70-19(4)(d) 70-19(4)(e) 70-19(4)(f)
RATIOS & SUPERVISION	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
		_____	_____	_____	_____	_____	_____	
D 5. (Observe) Are all children in the group/area being directly supervised by a caregiver?	_____	_____	_____	_____	_____	_____	_____	70-11(1)
D 6. (Observe) Are there enough caregivers to meet the required caregiver to child ratio of 1:20?	_____	_____	_____	_____	_____	_____	_____	70-11(4) 70-11(6)
D 7. (Observe) Are group size requirements of 40 children per group met?	_____	_____	_____	_____	_____	_____	_____	70-11(5) 70-11(6)
SAFETY HAZARDS								
D 8. (Observe) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?	_____	_____	_____	_____	_____	_____	_____	70-12(3)
(Observe all) Are the following items inaccessible to children? If there are stacks of bins, boxes, and containers, ask: What are the contents?								
D 9. Firearms, ammunition, weapons?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(a)
D 10. Tobacco, alcohol, illegal substances, and sexually explicit material?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(b)
D 11. When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(c)
D 12. Toxic or hazardous chemicals such as insecticides, lawn products, flammable substances?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(d)
D 13. Poisonous Plants?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(e)
D 14. Matches or cigarette lighters?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(f)
D 15. Open flames?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(g)
D 16. Razors or similarly sharp blades?	_____	_____	_____	_____	_____	_____	_____	70-12(4)(h)
D 17. Insects, rodents, and vermin?	_____	_____	_____	_____	_____	_____	_____	70-5(3)
Notes:								

D 18. Building and equipment in good repair?	_____	_____	_____	_____	_____	_____	_____	70-5(4)
D 19. Elevated designated play surface that is 3' to 5 ½' in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	_____	_____	70-12(7)
D 20. Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked, cupboard, drawer, or a lockbox?	_____	_____	_____	_____	_____	_____	_____	70-17(3)
D 21. Is sleep equipment placed where it blocks exits?	_____	_____	_____	_____	_____	_____	_____	70-18(4)
DISCIPLINE								
D 22. (Observe) Does the caregiver use any inappropriate discipline methods? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measures 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? Confining a child in a closet, locked room, or other enclosure?	_____	_____	_____	_____	_____	_____	_____	70-19(4)(a) 70-19(4)(b) 70-19(4)(c) 70-19(4)(d) 70-19(4)(e) 70-19(4)(f)
Notes:								