

**LE DWS ANNOUNCED INSPECTION**

Name:	Location Address:	Facility Number:
Phone Number:		Licensors(s):
Email:		
Inspection Date:	Start Time:	Director:
	End Time:	Director Designee:

C - Compliance  
NC - Noncompliance

Regulation Violations(s) Action Needed	Expiration Date of Approval Due Date	First Follow-Up		Second Follow-Up		Third Follow-Up	
		C	NC	C	NC	C	NC
	Due Date	C	NC	C	NC	C	NC
	Due Date	C	NC	C	NC	C	NC
	Due Date	C	NC	C	NC	C	NC
	Due Date	C	NC	C	NC	C	NC
	Due Date	C	NC	C	NC	C	NC
	Due Date	C	NC	C	NC	C	NC

Number of regulation violations:

If the only regulation violations were missing documentation, you must submit the documentation to your licensor. Remember to have the facility/program name on all documents.

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

Provider's/Director's Signature and Date:

**First Follow-Up Inspection**

Date:                      Start Time:                      End Time:

Number of regulation violations:

If on-site, Provider's/Director's or Designee's Signature and Date:

**Second Follow-Up Inspection**

Date:                      Start Time:                      End Time:

Number of regulation violations:

If on-site, Provider's/Director's or Designee's Signature and Date:

**Third Follow-Up Inspection**

Date:                      Start Time:                      End Time:

Number of regulation violations:

If on-site, Provider's/Director's or Designee's Signature and Date:

**FACILITY/PROGRAM INFORMATION**

When Care is Provided or When the Program is Open:

Notes (Include information from Sticky Notes):

**BEFORE THE INSPECTION**

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

When they will accept DWS Subsidy Payments, have the director sign/date the DWS Payment to Provider Terms and Conditions document.

Explain the inspection process. Include in the explanation that:

- you will look in everything below 48 inches in rooms used for care when all children are school age
- you will look in everything below 36 inches in rooms used for care when any child is younger than school age
- you will assess outdoor play areas and out buildings if maintained by the facility/program

**INSPECTION**

C - Compliance    NC - Noncompliance    NA - Not Applicable

\*Level 1 Noncompliance

✓ Remain until there is compliance

QUESTIONS		Compliance			Notes
1) d)	Is there a director designee who is at least 21 years old with the authority to act on behalf of the director?	C	NC	NA	
1) e)	Is the director or the director designee at the facility whenever there are children in attendance?	C	NC	NA	
1) f)	Are all caregivers who count in ratios at least 18 years old? Are all assistant caregivers at least 16 years old and under the direct supervision of caregivers?	C	NC	NA	
5) a)*	Do you ensure that no child is subjected to physical, emotional, or sexual abuse while in care?	C	NC	NA	
5) b)*	Do all employees and volunteers know the reporting requirements for suspected child abuse?	C	NC	NA	
5) d) i)	Do all employees, volunteers, and children in care wash their hands thoroughly with liquid soap and warm running water: - before handling and/or preparing food?	C	NC	NA	
5) d) ii)	- before serving and/or eating meals and snacks?	C	NC	NA	
5) d) iii)	- after using the toilet?	C	NC	NA	
5) d) iv)	- before administering and/or taking medication?	C	NC	NA	
5) d) v)	- after coming into contact with body fluids?	C	NC	NA	
5) d) vi)	- after playing with or handling animals?	C	NC	NA	
5) d) vii)	- after cleaning and/or taking out garbage?	C	NC	NA	
5) e)	Is a body fluid clean up kit used to clean up spills of body fluids?	C	NC	NA	
6) b)	Immediately upon the recognition of the error, are parents notified of an error in the administration of medication?	C	NC	NA	
6) c)	Has the program's phone number or email changed? If yes - Were parents and CCL staff notified within 48 hours ?	C	NC	NA	
6) a)	On the day of their occurrence, are parents notified of incidents, accidents, or injuries involving their children?	C	NC	NA	
6) d)	Has there been an injury that required attention from a health care provider? If yes - Was CCL notified by the next working day and sent documentation of the details within 5 working days?	C	NC	NA	

DOCUMENTATION		Compliance	Notes
1) b)	Does the director have the required credentials?	C NC NA	
1) g)	Is the Health and Safety Plan complete and accurate?	C NC NA	
7) b) i)	<b>Ask▶</b> Who is always with the children in care? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
7) b) ii)	<b>Ask▶</b> Who is with the children during transportation? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
7) b) iii)	<b>Ask▶</b> Who is with the children during off-site activities? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
1) h)	<b>Ask▶</b> Did the directors, director designees, caregivers, and assistant caregivers complete at least 2.5 hours of preservice training in the required topics no more than 6 months before their first day of interacting with children?	C NC NA	
1) i)	Did the directors, director designees, caregivers, and assistant caregivers document at least 2.5 hours of preservice training in the required topics no more than 6 months before their first day of interacting with children?	C NC NA	
1) j)	<b>Ask▶</b> Did the directors, director designees, and caregivers who count in ratios complete at least 20 hours (or 2 hours for each month counting in ratios) of ongoing child care training each year? Was at least half of the training face-to-face?	C NC NA Not Assessed	
1) k)	Did the directors, director designees, and caregivers who count in ratios document at least 20 hours (or 2 hours for each month counting in ratios) of ongoing child care training each year? Was at least half of the training face-to-face?	C NC NA Not Assessed	
7) d)	Were fire drills held at least monthly and was at least the date and time of each drill documented?	C NC NA	
7) e)	Was a disaster drill held at least every six months and was the date and time of each drill documented?	C NC NA	
5) f)	<b>Ask▶</b> Are there children younger than school-age in care? If yes - Are there current immunization records for each child younger than school age?	C NC NA	

**BACKGROUND CHECKS**

Compliance

2)b)\*  
2) i)

Have all Covered Individuals passed background checks and are associated with the facility/program?

C    NC    NA

INDOOR AND OUTDOOR		Compliance	Notes
✓ 3) a)*	Are caregivers maintaining active supervision of all children in care at all times? <b>Ask▶</b> How many children are in your care?	C NC NA	
✓ 3) c)*	Are minimum caregiver to child ratios and maximum group sizes maintained?	C NC NA	
✓ 3) d)*	When infants or toddlers are in care: - Are infants and/or toddlers in mixed age groups when there are more than 8 children in the group? - When there are more than 2 infants and/or toddlers in a group are there at least 2 caregivers?	C NC NA	
4) a)	Is there a working telephone?	C NC NA	
7) a)	Is the facility's street address and emergency phone numbers, including ambulance, fire, police, and poison control posted near each telephone or in the contact list of cell phones?	C NC NA	
4) b)	Is there a working fire extinguisher accessible to caregivers?	C NC NA	
✓ 4) c)*	<b>Ask▶</b> Are there firearms stored at the facility? If yes - <b>Ask▶</b> Are they stored separately from ammunition? - Are they stored in a locked cabinet or area?	C NC NA	
4) d) i)*	Are tobacco, e-cigarettes, or e-juice accessible?	C NC NA	
4) d) ii)*	Are open containers of alcohol accessible?	C NC NA	
4) d) iii)*	Are sexually explicit materials accessible?	C NC NA	
4) d) iv)*	Are illegal items accessible?	C NC NA	

4) d) v)	Are any of the following toxic substances accessible? ammonia anti-freeze bleach (undiluted) corroded batteries drain cleaners energy shots fertilizer with weed killer flescent light tubes gasoline gunpowder gun solvent hydrocarbons insecticide insect repellent iodine jewelry cleaner kerosene laundry detergent pods lighter fluid	linseed oil liquid correction fluids model glue nail glue nail polish remover/other solvents containing acetone paint thinner pesticides rubber cement rubbing alcohol silicone spray spray paint super glue Tiki Torch Fuel tile grout sealer turpentine vinyl adhesive remover water sealant WD-40 weed killer windshield washer fluid	C	NC	NA
4) d) vi)	Are medications accessible?		C	NC	NA
4) d) vi)*	Are open flames accessible?		C	NC	NA
4) d) viii)*	Are trampolines accessible?		C	NC	NA
4) h)	Are all areas of the facility used for care clean and sanitary?		C	NC	NA
4) i)	Are all areas of the facility maintained and used in a safe manner?		C	NC	NA
✓ 5) c)*	Do caregivers have appropriate interactions with children in care?		C	NC	NA
4) g)*	Is there a place for children to be signed in and out of the facility? Does it include the time of arrival and the time of departure?		C	NC	NA
4) h) i)*	If infants or toddlers are in care: - Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair?		C	NC	NA
4) h) ii)*	- Do caregivers leave children unattended when the children are on the diaper surface?		C	NC	NA
4) h) iii)*	- Do infants must sleep in equipment designed for sleep such as a crib, bassinet, porta-crib, or play pen?		C	NC	NA
4) h) v)*	- Are infants placed on their backs for sleeping unless there is documentation from a health care provider for the treatment of a medical condition?		C	NC	NA
4) h) iv)*	- When there are more than 8 children in the outdoor area, do infants and/or toddlers use the outdoor play area at the same time as the older children?		C	NC	NA



**OUTDOOR**  
**Check when there is not an outdoor area maintained by the provider.**

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