

LE DWS INITIAL APPROVAL INSPECTION

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

C - Compliance
NC - Noncompliance

Regulation Violation(s) - Action Needed You will not be eligible for DWS money if you don't show compliance by	First Follow-Up	Second Follow-Up	Third Follow-Up
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	C NC	C NC	C NC
	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 required 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 Signature and Date:

Second Follow-Up Inspection

Date: Start Time: End Time:

Number of regulation violations:

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

Third Follow-Up Inspection

Date: Start Time: End Time:

Number of regulation violations:

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

FACILITY/PROGRAM INFORMATION

When Care is Provided or When the Program is Open: School Year Only Summer Only Year-Round
 Days and Times:

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 maintained by the facility/program

Notes:

INSPECTION

C - Compliance NC - Noncompliance NA - Not Applicable

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	

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)	Ask▶ Who is always with the children? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
7) b) ii)	Ask▶ Who is with the children during transportation? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
7) b) iii)	Ask▶ 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)	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	

Open the webpage and show the sample forms.

Notes:

BACKGROUND CHECKS		Compliance			Notes
2) b)	Did all Covered Individuals pass a background check and are associated with the facility/program?	C	NC	NA	

INDOOR AND OUTDOOR			Compliance	Notes
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)	Ask► Are there firearms stored at the facility? If yes: Ask► 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
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 and toddlers are in care: - Are there high chairs have T-shaped safety straps or devices?	C	NC	NA
4) h) iii)	-Is there equipment designed for sleep such as cribs, bassinets, porta-cribs, or play pens?	C	NC	NA

Notes:

OUTDOOR Check if there is no outdoor area maintained by the provider.		Compliance			Notes
4) i) i)	Is the outdoor area safely accessible?	C	NC	NA	
4) i) ii) (1)	If there are there 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 inaccessible?	C	NC	NA	
4) i) iv) (1)	Are metal animal swings inaccessible?	C	NC	NA	
4) i) iv) (2)	Are unanchored swings inaccessible?	C	NC	NA	
4) i) iv) (3)	Are unanchored slides inaccessible?	C	NC	NA	
4) i) iv) (4)	Is standing water inaccessible?	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)	Is any stationary play equipment on grass and not on a hard surface? If yes, 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, 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 infants or toddlers are in care: - 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	