

LE DWS INSPECTION CHECKLIST (updated 08/2021)

Type of Inspection: **Pre-Approval** **Annual Unannounced** **Annual Announced** **Follow-Up/Non On-Site**

Review the facility information and note any needed updates. After the inspection, review violations and reminders. Have the person in charge sign and date this page.

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

The program is open/care is provided:
 Year Round School Year Only Summer Only

Expiration Date of Application or Expiration Date of Approval

Notes – Including information from Sticky Notes

Number of violations
If you don't correct violations by the Due Date, you won't be eligible to receive CCDF money.
 Signature and Date

Complete these steps with the person in charge.
Pre-Approval Inspections Only: When they accept DWS child care subsidy payments, have the provider sign the DWS Payment to Provider Terms and Conditions. This is not a Pre-Approval Inspection.
Pre-Approval Inspections Only: Explain the inspection process. This is not a Pre-Approval Inspection.
Pre-Approval and Annual Announced Inspections Only: Review the photos from the Sex Offender Registry and remind the provider that these individuals cannot have unsupervised access to children in care. This is not a Pre-Approval or Annual Announced Inspection.
Annual Unannounced and Annual Announced Inspections Only: Complete the NAICS Worksheet. The provider is not in NAICS or all individuals in the system passed the CCL background check. This is not an Annual Unannounced or Annual Announced Inspection.

Ask what rooms/areas are used for care/part of the program and assess compliance with requirements in those rooms/areas.						
P=Pre-Approval Inspections		C=compliance		NC=noncompliance (violation)		NA=not assessed
U=Annual Unannounced Inspections		CDI=Corrected During Inspection				
A=Annual Announced Inspections		L=Low		M=Moderate		H=High
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
New and Renewal Approvals						
4-(1)(c) P	To receive a new LE DWS approval, the applicant must complete <u>New Provider Training</u> .					L
4-(1)(e) P	To receive a new LE DWS approval, the applicant must submit a <u>W-9 form</u> through their Child Care Licensing Portal.					L
4-(3)(a) A	To renew a LE DWS Approval, the provider must submit a <u>Renewal Request</u> through their CCL Provider Portal at least 30 calendar days before the expiration of the current approval.				Reminder	L
Notes						
Type of Inspection: Pre-Approval Annual Unannounced Annual Announced Follow-Up/ Non On-Site						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Administration and Children's Records						
6(1) P, U, A	The provider must ensure all areas of the facility are maintained and used in a <u>safe manner</u> to prevent injury to children. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.					M
6(2) P, U, A	When caring for children with <u>special needs</u> , the provider must make any necessary accommodations to meet their needs.					H
6(3) U, A	On the day of its occurrence, the provider must ensure parents are notified of <u>any incident, accident, or an injury involving their child(ren)</u> .					M
6(4) U, A	Within 48 hours of the change, the provider must ensure parents and Child Care Licensing staff is notified of a <u>change in the program's phone number or email address</u> .					M
6(5) U, A	The provider must ensure each child in care who is younger that school-age has <u>current immunizations</u> .					M
6(6) U, A	If the documentation is not maintained by another agency or organization, the provider must ensure there is <u>documentation of current immunizations</u> for each child younger than school-age (children who are homeless or in foster care may have a 90 day exemption) available for review by Child Care Licensing staff.					L


Notes

Type of Inspection: Pre-Approval Annual Unannounced Annual Announced Follow-Up/ Non On-Site

There are no children younger than school-age.

Documentation of current immunization records is maintained by another agency of organization.

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Personnel and Training						
7(1) (a)-(b) P, U, A	The provider must be <u>at least 21 years old</u> and ensure compliance with all federal, state, and local laws and rules, including fire requirements, pertaining to the operation of the program and the facility that houses the program.					L,M,H
7(2) (a)-(c) P, U, A	The provider must ensure there is a <u>qualified director</u> who is responsible for the day-to-day operation of the facility/ program. The provider must ensure the director is at least 21 years old and have one of the following: -an associates, bachelors, or graduate degree from an accredited college/university or successful completion of at least 12 semester credit hours of college/university level coursework in child development, early childhood education, elementary education, or a related field; or -a currently valid national certification such as a Certified Childcare Professional (CCP) issued by the National Child Care Association, a Child Development Associate (CDA) issued by the Council for Early Childhood Professional Recognition; -or a currently valid Child Care Licensing-approved National Administrator Credential (NAC) plus at least 60 hours of approved Utah Early Childhood Career Ladder courses in child development or 60 hours of equivalent training as approved by the Department.					M
7(3) P, U, A	The provider must ensure there is a <u>director designee</u> with the authority to act on behalf of the director. The provider must ensure the director designee is at least 18 years old.					M
7(4) P, U, A	The provider must ensure the <u>director or the director designee is at the facility</u> whenever children are in attendance.					M
7(5) P, U, A	The provider must ensure all caregivers who count in caregiver to child ratios are <u>at least 18 years old</u> .					M
7(6) P, U, A	The provider must ensure all assistant caregivers are <u>at least 16 years old</u> and work under the immediate supervision of caregivers.					M
7(7) (a)-(b) P, U, A	The provider must ensure all caregivers and assistant caregivers: -do not engage in or <u>allow conduct that is adverse to the public health, morals, welfare, and safety of the children in care</u> ; and -take all reasonable measures to <u>protect the safety of children in care</u> .					H
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Personnel and Training						
7(8) (a)-(k) P, U, A	<p>The provider must ensure all directors, director designees, caregivers, and assistant caregivers complete at least 2.5 hours of <u>preservice training</u> no more than 6 months before their first day of interacting with the children in care. The provider must ensure the training includes at least the following topics:</p> <ul style="list-style-type: none"> -disaster preparedness, response, and recovery; -pediatric first aid and CPR; -children with special needs; -safe handling and disposal of hazardous materials; -the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements; -principles of child growth and development, including brain development; -prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; -prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices; -recognizing the signs of homelessness and available assistance; -review of the program’s Emergency Preparedness, Response, and Recovery Plan; and -review of the LE DWS Approval Requirements. <p>Date of Last Inspection</p>					M
 7(9) (a)-(f) P, U, A	<p>The provider must ensure the <u>preservice training is documented</u> and the documentation available for review by Child Care Licensing staff. The provider must ensure the documentation includes at least the following: the name of the director, director designee, caregiver or assistant caregiver;</p> <ul style="list-style-type: none"> -the training topic; -the first date the person interacted with children in care; -the date of the training; the length of the training; and -the source of the training. 					L
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Personnel and Training						
7(10) (a)-(k) A	<p>The provider must ensure directors, director designees and caregivers who count in caregiver to child ratios complete at least 1 hour of <u>ongoing child care training</u> for each month they have been employed or volunteered or at least 10 hours each exemption year (between the start and end date of the exemption). The provider must ensure the training includes at least the following topics:</p> <ul style="list-style-type: none"> -disaster preparedness, response, and recovery; -pediatric first aid and CPR; -children with special needs; -safe handling and disposal of hazardous materials; -the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements; -principles of child growth and development, including brain development; -prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; -prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices; -recognizing the signs of homelessness and available assistance; -review of the program’s Emergency Preparedness, Response, and Recovery Plan; and -review of the LE DWS Approval Requirements. 				Reminder	M
7(11) (a)-(f) A	<p>The provider must ensure the <u>ongoing training is documented</u> and the documentation is available for review by the Child Care Licensing staff. The provider must ensure the documentation includes at least the following:</p> <ul style="list-style-type: none"> -the name of the director, director designee, or caregiver; -the training topic; -the first date the person counted in ratios; -the date of the training; -the length of the training; and -the source of the training. 				Reminder	L
<p>Notes</p> <p>Type of Inspection: Pre-Approval Annual Unannounced Annual Announced Follow-Up/ Non On-Site</p>						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Background Checks						
8(1) P, U, A	The provider must ensure all Covered Individuals <u>pass CCL background checks</u> before being with children in care. The provider must ensure background check forms and background check fees are submitted for all new Covered Individuals. The provider must ensure fingerprints and fingerprint processing fees for the FBI Next Generation Identification check are submitted for all new Covered Individuals 18 years old and older and all 16 and 17 year old assistant caregivers.					H
8(2) P, U, A	The provider must ensure Covered Individuals with CCL background checks are <u>associated</u> with their facility before the Covered Individual is with children in care.					L
8(3) P, U, A	The provider must ensure <u>guests</u> are always in the same room/area with an individual who passed a CCL background check and wear guest name tags.					M
8(6) U, A	The provider must ensure <u>individuals who failed to pass a CCL background check</u> are not at the facility or part of the program.					H
<p>Notes</p> <p>Type of Inspection: Pre-Approval Annual Unannounced Annual Announced Follow-Up/ Non On-Site</p>						
<p>Pre-Approval Inspections Only: Explain having government-issued photos IDs available for review.</p> <p>Annual Unannounced and Announced Inspections Only: Check IDs of Covered Individuals present during the inspection.</p>						



Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Facility						
9(1) P, U, A	The provider must ensure there is a <u>working telephone</u> at the facility at all times children are in care.					M
9(2) P, U, A	The provider must ensure there is a <u>working fire extinguisher</u> accessible to caregivers.					M
9(3) P, U, A	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure the area is <u>safely accessible</u> .					H
9(4) P, U, A	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure <u>drinking water</u> is available to children in care.					H
9(5) (a)-(c) P, U, A	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure the following are inaccessible (surrounded by a barrier that is at least 48 inches high) to children in care: - <u>metal animal swings</u> , - <u>unanchored swings</u> , and - <u>unanchored slides</u> .					H
9(6) P, U, A	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure <u>standing water</u> is inaccessible (surrounded by a barrier that is at least 48 inches high) to children in care.					H
9(7) (a)-(b) P, U, A	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider and there are children younger than school age in care, the provider must ensure: -The area is enclosed within a 4 foot high <u>fence or wall, or a solid natural barrier</u> that is at least 4 feet high -Fences do not have <u>gaps</u> greater than 5 by 5 inches and gaps between the bottom of the fence and the ground cannot be more than 5 inches.					H
Notes The outdoor area is not maintained by the provider.						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk																																																																								
Ratios and Group Size																																																																														
10(1) P, U, A	<p>The provider must ensure the following minimum caregiver to <u>child ratios</u> and <u>maximum group size</u> are maintained. (The ratios and group sizes for other groups are in the Interpretation Manual.)</p> <table border="1" data-bbox="239 297 1455 776"> <thead> <tr> <th colspan="4" data-bbox="239 297 852 326">Single Age Groups</th> <th colspan="4" data-bbox="852 297 1455 326">Mixed Age Groups</th> </tr> <tr> <th data-bbox="239 326 428 402">Minimum Number of Caregivers</th> <th data-bbox="428 326 611 402">Children's Age(s)</th> <th data-bbox="611 326 730 402">Number of Children</th> <th data-bbox="730 326 852 402">Maximum Group Size</th> <th data-bbox="852 326 1003 402">Minimum Number of Caregivers</th> <th data-bbox="1003 326 1146 402">Children's Ages</th> <th data-bbox="1146 326 1268 402">Number of Children</th> <th data-bbox="1268 326 1455 402">Maximum Group Size</th> </tr> </thead> <tbody> <tr> <td data-bbox="239 402 428 431">1</td> <td data-bbox="428 402 611 431">3 year olds</td> <td data-bbox="611 402 730 431">12</td> <td data-bbox="730 402 852 431">24</td> <td colspan="4" data-bbox="852 402 1455 431" style="text-align: center;">3 year olds and 4 year olds</td> </tr> <tr> <td data-bbox="239 431 428 461">1</td> <td data-bbox="428 431 611 461">4 year olds</td> <td data-bbox="611 431 730 461">15</td> <td data-bbox="730 431 852 461">30</td> <td data-bbox="852 431 1003 461">1</td> <td data-bbox="1003 431 1146 461">3 years old 4 years old</td> <td data-bbox="1146 431 1268 461">1-11 1-13</td> <td data-bbox="1268 431 1455 461">14</td> </tr> <tr> <td data-bbox="239 461 428 537">1</td> <td data-bbox="428 461 611 537">School Age (5 year olds)</td> <td data-bbox="611 461 730 537">20</td> <td data-bbox="730 461 852 537">30</td> <td data-bbox="852 461 1003 537">2</td> <td data-bbox="1003 461 1146 537">3 years old 4 years old</td> <td data-bbox="1146 461 1268 537">1-23 1-27</td> <td data-bbox="1268 461 1455 537">28</td> </tr> <tr> <td colspan="4" data-bbox="239 537 852 566" style="text-align: center;">Mixed Age Group</td> <td colspan="4" data-bbox="852 537 1455 566" style="text-align: center;">4 year olds and School Age (5 year olds)</td> </tr> <tr> <td colspan="4" data-bbox="239 566 852 613" style="text-align: center;">3 Year Olds, 4 Year Olds, and School Age (5 year olds)</td> <td data-bbox="852 566 1003 613">1</td> <td data-bbox="1003 566 1146 613">4 years old school-age</td> <td data-bbox="1146 566 1268 613">1-14 1-17</td> <td data-bbox="1268 566 1455 613">18</td> </tr> <tr> <td data-bbox="239 613 428 690">1</td> <td data-bbox="428 613 611 690">3 years old 4 years old school age</td> <td data-bbox="611 613 730 690">1-11 1-14 1-14</td> <td data-bbox="730 613 852 690">16</td> <td data-bbox="852 613 1003 690">2</td> <td data-bbox="1003 613 1146 690">4 years old school age</td> <td data-bbox="1146 613 1268 690">1-29 1-35</td> <td data-bbox="1268 613 1455 690">36</td> </tr> <tr> <td data-bbox="239 690 428 776">2</td> <td data-bbox="428 690 611 776">3 years old 4 years old school age</td> <td data-bbox="611 690 730 776">1-23 1-30 1-30</td> <td data-bbox="730 690 852 776">32</td> <td colspan="4" data-bbox="852 690 1455 776"></td> </tr> </tbody> </table>	Single Age Groups				Mixed Age Groups				Minimum Number of Caregivers	Children's Age(s)	Number of Children	Maximum Group Size	Minimum Number of Caregivers	Children's Ages	Number of Children	Maximum Group Size	1	3 year olds	12	24	3 year olds and 4 year olds				1	4 year olds	15	30	1	3 years old 4 years old	1-11 1-13	14	1	School Age (5 year olds)	20	30	2	3 years old 4 years old	1-23 1-27	28	Mixed Age Group				4 year olds and School Age (5 year olds)				3 Year Olds, 4 Year Olds, and School Age (5 year olds)				1	4 years old school-age	1-14 1-17	18	1	3 years old 4 years old school age	1-11 1-14 1-14	16	2	4 years old school age	1-29 1-35	36	2	3 years old 4 years old school age	1-23 1-30 1-30	32									H
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10(2) P, U, A	<p><u>Infants and toddlers</u> can be in mixed age groups only when there are less than 9 children in the group. When there are more than 2 infants and/or toddlers in a mixed age group, there must be at least 2 caregivers with the group.</p>					H																																																																								
10(3) P, U, A	<p>During <u>nap times</u> (which cannot exceed 2 hours), the minimum caregiver to child ratios may double for children 18 months old and older if the children are in a restful or non-active state and the caregiver can communicate with another onsite caregiver without leaving the napping children.</p>					H																																																																								
<p>Notes</p> <p>There are no infants or toddlers in care.</p>																																																																														

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Child Supervision and Security						
11(1) P, U, A	The provider must ensure caregivers maintain <u>active supervision</u> of all children in care at all times. Active supervision means caregivers must be physically in the room/area with children younger than school age and must be able to hear school age children and be near enough to intervene; must know the number of children in their care at all times; must be focused on the children and not their personal interests; and must be aware of the entire group even when interacting with a small group or individual child.					H
11(2) P, U, A	Children <u>3 years old and older may go to the bathroom by themselves</u> if there is a policy to ensure their safety.					H
11(3) P, U, A	To maintain the security and supervision of the children in care, the provider must ensure children are <u>signed in and out</u> of the facility/program with the time of arrival and the time of departure. The provider must ensure these records are kept for at least three years.					H
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Child Guidance and Interaction						
12(1) P, U, A	The provider must ensure children in care are not subjected to <u>physical, emotional, or sexual abuse</u> while in care.					H
12(2) P, U, A	The provider must ensure all employees and volunteers follow the <u>reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</u> found in Utah Code, Section 62A-4a-403 and 62A-4a-411.					H
12(3) (a)-(f) P, U, A	<p>The provider must ensure all employee and volunteer interactions with children in care do not include:</p> <ul style="list-style-type: none"> -any form of <u>corporal punishment</u> that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching; -<u>restraining their movement</u> by binding, tying, or other form of restraint; -<u>shouting</u> at them; -any form of <u>emotional abuse</u> (behavior that could impair a child's emotional development, such as threatening, intimidating, humiliating, or demeaning a child, constant criticism, rejection, or profane language); -<u>forcing or withholding food, rest, or toileting</u>; or -<u>confining</u> them in a closet, locked room, or other enclosure such as a box, cupboard, or cage. 					H
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Child Safety and Injury Prevention						
13(1) P, U, A	The provider must ensure <u>firearms</u> are stored separately from ammunition and in a cabinet or area that is locked with a key, combination, or fingerprint lock, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.					H
13(2) P, U, A	The provider must ensure <u>toxic or hazardous substances</u> are inaccessible to children in care.					M
13(3) P, U, A	The provider must ensure <u>tobacco, e-cigarettes, and e-juice</u> are inaccessible to children in care.					H
13(4) P, U, A	The provider must ensure <u>open flames</u> are inaccessible to children in care.					H
13(5) P, U, A	The provider must ensure <u>trampolines</u> are inaccessible to children in care.					H
13(6) P, U, A	The provider must ensure <u>open containers of alcohol</u> are inaccessible to children in care.					H
13(7) P, U, A	The provider must ensure <u>sexually explicit materials</u> are inaccessible to children in care.					H
13(8) P, U, A	The provider must ensure <u>illegal items</u> are inaccessible to children in care.					H
13(9) P, U, A	The provider must ensure children in care are protected from unintended access to <u>vehicular traffic</u> .					H
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Emergency Preparedness and Response						
 14(1) P, U, A	The provider must ensure the facility's street <u>address and emergency numbers</u> , including ambulance, fire, police, and poison control, are posted near each telephone in the facility and/or in the contact list of cell phones.					M
14(2) P, U, A	The provider must ensure at least one person at the facility at all times children are in care, at least one person in each vehicle transporting children, and at least one person present during off-site activities has current Red Cross, American Heart Association, or equivalent pediatric <u>First Aid and CPR certification</u> . The provider must ensure the CPR certification is from a class that included hands-on testing.					M
 14(3) P, U, A	The provider must ensure <u>documentation of current First Aid and CPR certification</u> is available for review by the Child Care Licensing staff.					L
14(4) (a)-(f) P, U, A	The provider must have, and follow when needed, <u>a written Emergency Preparedness, Response, and Recovery Plan</u> that is reviewed annually and updated when needed. The provider must ensure the plan is available for review by Child Care Licensing staff and includes procedures for at least: <ul style="list-style-type: none"> -shelter in place, -lockdown, -evacuation and relocation, -communication with parents and reunification of families, -continuity of operations, and -accommodating infants and toddlers, children with disabilities, and children with chronic medical conditions during emergencies. 					M
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Emergency Preparedness and Response						
14(5) U, A	The provider must ensure <u>fire evacuation drills</u> are held during each month the program is open.					M
14(6) U, A	The provider must ensure the date and time of each <u>fire evacuation drill is documented</u> and the documentation is available for review by Child Care Licensing staff.					L
14(7) U, A	The provider must ensure <u>disaster (other than fire) drills</u> are held at least every six months that the program is open.					M
14(8) U, A	The provider must ensure the date and time of <u>each disaster drill is documented</u> and the documentation is available for review by Child Care Licensing staff.					L
14(9) U, A	By the next working day, the provider must ensure <u>Child Care Licensing staff is notified of any fatality, hospitalization, emergency medical response, or injury that required attention from a health care provider unless the medical service was part of the child's medical treatment plan.</u> The provider must also ensure documentation of the incident is submitted to Child Care Licensing staff within five working days of the incident.					L,H

Notes

Type of Inspection: Pre-Approval Annual Unannounced Annual Announced Follow-Up/ Non On-Site

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Health and Infection Control						
15(1) P, U, A	The provider must ensure all areas of the facility used for care are <u>clean and sanitary</u> .					L,M
15(2) (a)-(g) P, U, A	To prevent and control infectious diseases, the provider must ensure all employees, volunteers, and children in care <u>wash their hands</u> thoroughly with liquid soap and warm running water: -before handling and/or preparing food; -before serving and/or eating meals and snacks; -after using the toilet; -before administering and/or taking medication; -after coming into contact with body fluids (blood, urine, feces, vomit, mucus, and saliva); -after playing with or handling animals; and -after cleaning and/or taking out garbage.					M
15(3) P, U, A	The provider must ensure a <u>body fluids clean up kit</u> is used to clean up spills of body fluids.					M
Notes						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Food and Nutrition						
16(1) P, U, A	The provider must meet the <u>nutritional needs</u> of the children in care.					H
16(2) P, U, A	The provider must ensure there is a record of known <u>food allergies</u> of children in care.					H
16(3) U, A	Immediately upon recognizing it, the provider must report to the parent any <u>allergic reaction</u> a child in care has to a particular food.					H
Medications						
17(1) P, U, A	The provider must ensure over the counter or prescription <u>medications</u> are inaccessible to children in care.					M
17(2) U, A	The provider must ensure there is <u>parental permission</u> before administering medication to children in care.					H
17(3) U, A	Immediately upon the recognition of the error, the provider must ensure parents are notified of any <u>adverse reaction to a medication or an error in the administration</u> of medication for their child(ren).					H
<p>Notes</p> <p>Type of Inspection: Pre-Approval Annual Unannounced Annual Announced Follow-Up/ Non On-Site</p> <p> Snacks or meals are not given to the children in care.</p> <p> Medication is not administered to the children in care.</p>						

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Activities						
18(2) P, U, A	The provider must ensure parents are aware of any <u>off-site activities</u> .					L
Transportation (if transportation is provided)						
20(1) P, U, A	While transporting children in care, the provider must ensure the driver has children in care in appropriate individual <u>safety restraints</u> .					H
20(2) P, U, A	While transporting children in care, the provider must ensure the driver never leaves the children in care <u>unattended</u> in the vehicle.					H
20(3) P, U, A	While transporting children in care, the provider must ensure the driver is <u>not intoxicated or impaired</u> .					H
Diapering (if diapering is provided)						
23(1) P, U, A	The provider must ensure children's diapers are changed at a diaper <u>changing station with railings</u> .					H
23(2) P, U, A	The provider must ensure caregivers do not leave children <u>unattended</u> when the children are on the diapering surface.					H
Infant and Toddler Care (If any child younger than two years old is in the facility/program)						
24(1) P, U, A	The provider must ensure <u>high chairs</u> have T-shaped safety straps or devices that are used whenever a child is in the chair.					H
24(2) P, U, A	The provider must ensure infants sleep in <u>equipment designed for sleep</u> , such as a crib, bassinet, porta-crib or play pen and are not be placed to sleep on mats or cots or in bouncers, swings, car seats, or other pieces of similar equipment. The provider shall ensure soft toys, loose blankets, or other objects are not placed in sleep equipment while in use by sleeping infants.					H
24(3) P, U, A	The provider must ensure infants are <u>placed on their backs</u> for sleeping unless there is documentation from a health care provider for the treatment of a medical condition.					H
24(4) P, U, A	When there are more than eight children in the area, the provider must ensure infants and toddlers do not use the <u>outdoor play area</u> at the same time as older children.					H
Notes						
There are no off-site activities.		Children in care are not transported.				
Children in care are not diapered.		There are no infants or toddlers in care.				

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Play Equipment (If there is play equipment that is used by children in care and that is maintained by the provider, the provider must ensure the following:)						
19(1) (a)-(b) P, U, A	<p>All stationary play equipment used by children in care meets the following requirements for <u>use zones</u>: <u>When all children in care are at least two years old:</u></p> <p>-If the height of a designated play surface (any accessible elevated surface for standing, walking, crawling, sitting, or climbing or an accessible flat surface at least 2" by 2" in size and having an angle less than 30 degrees from horizontal) or climbing bar on a piece of equipment, excluding swings, is greater than 30 inches:</p> <ul style="list-style-type: none"> • The use zone must extend a minimum of 6 feet in all directions from the perimeter of each piece of equipment. • The use zones of two pieces of equipment that are positioned adjacent to one another may overlap if the designated play surfaces of each structure are no more than 30 inches above the protective cushioning underneath the equipment. When this is the case, there must be a minimum of 6 feet between the adjacent pieces of equipment. • There must be a minimum use zone of 9 feet between adjacent pieces of equipment if the designated play surface of one or both pieces of equipment is more than 30 inches above the protective cushioning underneath the equipment. <p>-The use zone in the front and rear of a single-axis swing must extend a minimum of twice the height of the pivot point of the swing and may not overlap the use zone of any other piece of equipment.</p> <p>-The use zone of a multi-axis swing must extend a minimum of 6 feet plus the length of the suspending members and must never overlap the use zone of another piece of equipment.</p> <p>-The use zone for merry-go-rounds must never overlap the use zone of another piece of equipment.</p> <p>-The use zone for spring rockers must extend a minimum of 6 feet from the at-rest perimeter of the equipment.</p> <p>Notes There is no play equipment or the play equipment is not maintained by the provider.</p>					H

<p><u>When any child in care is an infant or toddler:</u></p> <p>-If the height of a designated play surface or climbing bar on a piece of equipment, excluding swings, is greater than 18 inches:</p> <ul style="list-style-type: none"> • The use zone must extend a minimum of 3 feet in all directions from the perimeter of each piece of equipment. • Use zones may overlap if two pieces of equipment are positioned adjacent to one another, with a minimum of 3 feet between the perimeters of the two pieces of equipment. <p>-The use zone in front of a slide must not overlap the use zone of any other piece of equipment.</p> <p>-The use zone in the front and rear of all swings must extend a minimum distance of twice the height from the swing seat to the pivot point of the swing, and must not overlap the use zone of any other piece of equipment.</p> <p>-The use zone for the sides of a single-axis swing must extend a minimum of 3 feet from the perimeter of the structure, and may overlap the use zone of a separate adjacent piece of equipment.</p> <p>-The use zone of a multi-axis swing must extend a minimum distance of 3 feet plus the length of the suspending members, and must never overlap the use zone of another piece of equipment.</p> <p>-The use zone for merry-go-rounds must never overlap the use zone of another piece of equipment.</p> <p>-The use zone for spring rockers must extend a minimum of 3 feet from the at-rest perimeter of the equipment.</p>				
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Notes

There is no play equipment or the play equipment is not maintained by the provider.

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
Play Equipment (If there is play equipment that is used by children in care and that is maintained by the provider, the provider must ensure the following:)						
19(2) (a)-(d) P, U, A	<p>There is adequate <u>protective cushioning</u> in all use zones.</p> <p>If <u>sand, gravel, or shredded tires</u> are used as protective cushioning, the depth of the material must meet the Consumer Product Safety Commission (CPSC) guidelines in Table 1. The provider must ensure that the material is periodically checked for compaction, and if compacted, must loosen the material to the depth listed in Table 1. If the material cannot be loosened due to extreme weather conditions, the provider must ensure that children are not on the equipment until the material can be loosened to the required depth.</p>					H
TABLE 1						
Depths of Protective Cushioning Required for Sand, Gravel, and Shredded Tires						
Highest Designated Play Surface, Climbing Bar, or Swing Pivot Point	Fine Sand	Coarse Sand	Fine Gravel	Medium Gravel		
4' high or less	6"	6"	6"	6"		
Over 4' up to 5'	6"	6"	6"	6"		
Over 5' up to 6'	9"	9"	6"	9"		
Over 6' up to 7'	9"	Not Allowed	9"	Not Allowed		
Over 7' up to 8'	9"	Not Allowed	9"	Not Allowed		
Over 8' up to 9'	9"	Not Allowed	9"	Not Allowed		
Over 9' up to 10'	Not Allowed	Not Allowed	9"	Not Allowed		
Over 10' up to 11'	Not Allowed	Not Allowed	Not Allowed	Not Allowed		
Over 11' up to 12'	Not Allowed	Not Allowed	Not Allowed	Not Allowed		
<p>Fine Sand is white sand in bags marked "play sand". 100% of the material must pass through a #16 screen.</p> <p>Coarse Sand is usually sand for landscaping or construction. 98% of the material must pass through a #4 screen.</p> <p>Fine Gravel is gravel with particles that are rounded and 3/8 inch or less in diameter.</p> <p>Medium Gravel is gravel with particles that are rounded and ½ inch or less in diameter.</p>						
<p>Notes</p> <p>There is no play equipment or the play equipment is not maintained by the provider.</p>						

If shredded wood products are used as protective cushioning, the depth of the shredded wood must meet the CPSC guidelines in Table 2.

TABLE 2			
Depths of Protective Cushioning Required for Shredded Wood Products			
Highest Designated Play Surface, Climbing Bar, or Swing Pivot Point	Engineered Wood Fibers	Wood Chips	Double Shredded Bark Mulch
4' high or less	6"	6"	6"
Over 4' up to 5'	6"	6"	6"
Over 5' up to 6'	6"	6"	6"
Over 6' up to 7'	9"	6"	9"
Over 7' up to 8'	9"	9"	9"
Over 8' up to 9'	9"	9"	9"
Over 9' up to 10'	9"	9"	9"
Over 10' up to 11'	9"	9"	9"
Over 11' up to 12'	9"	Not Allowed	Not Allowed

Notes

There is no play equipment or the play equipment is not maintained by the provider.

<p>If a <u>unitary cushioning material</u>, such as rubber mats or poured rubber-like material is used as protective cushioning, the provider must ensure that the cushioning material is securely installed so that it cannot become displaced or picked up by children.</p> <p>Stationary play equipment may be placed on grass, but must not be placed on concrete, asphalt, dirt, or any other hard surface when:</p> <ul style="list-style-type: none"> -all children in care are school age and the highest designated play surface (a flat surface on a piece of stationary play equipment that a child could stand, walk, sit, or climb on, and that is at least 2" by 2" in size) is less than 30 inches from the ground and there are no moving parts on which children sit or stand. -all children in care are at least 2 years old and the highest designated play surface (a flat surface on a piece of stationary play equipment that a child could stand, walk, sit, or climb on, and that is at least 2" by 2" in size) is less than 20 inches from the ground and there are no moving parts on which children sit or stand. -any child in care is an infant or toddler and the highest designated play surface (a flat surface on a piece of stationary play equipment that a child could stand, walk, sit, or climb on, and that is at least 2" by 2" in size) is less than 18 inches from the ground and there are no moving parts on which children sit or stand. 				
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Notes

There is no play equipment or the play equipment is not maintained by the provider.

Play Equipment (If there is play equipment that is used by children in care and that is maintained by the provider, the provider must ensure the following:)						
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
19(3) P, U, A	Stationary play equipment has <u>protective barriers</u> on all play equipment platforms that are more than 48 inches above the ground. The bottom of the protective barrier must be less than 3-1/2 inches above the surface of the platform, and there can be no openings greater than 3-1/2 inches in the barrier. The top of the protective barrier must be at least 38 inches above the surface of the platform when all children in care are school-age and at least 30 inches above the ground when any child in care is younger than school-age.					H
19(4) P, U, A	There are no <u>entrapment hazards</u> on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment.					H
19(5) P, U, A	There are no <u>strangulation hazards</u> on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment.					H
19(6) (a)-(b) P, U, A	<u>When any child in care is an infant or toddler:</u> -There are no <u>designated play surfaces</u> that exceed 3 feet in height on any piece of stationary play equipment used by infants and toddlers. -Swings used by infants and toddlers must have <u>enclosed seats</u> .					H
Notes There is no play equipment or the play equipment is not maintained by the provider.						
Pre-Approval Inspections Only: Review the required documentation with the provider.						
Open the CCL website and show the sample forms and the training page. This is not a Pre-Approval Inspection.						
Annual Announced Inspections Only: Review the Renewal Request Process with the provider.						
Have the provider go to their CCL portal and submit a Renewal Request. This is not an Annual Announced Inspection.						
All Inspections: Tell the provider they can submit feedback.						
Open the CCL website them how to submit feedback.						