

## Licensed Family Pre-License Inspection

R430-90

[Childcarelicensing.utah.gov](http://Childcarelicensing.utah.gov)

This inspection checklist is the tool CCL  
licensors use to ensure consistency for every  
inspection.

Facility Name:			Facility ID Number:			Phone Number:			
Address:			Email Address:						
Requested Capacity:			Capacity Based on Square Footage:						
Size of Outdoor Play Area:			Capacity Based on Outdoor Play Area:						
DWS Payment to Provider Terms and Conditions Signed			Review Facility Personnel						
Affidavit of Lawful Presence Reviewed and Signed.									
Sex Offender Registry Reviewed: Review the photos from the Sex Offender Registry and inform the provider that these individuals cannot have access to children in care.									
<b>INSPECTION</b>		<b>DATE</b>	<b>START TIME</b>	<b>AM / PM</b>	<b>END TIME</b>	<b>AM / PM</b>	<b>LICENSOR(S):</b>		
<b>Signatures</b>									
<b>Inspection</b>		<b>Number of Rules Out of Compliance</b>	<b>Name of Individual Informed of this Inspection</b>			<b>Signature of Informed Individual</b>			
<p><b>The facility must be completed, set up, and ready as if you were providing care the day of the inspection.</b> All areas that you want inaccessible to children during care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be in compliance with all applicable rules during the inspection. All rules must be in compliance before you can receive your license. <b>You have 6 months</b> to complete the application process; otherwise, you will need to re-apply and pay the application fees again.</p>									
<p><b>I will email you this inspection checklist</b> after the inspection is completed. If the only noncompliance items are documentation and/or records, please submit them to Licensing by the compliance required date listed.</p>									
<p>You may <b>submit feedback</b> on this inspection through your Child Care Licensing Portal or at <a href="https://childcarelicensing.utah.gov/EvalForm.html">https://childcarelicensing.utah.gov/EvalForm.html</a></p>									
<b>Licensor Introductory Items</b>									
Introduce any unknown CCL staff to the provider			Review the inspection and complaint investigation process.						
Give the provider a brief explanation of the inspection process.			Explain the difference between cited, technical assistance, and complaint non-compliant findings.						
Show the Child Care Licensing Portal.			Show the website, interpretation manual, and technical assistance documents.						
Wash hands or use hand sanitizer before touching items in the facility.									
Yes	No	<b>ASK</b> Are parts of the facility rented or lived in? If YES: Review the signed lease agreement and verify that there is a separate mailing address, a separate entrance and that there are no connecting unlocked interior doorways.							

**General Notes**

*C = Compliance NC = Noncompliance NA = Not Applicable NO = Not Observed CDI = Compliant During Inspection*

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
<b>Section 5: Rule Violations and Penalties</b>							
(4)(a)-(h)	Did the provider allow licensing staff access to all areas of the facility?						
<b>Section 6: Administration and Children's Records</b>							
(6)	<b>ASK, if not observed:</b> Is the Department's child care guide posted where parents can see it or a copy given to each parent at enrollment?						
(9)(a)-(b)	<b>ASK:</b> Do you have liability insurance? If NO: How will you inform the parents in writing that you do not have liability insurance?						
(11)(a)-(m)	Does the child admission and health assessment form include the following information for each child: child's name; child's date of birth; parent's name, address, and phone number, including daytime phone number; names of people authorized by the parent to pick up the child; name, address and phone number of emergency contact person; name, address, and phone number for out of area emergency contact, if available; current signed emergency medical treatment and transportation releases; known allergies; known food sensitivities; chronic medical conditions; instructions for special or non-routine daily health care; current ongoing medications; any other special health instructions for the caregiver?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
<b>Section 7: Personnel and Training Requirements</b>							
(20)(a)-(c)	Are there enough staff with First Aid and CPR certification to ensure that there will be at least one certified person at the facility; in each vehicle transporting children; and on off-site activities?						
(21)	Did CPR certification include hands on testing?						
(22)(a)-(c)	Is current first aid and CPR certification kept onsite for review by the Department?						
<b>Section 8: Background Checks</b>							
(1)(a)-(c)	Have background checks cleared for all covered individuals?						
<b>Section 9: Facility</b>							
(6)	Is there any peeling, flaking, chalking, or failing paint? If YES: Was the building or play structure built before 1978?						
(7)	Is each room and indoor area ventilated by windows that open and have screens or by mechanical ventilation?						
(8)	Is there adequate light intensity throughout the facility for the safety of children and the type of activity?						
(9)	Is the indoor temperature maintained between 65 and 82 degrees Fahrenheit?						
(10)	Is there a working telephone at the facility?						
(11)	Is there a working toilet and a working handwashing sink accessible to each nondiapered child in care?						
(12)	Is a bathroom that provides privacy available to school-age children?						

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(13)	Is the outdoor play area safely accessible to children?						
(15)(a)-(b)	Is the outdoor play area enclosed within a fence, wall, or a solid natural barrier at least 4 feet high, when the facility is on a street or within half a mile of a street that has a speed of 25 miles per hour or higher, or has more than 2 lanes of traffic?						
(16)(a)-(e)	Are the following hazards separated from the children's outdoor area with a fence, wall, or solid natural barrier that is at least 4 feet high: barbed wire that is within 30 feet of the children's play area; livestock, dangerous machinery, or a drop-off of more than 5 feet on or within 50 yards of the property line; a water hazard on or within 100 yards of the property line?						
(17)	Are there any gaps in or under the fence or barrier 5 by 5 inches or greater?						
(18)	Does the outdoor play area have a shaded area to protect children from excessive sun and heat whenever there are children in the outdoor play area?						
(19)(a)-(b)	If there is a swimming pool on the premises that is not emptied after each use is it enclosed with a fence or other solid barrier at least 4 feet high, kept locked whenever the pool is not in use, and separates the pool from any other areas on the premises, or covered with an approved enclosure that meets the ASTM F1346 standard?						
(20)(a)-(b)	If there is a hot tub with water on the premises, is it inaccessible to children by being kept locked with a properly working cover; or enclosed within at least a 4-foot-high fence or solid barrier that is kept locked and that separates the hot tub from any other areas on the premises?						
(21)(a)-(f)	Are the buildings and outdoor areas maintained in good repair and safe condition?						
(22)	Are accessible raised decks or balconies that are 5 feet or higher, and open basement stairwells that are 5 feet or deeper have protective barriers that are at least 3 feet high?						

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<b>Section 11: Child Supervision and Security</b>							
(6)(a)-(f)	Does the provider have a method for signing children in and out that includes the date, time, and an identifier for the persons signing the child in and out?						
<b>Section 13: Child Safety and Injury Prevention</b>							
(2)	Are poisonous or harmful plants inaccessible to children?						
(3)	Are sharp objects, edges, corners, or points that could cut or puncture skin inaccessible to children?						
(4)	For children younger than 3 years, are choking hazards inaccessible?						
(5)	Are strangulation hazards inaccessible such as ropes, cords, chains, wires attached to a structure and long enough to encircle a child's neck?						
(6)	Is the facility free of tripping hazards?						
(7)	For children younger than 5 years, are empty plastic bags large enough for a child's head to fit inside, latex gloves, or balloons inaccessible?						
(8)	Is standing water 2 inches or deeper and 5 by 5 inches or greater in diameter inaccessible to children?						
(9)(a)-(c)	Are toxic or hazardous chemicals inaccessible to children and stored in a container that is labeled with its contents?						
(10)(a)-(d)	Are items and substances that could burn a child or start a fire inaccessible?						
(11)(a)-(b)	Are children protected from items that cause electrical shock?						

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(12)(a)-(b)	<b>ASK:</b> Are there any firearms and/or ammunition on the premises? - If YES: Are they stored in accordance with rule?						
(13)	<b>ASK:</b> Are there any weapons on the premises? -If YES: Are all weapons inaccessible?						
(14)	Is alcohol, illegal substances, or sexually explicit materials inaccessible to children?						
(15)	Will children in the outdoor play area have an outdoor source of drinking water whenever the outside temperature is 75 degrees or higher?						
(16)	Is there any unstable heavy equipment a child could pull down?						
(17)	Does hot water in the sinks the children will use exceed 120 degrees?						
(18)	Do high chairs have T-safety straps or devices?						
(19)	Are infant walkers with wheels inaccessible to children?						
(20)(a)-(d)	Is tobacco, e-cigarettes, e-juice, e-liquids and similar products inaccessible to children?						
<b>Section 14: Emergency Preparedness and Response</b>							
(1)	Is the facility's address and emergency numbers posted near each phone?						
(2)	Are there first aid supplies in the facility, including at least band-aids, antiseptic, and tweezers?						
(4)(a)-(d)	Does the fire drill log include all of the following information for each drill: Date and time of the drill, number of children participating, total time to complete the evacuation and any problems encountered?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(6)(a)-(e)	Does the disaster drill log include all of the following information for each drill: type of disaster, date and time of the drill, number of children participating, total time to complete the evacuation, and any problems encountered?						
<b>Section 15: Health and Infection Control</b>							
(1)(a)-(e)	Are the building, furnishings, equipment, and outdoor area kept clean and sanitary?						
(2)	Is the facility free of insects, rodents, and other vermin?						
(9)	Is toilet paper placed where it will be accessible to children and kept in a dispenser?						
(10)	Will only single use towels or individually labeled cloth towels used to dry children's hands?						
<b>Section 16: Food and Nutrition</b>							
(2)(a)-(e)	Are the menus prepared and available? Is the facility currently participating in the CACFP? If NO, is the menu approved as required?						
<b>Section 17: Medications      NA if there will be no medications on the premises.</b>							
(1)	Will all medications be inaccessible to children?						
(5)(a)-(d)	Does the facility's medication permission form contain at least the following instructions to be completed by the parent: the name of the child; the name of the medication; written instructions for administration; and the parent signature and the date signed?						
(6)(a)-(d)	Does the instructions for administering medications include: the dosage; the method of administration; the times and dates to be administered; and the disease or condition being treated?						
(9)(a)-(c)	Does the facility's medication administration form contain at least the following information to be completed by the person administering the medication: the date, time, and dosage of the medication given; any errors in administration or adverse reactions; signature or initials of person who administered the medication?						

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<b>Section 18: Activities</b>							
(7)(a)-(f)	If the facility has a pool over 4' deep and children have access to the pool, do the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification.						
<b>Section 19: Play Equipment      NA if there is no play equipment on the premises.</b>							
(2)	Are there any entrapment hazards on or within the use zone of any piece of stationary play equipment? Surfaces for infants and toddlers-greater than 23 ¼ inches above the ground; for preschoolers-greater than 25 ¼ inches above the ground; for school age children-greater than 33 inches above the ground.						
(3)	Are there any strangulation hazards on or within the use zone of any piece of stationary play equipment?						
(4)	Are there any crush, shearing, or sharp edge hazards on or within the use zone of any piece of stationary play equipment?						
(5)	Are there tripping hazards, such as concrete footings, tree stumps, tree roots, or rocks within the use zone of any piece of stationary play equipment?						
(6)	Is there cushioning covering the entire surface of each use zones?						
(8)	Is play equipment with a designated play surface 6 inches or higher placed on grass or other cushioning and not placed on a hard surface such as concrete, asphalt, dirt, or the bare floor?						
(9)(a)-(b)	Except for trampolines, does stationary play equipment that is 18 inches or higher have a 3 foot use zone and is it stable and securely anchored?						
(11)	If the trampoline does not have a safety net enclosure, is the trampoline placed at least 6 feet away from any structure or object onto which a child could fall?						
(12)(a)-(c)	If the trampoline has a safety net enclosure, is the trampoline placed at least 3 feet away from any structure or object onto which a child could fall and is the net properly installed and used as specified by the manufacturer, in good repair, and at least 6 feet tall?						

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(13)	Is the trampoline placed over grass, 6-inch-deep cushioning, or ASTM-approved cushioning. Does the cushioning extend at least 6 feet from the outermost edge of the trampoline frame, or at least 3 feet from the outermost edge of the trampoline frame if a net is used?						
(14)	Are there ladders or other objects within the use zone of an accessible trampoline that a child could use to climb on the trampoline?						
(15)	Does the trampoline have shock-absorbing pads that completely cover its springs, hooks, and frame?						
(17)(a)-(e)	<b>ASK:</b> When children are using the trampoline: is a caregiver at the trampoline supervising, is only one person at a time allowed to use the trampoline, are children allowed to do somersaults or flips on the trampoline, is anyone under the trampoline when it is in use, and which children are allowed to use the trampoline?						
<b>Section 20: Transportation</b> <b>NA if the provider will not transport children.</b>							
(2)(a)-(e)	Is the vehicle enclosed with a roof or a top; equipped with safety restraints; have current vehicle registration; maintained in a safe and clean condition; and contain a first aid supplies?						
(3)(a)-(c)	Are the safety restraints appropriate for the age and size of each child that will be transported, as required by Utah law; properly installed; and in safe condition and working order?						
(4)(a)-(i)	Is there a valid driver's license for all drivers who will transport children?						
<b>Section 22: Rest and Sleep</b>							
(5)(a)-(e)	Do all cribs have tight fitting mattresses; slats spaced no more than 2-3/8 inches apart; at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches from the top of the mattress to the top of the crib rail if the child that will use the crib cannot sit up own their own; have strings, cords, ropes, or other entanglement hazards strung across crib rails; and meet CPSC crib standards?						
<b>Section 23: Diapering</b> <b>NA if the provider will not care for diapered children.</b>							
(2)	Is the diapering area located outside of the food preparation or eating areas?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(4)	Is the diapering surface smooth, waterproof, and in good repair?						
(7)(a)-(c)	Is there is container for disposing of wet and soiled diapers that meets one of the following: a container with plastic lining and tight fitting lid, an outdoor garbage container that has a tight fitting lid, or a container that is inaccessible to children?						
<b>Section 24: Infant and Toddler Care                      NA if the provider will not care for infants and toddlers</b>							
(4)	Are safe toys to stimulate healthy development accessible to infants and toddlers? Are there enough toys for each child in the group to be engaged in play with toys?						
(5)	Will mobile infants and toddlers have freedom of movement in a safe area?						
(8)	Will infants and toddlers have access to objects made of Styrofoam?						
(15)	Will infants sleep in equipment designed for sleep such as a crib, bassinet, porta-crib or play pen?						