



Out of School Time Program Unannounced Inspection

R381-70
 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:						
Director:			Capacity:			Number of Rooms:			
Last Announced Inspection:			Sticky Notes:						
Review in Database and Enter Needed Information						DWS Eligible		Quality Indicator verification request	
Variances:			Review Facility Personnel						
Policy for children going unsupervised to the bathroom:									
INSPECTION		DATE	START TIME	AM / PM	END TIME	AM / PM	LICENSOR(S):		
Signatures									
Inspection		Number of Rules Out of Compliance		Name of Individual Informed of this Inspection			Signature of Informed Individual		
<p><i>All areas that are inaccessible to children in the program 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.</i></p> <p>I will email you this inspection checklist after the inspection is completed. I will send you an official inspection report once this inspection has been approved by CCL management. 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 submit feedback on this inspection through your Child Care Licensing Portal or at https://childcarelicensing.utah.gov/EvalForm.html</p>									
Licensor Introductory Items									
Introduce any unknown CCL staff to the owner/director				Give the owner/director a brief explanation of the inspection process.					
ASK: The owner/director if they want you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over to tell them.				Wash hands or use hand sanitizer before touching items in the facility.					
General Notes									

Rooms Used by Children

Rules marked “ASK” should be directed to the staff caring for the children. General facility questions will be directed to the owner/director.

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
Section 5: Rule Violations and Penalties							
(4)(a)-(h)	Did the provider allow licensing staff access to all areas of the facility?						
Section 8: Background Checks							
(1)(a)-(d)	Did each new covered individual pass the CCL background check before becoming involved with the child care program?						
(2)	Was a completed background check submitted within 10 working days from when a child who resides in the facility turns 12?						
(7)	Were all background checks renewed before the last day of the month on the background check card?						
(17)	Is any covered individual who failed to pass the CCL background check on the premises? If YES: The individual must leave the premises.						
(20)	ASK: Are you aware of any covered individuals having an arrest warrant, been arrested, charged, convicted, or investigated with a supported finding of abuse or neglect?						
Section 9: Facility							
(19)	Is the outdoor play area enclosed within a fence, wall, or a solid natural barrier at least 4 feet high? If there is a permanent fence or barrier, ASK: Has the fence been replaced or repaired since the last inspection?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(21)(a)-(b)	If there is a swimming pool on the premises that is not emptied after each use: is it maintained in a safe manner; and, 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?						
Section 10: Ratios and Group Size							
(1)	Is the required staff-to-child ratio maintained?						
(2)	Is the required group size maintained?						
(3)	Are there always at least two staff with the children whenever there are more than 8 children on the premises?						
(5)	ASK: Do you have any staff 16 or 17 years old? If YES: Do they ever have unsupervised contact with any child?						
Section 11: Child Supervision and Security							
(1)	Are all children being actively supervised? ASK of the staff working with the children: How many children are in your group? (Is the number verified by the licensor?)						
Section 12: Child Guidance and Interaction							
(5)(a)-(f)	Do interactions with children include any of the following: Any form of corporal punishment or any action that produces physical pain or discomfort such as hitting, spanking, shaking, biting, or pinching; 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; or confining a child in a closet, locked room, or other enclosure?						
Section 13: Child Safety and Injury Prevention							
(3)	Are razors and other similar blades inaccessible to children?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(4)	Are strangulation hazards inaccessible such as ropes, cords, chains, wires attached to a structure and long enough to encircle a child's neck?						
(7)	Is standing water 2 inches or deeper and 5 by 5 inches or greater in diameter inaccessible to children?						
(8)(a)-(c)	Are toxic or hazardous chemicals inaccessible to children and stored in a container that is labeled with its contents?						
(11)(a)-(b)	ASK: Are there any firearms and/or ammunition on the premises? - If YES: Are they stored in accordance with rule?						
(12)	ASK: Are there any weapons on the premises? -If YES: Are all weapons inaccessible?						
(13)	Is alcohol, illegal substances, or sexually explicit materials inaccessible to children? Are these items in use on the premises, during offsite activities or in facility vehicles when children are present?						
(17)(a)-(d)	Is tobacco, e-cigarettes, e-juice, e-liquids and similar products inaccessible and not used: in the facility or any other building when children are being served, in vehicles being used to transport a child in the program, within 25 feet of any entrance to the facility or other building occupied by a child being served, or in any outdoor area or within 25 feet of any outdoor area occupied by a child being served?						
Section 17: Medications NA if there are no medications on the premises.							
(1)	Are all nonrefrigerated medications stored at least 48 inches above the floor or locked?						
(2)	Are all refrigerated medications stored at least 36 inches above the floor or locked?						
Section 18: Activities							
(7)(a)-(d)	If the program offers swimming activities: Do staff stay at the pool supervising whenever a child is in the pool or has access to the pool?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
Section 19: Play Equipment		NA if there is no play equipment on the premises.					
(2)	With the exception of swings, does stationary play equipment have a surrounding use zone that measures at least 6 foot if any designated play surface is higher than 30 inches?						
(3)	Does the use zone in the front and rear of a single axis swing extend at least twice the distance of the pivot point to the ground?						
(5)	Does the use zone of a multi-axis swing extend at least the length of the suspending rope or chain plus 6 feet?						
(6)	Does the use zone for a merry-go-round extend at least 6 feet in all directions from its outermost edge?						
(7)	Does the use zone for a spring rocker extend at least 6 feet from the outermost edge if the seat, at rest, is higher than 20 inches?						
(8)(a)-(d)	Do the following use zones overlap the use zone of any other piece of play equipment: the front of a slide, the front and rear of any single-axis swing, multi-axis swings, and merry-go-rounds if the platform diameter measures 20 inches or more?						
(9)(a)-(b)	Do allowable overlapping use zones meet the following requirements: the designated play surface is 30 inches or lower and there is at least 6 feet between the pieces of equipment, or the designated play surface is higher than 30 inches and there is at least 9 feet between the pieces of equipment?						
(10)(a)-(c)	Is play equipment without moving parts children sit or stand on placed on grass or other cushioning but not on a hard surface, if the highest designated play surface measures between 6 to 30 inches?						
(11)	Is there adequate protective cushioning covering the entire surface of each use zones?						
(12)(a)-(b)	(Dig only if not dug at announced) If sand, gravel, or shredded tires are used as cushioning: does it meet the depth requirements and/or need to be redistributed? Is it loosened to required depths or is it compacted; if compacted due to extreme weather conditions, are children prohibited from playing on the equipment until it can be loosened?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(13)(a)-(c)	(Dig only if not dug at announced) If shredded wood products are used as cushioning material: is there adequate drainage, does it meet the depth requirements and/or need to be redistributed?						
(18)	Is stationary play equipment stable and securely anchored?						
(20)	Are there any entrapment hazards on or within the use zone of any piece of stationary play equipment? Surfaces greater than 33 inches above the ground.						
(21)	Are there any strangulation hazards on or within the use zone of any piece of stationary play equipment?						
(22)	Are there any crush, shearing, or sharp edge hazards on or within the use zone of any piece of stationary play equipment?						

Complete for all play areas with elevated play equipment that requires protective cushioning.

Play Area	Highest Designated Play Surface	Equipment Location	Type of Cushioning	Required Depth	Hole 1	Hole 2	Hole 3	Average Depth	Notes:

Cushioning Information: DPS/Bar/Pivot

Required depth	Fine Sand	Coarse Sand	Fine Gravel	Medium Gravel	Shredded Tires	Engineered wood Fiber	Wood Chips	Mulch
6"	Up to 6'	Up to 5'	Up to 6'	Up to 5'	Up to 12'	Up to 6'	Up to 7'	Up to 6'
9"	Over 6' up to 9'	Over 5' up to 6'	Over 6' up to 10'	Over 5' up to 6'	NA	Over 6' or higher	Over 7' up to 11'	Over 6' up to 11'
Not allowed	Over 9' or higher	Over 6' or higher	Over 10' or higher	Over 6' or higher	NA	NA	Over 11' or higher	Over 11' or higher