

Out of School Time Pre-License 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:			Number of Rooms:					
Requested Capacity:			Capacity Based on Square Footage:					
Size of Outdoor Play Area:			Capacity Based on Outdoor Play Area:					
Number of Toilets:			Number of Urinals:			Capacity Based on Toilets:		
Number of Sinks:			Number of Portable Sinks:			Capacity Based on Sinks:		
DWS Payment to Provider Terms and Conditions Signed			Review Facility Personnel					
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 the program.								
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>The facility must be completed, set up, and ready as if you were providing services the day of the inspection. All areas that you want inaccessible to children being served 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. You have 6 months to complete the application process; otherwise, you will need to re-apply and pay the application fees again.</i></p>								
<p><i>I will email you this inspection checklist 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.</i></p>								
<p><i>You may submit feedback on this inspection through your Child Care Licensing Portal or at https://childcarelicensing.utah.gov/EvalForm.html</i></p>								
Licensor Introductory Items								
Introduce any unknown CCL staff to the owner/director				Review the inspection and complaint investigation process.				
Give the owner/director 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.				
ASK: How many hot water tanks in the facility? Do any of the sinks have mixing valves?								
Wash hands or use hand sanitizer before touching items in the facility.								

Yes	No	ASK 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.
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General Notes

Rooms Used by Children

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
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Section 5: Rule Violations and Penalties

(4)(a)-(h)	Did the provider allow licensing staff access to all areas of the facility?						
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Section 6: Administration and Children's Records

(7)	Is the Department's child care guide posted where parents can see it?						
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(10)(a)-(b)	ASK: Do you have liability insurance? If NO: How will you inform the parents in writing that you do not have liability insurance?						
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Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(12)(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 staff?						
Section 7: Personnel and Training Requirements							
(26)(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?						
(27)	Did CPR certification include hands on testing?						
(28)(a)-(c)	Is current first aid and CPR certification kept onsite for review by the Department?						
Section 8: Background Checks							
(1)(a)-(c)	Have background checks cleared for all Owners, Directors, and members of the governing body?						
Section 9: Facility							
(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)	Are glass surfaces within 36 inches from the floor or ground in areas used by children made of safety or tempered glass or have a protective guard?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(9)	Is there adequate light intensity throughout the facility for the safety of children and the type of activity?						
(10)	Is the indoor temperature maintained between 65 and 82 degrees Fahrenheit?						
(11)	Is there a working telephone at the facility?						
(12)	Are bathrooms that provide privacy available to for use by children?						
(15)	Is hand sanitizer available to children in rooms without handwashing sinks?						
(16)	Is the outdoor play area safely accessible to children?						
(19)	Is the outdoor play area enclosed within a fence, wall, or a solid natural barrier at least 4 feet high?						
(20)	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?						
(21)(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?						
(22)(a)-(f)	Are the buildings and outdoor areas maintained in good repair and safe condition?						
(23)	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?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
Section 11: Child Supervision and Security							
(4)(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?						
Section 13: Child Safety and Injury Prevention							
(2)	Are poisonous or harmful plants inaccessible to children?						
(3)	Are razors and other similar blades inaccessible to children?						
(4)	Are strangulation hazards inaccessible such as ropes, cords, chains, wires attached to a structure and long enough to encircle a child's neck?						
(5)	Is the facility free of tripping hazards?						
(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?						
(9)(a)-(d)	Are items and substances that could burn a child or start a fire inaccessible?						
(10)	Are children protected from items that cause electrical shock?						
(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?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(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?						
(14)	Do children in the outdoor play area have an outdoor source of drinking water whenever the outside temperature is 75 degrees Fahrenheit or higher?						
(15)	Is there any unstable heavy equipment a child could pull down?						
(16)	Does hot water accessible to children exceed 120 degrees Fahrenheit?						
(17)(a)-(d)	Is tobacco, e-cigarettes, e-juice, e-liquids and similar products inaccessible to children?						
Section 14: Emergency Preparedness and Response							
(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)-(e)	Does the fire drill log include all of the following information for each drill: Date and time of the drill, number of children participating, name of the person supervising the drill, total time to complete the evacuation and any problems encountered?						
(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, name of the person supervising the drill, and any problems encountered?						
Section 15: Health and Infection Control							
(1)(a)-(e)	Are the building, furnishings, equipment, and outdoor area kept clean and sanitary?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
(2)	Is the facility free of insects, rodents, and other vermin?						
(6)	Is toilet paper placed where it will be accessible to children and kept in a dispenser?						
(7)	Are handwashing procedures readily visible from each sink?						
(11)	Are there single use towels from a covered dispenser or electric hand-drying device available for use after handwashing?						
Section 16: Food and Nutrition							
(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?						
Section 17: Medications NA if there will be no medications on the premises.							
(1)	Will all nonrefrigerated medications be stored at least 48 inches above the floor or locked?						
(2)	Will all refrigerated medications be stored at least 36 inches above the floor or locked?						
(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?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes
Section 18: Activities							
(7)(a)-(d)	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.						
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?						

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(12)(a)-(b)	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?						
(13)(a)-(c)	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?						
(14)	Is there ASTM F1292 documentation for unitary cushioning?						
(15)	Is unitary cushioning securely installed?						
(16)	Does play equipment with a platform greater than 48 inches high have barriers at least 38 inches high?						
(17)	Are there any gaps greater than 3-1/2 inches in or under a required protective barrier?						
(18)	Is stationary play equipment stable and securely anchored?						
(19)	Are there any trampolines on the premises accessible to children?						
(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?						
(23)	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?						

Rule	Rule Description	C	NC	NA	NO	C Required By	Inspection Notes		
Section 20: Transportation NA if the provider will not transport children.									
(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?								

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