

**LE DWS INSPECTION CHECKLIST (last updated 09/2022)**

**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 noncompliance 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
	Licensor(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 Noncompliances  <p style="text-align: center;"><b><i>The licensor reviewed the noncompliance(s) and explained we won't be eligible for CCDF money if compliance is not shown by the due date.</i></b></p> Signature and Date	

<b>Complete these steps with the person in charge.</b>
<b>Pre-Approval Inspections Only:</b> When they accept DWS child care subsidy payments, have the provider sign the DWS Payment to Provider Terms and Conditions. They will accept DWS child care subsidy payments. They will not accept DWS child care subsidy payments. This is not a Pre-Approval Inspection.
<b>Pre-Approval Inspections Only:</b> Explain the inspection process. This is not a Pre-Approval Inspection.
<b>Pre-Approval and Annual Announced Inspections Only:</b> 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.
<b>Annual Unannounced and Annual Announced Inspections Only:</b> Review the CCL-NAICS Report. The facility is not on the report. All employees on the report are eligible. 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 Only  
A=Announced Inspections Only

C=compliance NC=noncompliance NA=not assessed  
CDI=Corrected During Inspection  
L=Low M=Moderate H=High

**New and Renewal Approvals**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
4-(1)(c) P	To receive a new LE DWS approval, the applicant must complete <b>New Provider Training</b> .					
4-(1)(e) P	To receive a new LE DWS approval, the applicant must submit a <b>W-9 form</b> through their Child Care Licensing Portal.					
4-(3)(a) A	To renew a LE DWS Approval, the provider must submit a <b>Renewal Request</b> through their CCL Provider Portal at least 30 calendar days before the expiration of the current approval.					

Notes

**Administration and Children's Records**

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

There are no children younger than school-age.  
 Documentation of current immunization records is maintained by another agency or organization.  
 This is a Pre-Approval Inspection. Compliance is not required or assessed for 6(3) and 6(4).

**Personnel and Training**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
7(1) (a)-(b)	The <b>provider</b> must be <b>at least 21 years old</b> 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)	The provider must ensure there is a <b>qualified director</b> 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)	The provider must ensure there is a <b>director designee</b> with the authority to act on behalf of the director. The provider must ensure the director designee is <b>at least 18 years old</b> .					M
7(4)	The provider must ensure the <b>director or the director designee is at the facility</b> whenever children are in attendance.					M
7(5)	The provider must ensure all <b>caregivers</b> who count in caregiver to child ratios are <b>at least 18 years old</b> .					M
7(6)	The provider must ensure all <b>assistant caregivers</b> are <b>at least 16 years old</b> and work under the immediate supervision of caregivers.					M
7(7) (a)-(b)	The provider must ensure all caregivers and assistant caregivers: -do not engage in or allow <b>conduct that is adverse to the public health, morals, welfare, and safety of the children in care</b> ; and -take all reasonable measures to <b>protect the safety of children in care</b> .					H
Notes						

**Personnel and Training**

<b>Number</b>	<b>Requirement ledws-</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Correction Date</b>	<b>Risk</b>
7(8)	The provider must ensure all directors, director designees, caregivers, and assistant caregivers hired after April 30, 2022 complete CCL's online <b>preservice training</b> no more than 6 months before their first day of interacting with the children in care. Date of Last Inspection					M
7(10) (a)-(k) <i>P-reminder</i>	The provider must ensure directors, director designees and caregivers who count in caregiver to child ratios complete at least 1 hour of <b>ongoing child care training</b> 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: 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.					M
7(11) (a)-(f) <i>P-reminder</i>	The provider must ensure the <b>ongoing training is documented</b> and the documentation is available for review by the Child Care Licensing staff. The provider must ensure the documentation includes at least the following: 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.					

**Notes**

This is a Pre-Approval Inspection. Compliance is not required or assessed for 7(10)(a)-(k) and 7(11)(a)-(f).  
Ongoing training did not have to be completed or documented for this inspection.

**Background Checks**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
8(1) (a)-(b)	The provider must ensure all Covered Individuals are <b>eligible</b> 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)	The provider must ensure eligible Covered Individuals are <b>associated</b> with their facility before the Covered Individual is with children in care.					L
8(3)	The provider must ensure <b>guests</b> are always in the same room/area with an eligible individual and wear guest name tags.					M
8(6)	The provider must ensure individuals who are <b>not eligible</b> are not at the facility or part of the program.					H
8(7) (a)-(c)	To keep their background check <b>eligibility current</b> , the provider must ensure that a new background check form and fingerprints are submitted for any Covered Individual who has: - <b>resided outside of Utah</b> since their last background check was completed; - <b>has not been associated</b> with an active CCL approved child care facility within the <b>past 180 days</b> ; or -has <b>turned 18 years old</b> and has not previously submitted fingerprints for a CCL background check. If the 18-year-old has previously submitted fingerprints for a CCL background check, only a new background check form is required.					H

Notes

**Pre-Approval Inspections Only:** Explain having government-issued photos IDs available for review.

**Annual Unannounced and Announced Inspections Only:** Check IDs of Covered Individuals present during the inspection.

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

**Ratios and Group Size**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk																																				
10(1)	<p>The provider must ensure the following minimum caregiver to <b>child ratios and maximum group size</b> are maintained. (The ratios and group sizes for other groups are in the Interpretation Manual.)</p> <table border="1" data-bbox="317 280 1318 716"> <thead> <tr> <th colspan="4" data-bbox="317 280 1318 321">Single Age Groups</th> </tr> <tr> <th data-bbox="317 321 674 410">Minimum Number of Caregivers</th> <th data-bbox="674 321 926 410">Children's Age</th> <th data-bbox="926 321 1104 410">Number of Children</th> <th data-bbox="1104 321 1318 410">Maximum Group Size</th> </tr> </thead> <tbody> <tr> <td align="center" data-bbox="317 410 674 451">1</td> <td align="center" data-bbox="674 410 926 451">infant</td> <td align="center" data-bbox="926 410 1104 451">4</td> <td align="center" data-bbox="1104 410 1318 451">8</td> </tr> <tr> <td align="center" data-bbox="317 451 674 492">1</td> <td align="center" data-bbox="674 451 926 492">younger toddler</td> <td align="center" data-bbox="926 451 1104 492">4</td> <td align="center" data-bbox="1104 451 1318 492">8</td> </tr> <tr> <td align="center" data-bbox="317 492 674 532">1</td> <td align="center" data-bbox="674 492 926 532">older toddler</td> <td align="center" data-bbox="926 492 1104 532">5</td> <td align="center" data-bbox="1104 492 1318 532">10</td> </tr> <tr> <td align="center" data-bbox="317 532 674 573">1</td> <td align="center" data-bbox="674 532 926 573">2 years old</td> <td align="center" data-bbox="926 532 1104 573">8</td> <td align="center" data-bbox="1104 532 1318 573">16</td> </tr> <tr> <td align="center" data-bbox="317 573 674 613">1</td> <td align="center" data-bbox="674 573 926 613">3 years old</td> <td align="center" data-bbox="926 573 1104 613">12</td> <td align="center" data-bbox="1104 573 1318 613">24</td> </tr> <tr> <td align="center" data-bbox="317 613 674 654">1</td> <td align="center" data-bbox="674 613 926 654">4 years old</td> <td align="center" data-bbox="926 613 1104 654">15</td> <td align="center" data-bbox="1104 613 1318 654">30</td> </tr> <tr> <td align="center" data-bbox="317 654 674 716">1</td> <td align="center" data-bbox="674 654 926 716">school age</td> <td align="center" data-bbox="926 654 1104 716">20</td> <td align="center" data-bbox="1104 654 1318 716">40</td> </tr> </tbody> </table>	Single Age Groups				Minimum Number of Caregivers	Children's Age	Number of Children	Maximum Group Size	1	infant	4	8	1	younger toddler	4	8	1	older toddler	5	10	1	2 years old	8	16	1	3 years old	12	24	1	4 years old	15	30	1	school age	20	40					H
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10(2) (a)-(d)	<p>For any <b>mixed-age groups of children</b>, the provider shall:</p> <ul style="list-style-type: none"> <li>-maintain at least the number of required caregivers;</li> <li>-not exceed the number of children in the caregiver-to-child ratio;</li> <li>-not exceed the maximum group sizes; and</li> <li>-separate any single-age group that reaches their maximum group size from the mix.</li> </ul>					H																																				
10(3) (a)-(b)	<p>For <b>mixed-age groups of children not including infants and toddlers</b>, the provider shall ensure that:</p> <ul style="list-style-type: none"> <li>-the caregiver-to-child ratio is determined by the age of the oldest child present in the group minus one child of that age group; and</li> <li>-the maximum group size is determined by the age of the oldest child present in the group, minus two children of that same age group.</li> </ul>					H																																				
Notes																																										



**Ratios and Group Size**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
10(4) (a)-(c)	<p><b>For mixed-age groups of children including infants and toddlers</b>, the provider shall ensure that:</p> <ul style="list-style-type: none"> <li>-infants are only mixed with toddlers, unless:                             <ul style="list-style-type: none"> <li>--the group has eight or fewer children;</li> <li>--there are no more than three children younger than two years old in the group with one caregiver; and</li> <li>--there are at least two caregivers with the group if more than two children who are younger than 18 months old are present and the group has more than four children;</li> </ul> </li> <li>-if older toddlers and two-year-old children are mixed, there is at least one caregiver for up to seven children and at least two caregivers for eight and up to 14 children in the group;</li> <li>-older toddlers and older children are only mixed, besides when only mixed with two-year-old children, when:                             <ul style="list-style-type: none"> <li>--the group has eight or fewer children;</li> <li>--there are no more than three older toddlers in the group; and</li> <li>--there are at least two caregivers with the group if more than three younger toddlers are present and the group has more than five children.</li> </ul> </li> </ul>					H
10(5)	<p>During <b>nap times</b> (which cannot exceed 2 hours), the minimum caregiver to child ratios may double for children <b>18 months old and older</b> 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

Notes

There are no infants or toddlers in care.

## Ratio Rule Compliance: LE DWS

RATIO CHART	Infants 0-11 M	Young Toddlers 12-17 M	Older toddlers 18-23 M	2's 24-35 M	3's 36-47 M	4's	School Age	Maximum Group Size with at least 2 Caregivers
Single	1:4							8
Mixed	1:4							8
Single		1:4						8
Mixed	1:4							8
Single			1:5					10
Mixed		1:5						10
Single				1:8				16
Mixed			1:7					14
Mixed		1:6						12
Mixed	1:6							12
*Infants and toddlers <i>cannot be mixed with any age groups different from listed above, unless there are 8 or fewer total children in the group and at least 2 caregivers if there are more than 3 infants or young toddlers.</i>								
<b>*Mixed</b>	<b>1:8 or 2:8</b>							<b>8</b>
If no infants and toddlers are in the mixed age group: The caregiver-to-child ratio is determined by the single age ratio minus one of the oldest child present in the group								
Single					1:12			24
Mixed				1:11				22
Single						1:15		30
Mixed				1:14				28
Single							1:20	40
Mixed				1:19				38

**Child Supervision and Security**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
11(1)	The provider must ensure caregivers maintain <b>active supervision</b> 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)	Children <b>3 years old and older may go to the bathroom by themselves</b> if there is a policy to ensure their safety.					H
11(3)	To maintain the security and supervision of the children in care, the provider must ensure children are <b>signed in and out</b> 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
11(4)	The provider shall ensure that <b>student interns</b> who are registered and participating in a high school or college child care course and guests do not have unsupervised contact with any child in care, including during off-site activities and transportation.					H
11(5)	The provider shall ensure that <b>parents of children in care</b> do not have unsupervised contact with any child in care, except with their own children.					H
Notes						

**Child Guidance and Interaction**

<b>Number</b>	<b>Requirement ledws-</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Correction Date</b>	<b>Risk</b>
12(1)	The provider must ensure children in care are not subjected to <b>physical, emotional, or sexual abuse</b> while in care.					H
12(2)	The provider must ensure all employees and volunteers follow the <b>reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</b> found in Utah Code, Section 62A-4a-403 and 62A-4a-411.					H
12(3) (a)-(f)	The provider must ensure all employee and volunteer interactions with children in care do not include: -any form of <b>corporal punishment</b> that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching; - <b>restraining their movement</b> by binding, tying, or other form of restraint; - <b>shouting</b> at them; -any form of <b>emotional abuse</b> (behavior that could impair a child's emotional development, such as threatening, intimidating, humiliating, or demeaning a child, constant criticism, rejection, or profane language); - <b>forcing or withholding food, rest, or toileting</b> ; or - <b>confining</b> them in a closet, locked room, or other enclosure such as a box, cupboard, or cage.					H

Notes

**Child Safety and Injury Prevention**

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

Notes

**Emergency Preparedness and Response**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
14(1)	The provider must ensure the facility's street <b>address and emergency numbers</b> , 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)	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 <b>First Aid and CPR certification</b> . The provider must ensure the CPR certification is from a class that included hands-on testing.					M
14(3)	The provider must ensure <b>documentation of current First Aid and CPR certification</b> is available for review by the Child Care Licensing staff.					L
14(4) (a)-(f)	The provider must have, and follow when needed, <b>a written Emergency Preparedness, Response, and Recovery Plan</b> 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: -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						

**Emergency Preparedness and Response**

<b>Number</b>	<b>Requirement ledws-</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Correction Date</b>	<b>Risk</b>
14(5) <i>P-Reminder</i>	The provider must ensure <b>fire evacuation drills</b> are held during each month the program is open.					M
14(6) <i>P-Reminder</i>	The provider must ensure the date and time of <b>each fire evacuation drill is documented</b> and the documentation is available for review by Child Care Licensing staff.					L
14(7) <i>P-Reminder</i>	The provider must ensure <b>disaster (other than fire) drills</b> are held at least every six months that the program is open.					M
14(8) <i>P-Reminder</i>	The provider must ensure the date and time of <b>each disaster drill is documented</b> and the documentation is available for review by Child Care Licensing staff.					L
14(9) <i>P-Reminder</i>	By the next working day, the provider must ensure <b>Child Care Licensing staff is notified of any fatality, hospitalization, emergency medical response, or injury that required attention from a health care provider</b> unless the medical service was part of the child's medical treatment plan. 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
<p>Notes This is a Pre-Approval Inspection. Compliance is not required or assessed for 14(5), 14(6), 14(7), 14(8), or 14(9).</p>						

**Health and Infection Control**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
15(1)	The provider must ensure all areas of the facility used for care are <b>clean and sanitary</b> .					L,M
15(2) (a)-(g)	To prevent and control infectious diseases, the provider must ensure all employees, volunteers, and children in care <b>wash their hands</b> thoroughly with liquid soap and warm running water: -upon arrival -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

Notes



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

Activities						
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
18(2)	The provider must ensure parents are aware of any <b>off-site activities</b> .					L
Transportation (if transportation is provided)						
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
20(1)	While transporting children in care, the provider must ensure the driver has children in care in appropriate individual <b>safety restraints</b> .					H
20(2)	While transporting children in care, the provider must ensure the driver never leaves the children in care <b>unattended</b> in the vehicle.					H
Diapering (if diapering is provided)						
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
23(1)	The provider must ensure children's diapers are changed at a diaper <b>changing station with railings</b> .					H
23(2)	The provider must ensure caregivers do not leave children <b>unattended</b> 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)						
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
24(1)	The provider must ensure <b>high chairs</b> have T-shaped safety straps or devices that are used whenever a child is in the chair.					H
24(2)	The provider must ensure infants sleep in <b>equipment designed for sleep</b> , such as a crib, bassinet, porta-crib or play pen and are not placed to sleep on mats or cots or in bouncers, swings, car seats, or other pieces of similar equipment. The provider shall ensure <b>soft toys, loose blankets, or other objects are not placed in sleep equipment</b> while in use by sleeping infants.					H
24(3)	The provider must ensure infants are <b>placed on their backs</b> for sleeping unless there is documentation from a health care provider for the treatment of a medical condition.					H
24(4)	When there are more than eight children in the area, the provider must ensure infants and toddlers do not use the <b>outdoor play area</b> 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.				

**Play Equipment**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
19(1) (a)-(b)	<p>If there is <b>play equipment that is used by children in care and that is maintained by the provider</b>, the provider must ensure:</p> <p>All stationary play equipment used by children in care meets the following requirements for <b>use zones</b>:</p> <p><b>When all children in care are at least two years old:</b></p> <ul style="list-style-type: none"> <li>-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:                             <ul style="list-style-type: none"> <li>• The use zone must extend a minimum of 6 feet in all directions from the perimeter of each piece of equipment.</li> <li>• 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.</li> <li>• 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.</li> </ul> </li> <li>-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.</li> <li>-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.</li> <li>-The use zone for merry-go-rounds must never overlap the use zone of another piece of equipment.</li> <li>-The use zone for spring rockers must extend a minimum of 6 feet from the at-rest perimeter of the equipment.</li> </ul> <p>Notes</p> <p>There is no play equipment or the play equipment is not maintained by the provider.</p>					H

	<p><b>use zones</b></p> <p><b>When any child in care is an infant or toddler:</b></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"> <li>• The use zone must extend a minimum of 3 feet in all directions from the perimeter of each piece of equipment.</li> <li>• 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.</li> </ul> <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 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.

**Play Equipment**

Number	Requirement ledws-	C	NC	NA	Correction Date	Risk																																																		
19(2) (a)-(d)	<p>If there is <b>play equipment that is used by children in care and that is maintained by the provider</b>, the provider must ensure:                      There is adequate <b>protective cushioning</b> in all use zones.                      If <b>sand, gravel, or shredded tires</b> 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> <p align="center"><b>TABLE 1</b></p> <p align="center"><b>Depths of Protective Cushioning Required for Sand, Gravel, and Shredded Tires</b></p> <table border="1" data-bbox="212 493 1440 833"> <thead> <tr> <th>Highest Designated Play Surface, Climbing Bar, or Swing Pivot Point</th> <th>Fine Sand</th> <th>Coarse Sand</th> <th>Fine Gravel</th> <th>Medium Gravel</th> </tr> </thead> <tbody> <tr> <td>4' high or less</td> <td>6"</td> <td>6"</td> <td>6"</td> <td>6"</td> </tr> <tr> <td>Over 4' up to 5'</td> <td>6"</td> <td>6"</td> <td>6"</td> <td>6"</td> </tr> <tr> <td>Over 5' up to 6'</td> <td>9"</td> <td>9"</td> <td>6"</td> <td>9"</td> </tr> <tr> <td>Over 6' up to 7'</td> <td>9"</td> <td>Not Allowed</td> <td>9"</td> <td>Not Allowed</td> </tr> <tr> <td>Over 7' up to 8'</td> <td>9"</td> <td>Not Allowed</td> <td>9"</td> <td>Not Allowed</td> </tr> <tr> <td>Over 8' up to 9'</td> <td>9"</td> <td>Not Allowed</td> <td>9"</td> <td>Not Allowed</td> </tr> <tr> <td>Over 9' up to 10'</td> <td>Not Allowed</td> <td>Not Allowed</td> <td>9"</td> <td>Not Allowed</td> </tr> <tr> <td>Over 10' up to 11'</td> <td>Not Allowed</td> <td>Not Allowed</td> <td>Not Allowed</td> <td>Not Allowed</td> </tr> <tr> <td>Over 11' up to 12'</td> <td>Not Allowed</td> <td>Not Allowed</td> <td>Not Allowed</td> <td>Not Allowed</td> </tr> </tbody> </table> <p>Fine Sand is white sand in bags marked "play sand". 100% of the material must pass through a #16 screen.                      Coarse Sand is usually sand for landscaping or construction. 98% of the material must pass through a #4 screen.                      Fine Gravel is gravel with particles that are rounded and 3/8 inch or less in diameter.                      Medium Gravel is gravel with particles that are rounded and 1/2 inch or less in diameter.</p> <p>Notes                      There is no play equipment or the play equipment is not maintained by the provider.</p>	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					H
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**protective cushioning**

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><b>protective cushioning</b>          If a <b>unitary cushioning material</b>, 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.          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"> <li>-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.</li> <li>-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.</li> <li>-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.</li> </ul>					
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Notes

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

Play Equipment						
Number	Requirement ledws-	C	NC	NA	Correction Date	Risk
19(3)	If there is <b>play equipment that is used by children in care and that is maintained by the provider</b> , the provider must ensure: Stationary play equipment has <b>protective barriers</b> 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)	If there is <b>play equipment that is used by children in care and that is maintained by the provider</b> , the provider must ensure: There are no <b>entrapment hazards</b> 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)	If there is <b>play equipment that is used by children in care and that is maintained by the provider</b> , the provider must ensure: There are no <b>strangulation hazards</b> 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)	If there is <b>play equipment that is used by children in care and that is maintained by the provider</b> , the provider must ensure: <b>When any child in care is an infant or toddler:</b> -There are no <b>designated play surfaces</b> 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 <b>enclosed seats</b> .					H
Notes There is no play equipment or the play equipment is not maintained by the provider.						
<b>Pre-Approval Inspections Only: Review the required documentation with the provider.</b>						
Open the CCL website and show the sample forms and the training page. This is not a Pre-Approval Inspection.						
<b>Annual Announced Inspections Only: Review the Renewal Request Process with the provider.</b>						
Have the provider go to their CCL portal and submit a Renewal Request. This is not an Annual Announced Inspection.						
<b>All Inspections: Tell the provider they can submit feedback.</b>						
Open the CCL website and show them how to submit feedback.						