





| Updates Needed | Notes |
|----------------|-------|
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| <b>Complete these steps with the provider.</b>         |  |    |
|--|--|----|
|  | Review the photos from the Sex Offender Registry and remind the provider that these individuals cannot have unsupervised access to children in care.   |    |
|  | Have the provider sign the DWS Payment to Provider Terms and Conditions.   |    |
|  | Verify the provider's lawful presence in the United States. Complete the Affidavit of Lawful Presence in the U.S. document and take photos of and required documentation.  |    |
|  | <p>Ask if there are renters and/or landlords living in the home?</p> <p>Living in the home means the individuals:</p> <ul style="list-style-type: none"> <li>• daily share a bathroom, kitchen, and/or living area with others in the home; or</li> <li>• don't have a signed rental/lease agreement with the person who owns the home; or</li> <li>• don't have a separate mailing address and mailbox (A Post Office Box is not a separate mailing address); or</li> <li>• don't live in an area with a separate outside entrance and no interior doorway (inside the home) between the living areas; or</li> <li>• could have unsupervised access to the children in care.</li> </ul> |    |
| Are there renters and/or landlords living in the home? | Yes  | No |
| Explain the inspection process.                        |  |    |

| Ask if there are any questions about the requirements. Answer questions and assess compliance with requirements. |   |   |    |    |       |
|--|---|---|----|----|-------|
| C=compliance    NC=noncompliance (violation)    NA=Not Applicable<br>L=Low    M=Moderate    H=High               |   |   |    |    |       |
| Number   | Requirement   | C | NC | NA | Risk  |
| <b>Administration and Children's Records</b>   |   |   |    |    |       |
| 30-6(2)  | The provider must <u>maintain the home, outdoor play area, toys, and equipment in a safe manner</u> to prevent injury to children in care. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.                  |   |    |    | L,M,H |
| 30-6(3)  | The provider must ensure <u>parents have access</u> to all areas of the home used for care.   |   |    |    | M     |
| 30-6(4)  | When caring for <u>children with special needs</u> , the provider must make any necessary accommodations to meet their needs.   |   |    |    | H     |
| <b>Personnel and Training</b>  |   |   |    |    |       |
| 30-7(1)<br>(a)-(b)   | The provider must <u>be at least 18 years old</u> and have knowledge of and comply with all federal, state, and local laws and rules, including fire requirements.  |   |    |    | H     |
| 30-7(2)  | The provider can only <u>live in the same home as the child(ren)</u> in care for payment when one or more of the children have special needs. When care is in the home of the provider, a parent of the child(ren) in care for payment cannot live in that home.  |   |    |    | H     |
| 30-7(3)  | The provider <u>cannot be a sibling</u> who lives in the same home as the children in care for payment.   |   |    |    | H     |
| 30-7(4)  | The provider <u>cannot be a parent, specified relative or legal guardian</u> of the children in care for payment. This includes a divorced spouse, a step-parent, a spouse of a specified relative, and a spouse of a legal guardian.                             |   |    |    | H     |
| 30-7(5)  | The provider <u>cannot provide care when there is a parent of the child(ren) in the home</u> , including when a DWS customer works from home.   |   |    |    | H     |
| <b>Background Checks</b>   |   |   |    |    |       |
| 30-8(1)  | The provider must ensure <u>all Covered Individuals pass Child Care Licensing background checks</u> and be associated with their facility. The provider must submit background check forms, required fingerprints, and required fees for new Covered Individuals. |   |    |    | H     |
| Notes  |   |   |    |    |       |

| Facility              |  |  |  |   |
|-----------------------|--|--|--|---|
| 30-9(1)               | The provider must have a <u>flushing toilet and a working hand washing sink</u> accessible to non-diapered children in care.   |  |  | M |
| 30-9(2)               | The provider must have a <u>working telephone</u> .  |  |  | M |
| 30-9(3)               | The provider must have a <u>working fire extinguisher</u> .  |  |  | M |
| 30-9(4)               | The provider must have a <u>working smoke detector</u> on each floor of the home.  |  |  | M |
| 30-9(5)               | The provider must ensure accessible raised decks or balconies that are 5 feet or higher and open stairwells that are 5 feet or deeper have <u>protective barriers</u> that are at least 3 feet high.   |  |  | H |
| 30-9(6)               | When there is an outdoor area used by children in care, the provider must ensure <u>unanchored swings and large metal slides</u> are inaccessible to children in care.   |  |  | H |
| 30-9(7)               | When there is an outdoor area used by children in care, the provider must ensure <u>motor vehicles on blocks</u> are inaccessible to children in care.   |  |  | H |
| 30-9(8)               | When there is an outdoor area used by children in care, the provider must ensure <u>rebar or metal rods</u> less than 36 inches long sticking up from the ground or out of walls are inaccessible to children in care.   |  |  | H |
| Ratios and Group Size |  |  |  |   |
| 30-10(1)<br>(a)-(b)   | When care is in the <u>home of the provider</u> :<br>-When the children in care are all <u>siblings</u> who are related to the provider and there are no other children in care, there is <u>no limit</u> to the number of children in care.<br>-When there are children in care who are <u>not siblings</u> who are related to the provider, the provider must ensure there are <u>no more than 8 children in care and no more than 2 of those children are younger than 2 years old</u> . When there are more than 4 children in care who are not related to the provider, the provider must (by statute) have a Child Care Family License or Residential Certificate. |  |  | H |
| 30-10(2)<br>(a)-(b)   | When care is in the <u>home of the child(ren) in care</u> , only the child(ren) living in the home can be in care, and:<br>-When the children in care are <u>all siblings</u> and there are no other children in care, there is <u>no limit</u> to the number of children in care.<br>-When there are children in care who are <u>not siblings</u> , the provider must ensure there <u>are no more than 8 children in care and no more than 2 of those children are younger than 2 years old</u> .   |  |  | H |
| Notes                 |  |  |  |   |

| Child Supervision and Security |  |  |  |   |
|--------------------------------|--|--|--|---|
| 30-11(1)                       | The provider, not other individuals in the home or outdoor area, must be awake, physically onsite, and <u>actively supervising</u> children in care at all times. Actively supervising children in care means being inside the home when children in care are inside the home, being outside when children in care younger than 5 years old are outside, knowing the number of children in care at all times, and focusing on the children and not on personal interests.  |  |  | H |
| 30-11(2)<br>(a)-(b)            | The provider, not other individuals in the home or outdoor area, must <u>supervise sleeping infants</u> by: having the infants sleep in a location where they are within sight and hearing of the provider or an in-person observation of the sleeping infants at least once every 15 minutes.   |  |  | H |
| 30-11(3)                       | When a <u>wading pool</u> is used by children in care, the provider, not other individuals in the home or outdoor area, must be at the pool supervising the children in care whenever there is water in the pool.  |  |  | H |
| 30-11(4)                       | When there is a <u>swimming pool</u> that is not emptied after each use on the premises, the provider, not other individuals in the home or outdoor area, must be at the pool supervising children in care whenever they are using the pool or have access to the pool.  |  |  | H |
| 30-11(5)                       | When there is a <u>trampoline</u> on the premises, the provider, not other individuals in the home or outdoor area, must be next to the trampoline supervising the children in care whenever the children in care are on the trampoline.   |  |  | H |
| Child Guidance and Interaction |  |  |  |   |
| 30-12(3)<br>(a)-(f)            | The provider must not do any of the following to children in care:<br>-use any form of <u>corporal punishment</u> that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching;<br>- <u>restrain their movement</u> by binding, tying, or other form of restraint;<br>- <u>shout</u> at them;<br>-inflict any form of <u>emotional abuse</u> ;<br>- <u>force or withhold food, rest, or toileting</u> ; or<br>- <u>confine</u> them in a closet, locked room, or other enclosure such as a box, cupboard, or cage. |  |  | H |
| Notes                          |  |  |  |   |

**Child Safety and Injury Prevention**

|           |   |  |  |  |     |
|-----------|---|--|--|--|-----|
| 30-13(1)  | When there are <u>firearms</u> on the premises, the provider must ensure the firearms are not loaded and are in a cabinet, safe, or area that is locked with a key, combination, or fingerprint lock, unless their use is in accordance with the Utah Concealed Weapons Act or as otherwise allowed by law. |  |  |  | H   |
| 30-13(2)  | The provider must ensure <u>empty refrigerators and freezers</u> are inaccessible to children in care.  |  |  |  | H   |
| 30-13(3)  | The provider must ensure exposed <u>live electrical wires</u> are inaccessible to children in care.   |  |  |  | H   |
| 30-13(4)  | The provider must ensure <u>portable space heaters, fireplaces, and wood burning stoves</u> , when in use, are inaccessible to children in care.  |  |  |  | M,H |
| 30-13(5)  | The provider must ensure <u>toxic substances</u> are inaccessible to children in care.  |  |  |  | M   |
| 30-13(6)  | The provider must ensure <u>poisonous plants</u> are inaccessible to children in care.  |  |  |  | M   |
| 30-13(7)  | The provider must ensure <u>open flames</u> are inaccessible to children in care.   |  |  |  | H   |
| 30-13(8)  | The provider must ensure <u>open containers of alcohol</u> are inaccessible to children in care.  |  |  |  | H   |
| 30-13(9)  | The provider must ensure <u>illegal substances</u> are inaccessible to children in care.  |  |  |  | H   |
| 30-13(10) | The provider must ensure children in care are protected from <u>unintended access to pools that are not emptied after each use.</u>   |  |  |  | H   |
| 30-13(11) | The provider must ensure children in care are protected from <u>unintended access to hot tubs with water in them.</u>   |  |  |  | H   |
| 30-13(12) | The provider must ensure children in care are protected from <u>unintended access to water hazards</u> such as ponds, streams and fountains with more than 2 inches of water in them.   |  |  |  | H   |
| 30-13(13) | The provider must ensure children in care are protected from <u>unintended access to vehicular traffic.</u>   |  |  |  | H   |
| Notes     |   |  |  |  |     |

**Emergency Preparedness and Response**

|                     |   |  |  |  |   |
|---------------------|---|--|--|--|---|
| 30-14(1)            | The provider must have current Red Cross, American Heart Association, or equivalent certification in <u>pediatric First Aid and CPR</u> . The provider must ensure the CPR class included hands-on testing.   |  |  |  | M |
| 30-14(2)            | The provider must have <u>documentation of current First Aid and CPR certifications</u> and have the documentation available for review by Child Care Licensing staff.  |  |  |  | L |
| 30-14(3)<br>(a)-(f) | The provider must have and follow, when needed, a <u>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:<br>-shelter in place,<br>-lockdown,<br>-evacuation and relocation,<br>-communication with parents and reunification of families,<br>-continuity of operations, and<br>-accommodating infants and toddlers, children with disabilities, and children with chronic medical conditions during emergencies. |  |  |  | M |

**Health and Infection Control**

|                     |   |  |  |  |     |
|---------------------|---|--|--|--|-----|
| 30-15(1)            | The provider must ensure there is a <u>clean and sanitary environment</u> for the children in care.   |  |  |  | L,M |
| 30-15(2)<br>(a)-(g) | To prevent and control infectious diseases, the provider and children in care must <u>wash their hands</u> thoroughly with liquid soap and warm running water:<br>-before handling and/or preparing food;<br>-before serving and/or eating meals and snacks;<br>-after using the toilet;<br>-before administering and/or taking medication;<br>-after coming into contact with body fluids (blood, urine, feces, vomit, mucus, and saliva);<br>-after playing with or handling animals; and<br>-after cleaning and/or taking out garbage. |  |  |  | M   |

**Medications**

|          |   |  |  |  |   |
|----------|---|--|--|--|---|
| 30-17(1) | The provider must ensure prescription <u>medications</u> , over the counter medications, vitamins, and herbal supplements are inaccessible to children in care. |  |  |  | M |
|----------|---|--|--|--|---|

Notes

| Play Equipment          |  |  |  |   |
|-------------------------|--|--|--|---|
| 30-19(1)                | The provider must ensure stationary play equipment accessible to children in care is not over <u>hard surfaces</u> such as cement or asphalt.  |  |  | H |
| 30-19(2)                | The provider must ensure play equipment is used in a <u>safe manner</u> to prevent injury to children in care.   |  |  | M |
| Animals                 |  |  |  |   |
| 30-21(1)                | The provider must ensure there is no accessible animal that has a <u>history of dangerous, attacking, or aggressive behavior</u> .   |  |  | H |
| Infant and Toddler Care |  |  |  |   |
| 30-24(1)                | The provider must ensure infants <u>sleep in equipment designed for sleep</u> , such as a crib, bassinet, porta-crib, or playpen unless the provider has written instructions from the parent to have the infant sleep in other equipment. Equipment designed for sleep does not include mats, cots, bouncers, swings, or car seats. |  |  | H |
| Notes                   |  |  |  |   |

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| <b>Review the required documentation with the provider.</b>           |
| Open the CCL website and show the sample forms and the training page. |