

Review this information with the provider. Note any needed updates.	
Name	Location Address
Facility ID Number	
Phone Number	
Email	
Contact Person	
Schedule	Inspection Date
	Start Time
	End Time
	Licensors(s)
The program is open/care is provided: <input type="checkbox"/> Year Round <input type="checkbox"/> School Year Only <input type="checkbox"/> Summer Only	
Updates Needed	Notes

Complete these steps with the provider.
Review the photos from the Sex Offender Registry and remind the provider that these individuals cannot have unsupervised access to children in care.
When DWS child care subsidy payments are accepted, have the provider sign the DWS Payment to Provider Terms and Conditions.
Explain the inspection process.

Ask if there are any questions about the requirements. Answer the questions.
Ask what rooms/areas are used for care/part of the program and assess compliance with requirements in those rooms/areas.

C=compliance NC=noncompliance (violation) NA=Not Applicable
L=Low M=Moderate H=High

Number	Requirement	C	NC	NA	Risk
Administration and Children's Records					
40-6(1)	The provider must ensure all areas of the facility are maintained and used in a <u>safe manner</u> to prevent injury to children. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.				M
40-6(2)	When caring for children with <u>special needs</u> , the provider must make any necessary accommodations to meet their needs.				H
Personnel and Training					
40-7(1) (a)-(b)	The provider must be <u>at least 21 years old</u> 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

Notes

40-7(2) (a)-(c)	<p>The provider must ensure there is a <u>qualified director</u> 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:</p> <ul style="list-style-type: none"> -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
40-7(3)	The provider must ensure there is a <u>director designee</u> with the authority to act on behalf of the director. The provider must ensure the director designee is at least 21 years old.				M
40-7(5)	The provider must ensure all caregivers who count in caregiver to child ratios are <u>at least 18 years old</u> .				M
40-7(6)	The provider must ensure all assistant caregivers are <u>at least 16 years old</u> and work under the immediate supervision of caregivers.				M
Notes					

40-7(8) (a)-(k)	<p>The provider must ensure all directors, director designees, caregivers, and assistant caregivers complete at least 2.5 hours of <u>preservice training</u> no more than 6 months before their first day of interacting with the children in care. The provider must ensure the training includes at least the following topics:</p> <ul style="list-style-type: none"> -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
 40-7(9) (a)-(f)	<p>The provider must ensure the <u>preservice training is documented</u> and the documentation available for review by Child Care Licensing staff. The provider must ensure the documentation includes at least the following:</p> <ul style="list-style-type: none"> the name of the director, director designee, caregiver or assistant caregiver; -the training topic; -the first date the person interacted with children in care; -the date of the training; the length of the training; and -the source of the training. 				L
Notes					

Background Checks

40-8(1)	The provider must ensure all Covered Individuals <u>pass CCL background checks</u> 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
40-8(2)	The provider must ensure Covered Individuals with CCL background checks are <u>associated</u> with their facility before the Covered Individual is with children in care.				L

Notes

Facility				
40-9(1)	The provider must ensure there is a <u>working telephone</u> at the facility at all times children are in care.			M
40-9(2)	The provider must ensure there is a <u>working fire extinguisher</u> accessible to caregivers.			M
40-9(3)	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure the area is <u>safely accessible</u> .			H
40-9(4)	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure <u>drinking water</u> is available to children in care.			H
40-9(5) (a)-(c)	If there is an <u>outdoor area</u> 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: - <u>metal animal swings</u> , - <u>unanchored swings</u> , and - <u>unanchored slides</u> .			H
40-9(6)	If there is an <u>outdoor area</u> that is used by children in care and that is maintained by the provider, the provider must ensure <u>standing water</u> is inaccessible (surrounded by a barrier that is at least 48 inches high) to children in care.			H
40-9(7) (a)-(b)	If there is an <u>outdoor area</u> 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 <u>fence or wall, or a solid natural barrier</u> that is at least 4 feet high -Fences do not have <u>gaps</u> 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				

Ratios and Group Size

40-10(1)

The provider must ensure the following minimum caregiver to child ratios and maximum group size are maintained. (The ratios and group sizes for other groups are in the Interpretation Manual.)

Single Age Groups				Mixed Age Groups			
Minimum Number of Caregivers	Children's Age(s)	Number of Children	Maximum Group Size	Minimum Number of Caregivers	Children's Ages	Number of Children	Maximum Group Size
1	3 year olds	12	24	3 year olds and 4 year olds			
1	4 year olds	15	30	1	3 years old 4 years old	1-11 1-13	14
1	School Age (5 year olds)	20	30	2	3 years old 4 years old	1-23 1-27	28
Mixed Age Group				4 year olds and School Age (5 year olds)			
3 Year Olds, 4 Year Olds, and School Age (5 year olds)				1	4 years old school-age	1-14 1-17	18
1	3 years old 4 years old school age	1-11 1-14 1-14	16	2	4 years old school age	1-29 1-35	36
2	3 years old 4 years old school age	1-23 1-30 1-30	32				

H

40-10(2)

Infants and toddlers can be in mixed age groups only when there are less than 9 children in the group. When there are more than 2 infants and/or toddlers in a mixed age group, there must be at least 2 caregivers with the group.

H

40-10(3)

During nap times (which cannot exceed 2 hours), the minimum caregiver to child ratios may double for children 18 months old and older 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.

H

Notes

Child Supervision and Security				
40-11(1)	The provider must ensure caregivers maintain <u>active supervision</u> 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
40-11(3)	To maintain the security and supervision of the children in care, the provider must ensure children are <u>signed in and out</u> 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
Child Guidance and Interaction				
40-12(3) (a)-(f)	The provider must ensure all employee and volunteer interactions with children in care do not include: -any form of <u>corporal punishment</u> that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching; - <u>restraining their movement</u> by binding, tying, or other form of restraint; - <u>shouting</u> at them; -any form of <u>emotional abuse</u> (behavior that could impair a child's emotional development, such as threatening, intimidating, humiliating, or demeaning a child, constant criticism, rejection, or profane language); - <u>forcing or withholding food, rest, or toileting</u> ; or - <u>confining</u> them in a closet, locked room, or other enclosure such as a box, cupboard, or cage.			H
Notes				

Child Safety and Injury Prevention

40-13(1)	The provider must ensure <u>firearms</u> are stored separately from ammunition and in a cabinet or area that is locked with a key, combination, or fingerprint lock, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.				H
40-13(2)	The provider must ensure <u>toxic or hazardous substances</u> are inaccessible to children in care.				M
40-13(3)	The provider must ensure <u>tobacco, e-cigarettes, and e-juice</u> are inaccessible to children in care.				H
40-13(4)	The provider must ensure <u>open flames</u> are inaccessible to children in care.				H
40-13(5)	The provider must ensure <u>trampolines</u> are inaccessible to children in care.				H
40-13(6)	The provider must ensure <u>open containers of alcohol</u> are inaccessible to children in care.				H
40-13(7)	The provider must ensure <u>sexually explicit materials</u> are inaccessible to children in care.				H
40-13(8)	The provider must ensure <u>illegal items</u> are inaccessible to children in care.				H
40-13(9)	The provider must ensure children in care are protected from unintended access to <u>vehicular traffic</u> .				H
Notes					

Emergency Preparedness and Response

40-14(1)	The provider must ensure the facility's street <u>address and emergency numbers</u> , 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
40-14(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 <u>First Aid and CPR certification</u> . The provider must ensure the CPR certification is from a class that included hands-on testing.				M
40-14(3)	The provider must ensure <u>documentation of current First Aid and CPR certification</u> is available for review by the Child Care Licensing staff.				L
40-14(4) (a)-(f)	The provider must have, and follow when needed, a written <u>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: -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

Health and Infection Control				
40-15(1)	The provider must ensure all areas of the facility used for care are <u>clean and sanitary</u> .			L,M
Food and Nutrition				
40-16(2)	The provider must ensure there is a record of known <u>food allergies</u> of children in care.			H
Medications				
40-17(1)	The provider must ensure over the counter or prescription <u>medications</u> are inaccessible to children in care.			M
Notes				

Transportation (if transportation is provided)				
40-20(1)	While transporting children in care, the provider must ensure the driver has children in care in appropriate individual <u>safety restraints</u> .			H
40-20(2)	While transporting children in care, the provider must ensure the driver never leaves the children in care <u>unattended</u> in the vehicle.			H
40-20(3)	While transporting children in care, the provider must ensure the driver is <u>not intoxicated or impaired</u> .			H
Diapering (if diapering is provided)				
40-23(1)	The provider must ensure children's diapers are changed at a diaper <u>changing station with railings</u> .			H
40-23(2)	The provider must ensure caregivers do not leave children <u>unattended</u> 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)				
40-24(1)	The provider must ensure <u>high chairs</u> have T-shaped safety straps or devices that are used whenever a child is in the chair.			H
40-24(2)	The provider must ensure infants sleep in <u>equipment designed for sleep</u> , such as a crib, bassinet, porta-crib or play pen and are not be placed to sleep on mats or cots or in bouncers, swings, car seats, or other pieces of similar equipment.			H
40-24(3)	The provider must ensure infants are <u>placed on their backs</u> for sleeping unless there is documentation from a health care provider for the treatment of a medical condition.			H
40-24(4)	When there are more than eight children in the area, the provider must ensure infants and toddlers do not use the <u>outdoor play area</u> at the same time as older children.			H
Notes				

Review the required documentation with the provider.
 Open the CCL website and show the sample forms and the training page.

Play Equipment (If there is play equipment that is used by children in care and that is maintained by the provider, the provider must ensure the following:)

<p>40-19(1) (a)-(b)</p>	<p>All stationary play equipment used by children in care meets the following requirements for <u>use zones</u>:</p> <p><u>When all children in care are at least two years old:</u></p> <p>-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:</p> <ul style="list-style-type: none"> • The use zone must extend a minimum of 6 feet in all directions from the perimeter of each piece of equipment. • 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. • 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. <p>-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.</p> <p>-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.</p> <p>-The use zone for merry-go-rounds must never overlap the use zone of another piece of equipment.</p> <p>-The use zone for spring rockers must extend a minimum of 6 feet from the at-rest perimeter of the equipment.</p> <p><u>When any child in care is an infant or toddler:</u></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"> • The use zone must extend a minimum of 3 feet in all directions from the perimeter of each piece of equipment. • 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. <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 merry-go-rounds 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>				<p>H</p>
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Notes

40-19(2)
(a)-(d)

There is adequate protective cushioning in all use zones.
If sand, gravel, or shredded tires 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.

TABLE 1 Depths of Protective Cushioning Required for Sand, Gravel, and Shredded Tires					
Highest Designated Play Surface, Climbing Bar, or Swing Pivot Point	Fine Sand	Coarse Sand	Fine Gravel	Medium Gravel	Shredded Tires
4' high or less	6"	6"	6"	6"	6"
Over 4' up to 5'	6"	6"	6"	6"	6"
Over 5' up to 6'	9"	9"	6"	9"	6"
Over 6' up to 7'	9"	Not Allowed	9"	Not Allowed	6"
Over 7' up to 8'	9"	Not Allowed	9"	Not Allowed	6"
Over 8' up to 9'	9"	Not Allowed	9"	Not Allowed	6"
Over 9' up to 10'	Not Allowed	Not Allowed	9"	Not Allowed	6"
Over 10' up to 11'	Not Allowed	Not Allowed	Not Allowed	Not Allowed	6"
Over 11' up to 12'	Not Allowed	Not Allowed	Not Allowed	Not Allowed	6"

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.

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

H

	<p>If a <u>unitary cushioning material</u>, 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.</p> <p>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"> -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. -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. -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. 				
40-19(3)	Stationary play equipment has <u>protective barriers</u> 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
40-19(4)	There are no <u>entrapment hazards</u> on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment.				H
40-19(5)	There are no <u>strangulation hazards</u> on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment.				H
40-19(6) (a)-(b)	<p><u>When any child in care is an infant or toddler:</u></p> <ul style="list-style-type: none"> -There are no <u>designated play surfaces</u> that exceed 3 feet in height on any piece of stationary play equipment used by infants and toddlers. -Swings used by infants and toddlers have must <u>enclosed seats</u>. 				H
Notes					