UTAH DEPARTMENT OF HEALTH
Bureau of Child Development
Child Care Licensing Program

Bureau of Child Development, Child Care Licensing Program
childcarelicensing.utah.gov

LICENSE EXEMPT FACILITY OR PROGRAM ANNOUNCED INSPECTION

Facility/Program Name: Facility/Program Phone Number: Facility/Program Email:	Location Address:	Facility Number: Licensor(s):
Inspection Date:	Start Time: End Time:	Director: Director Designee:

C - Compliance
NC - Noncompliance

Noncompliant Findings		First Follow-Up	Second Follow-Up	Third Follow-Up
	☐ Compliance During Inspection or Compliance Required by	C NC	C NC	C NC
	☐ Compliance During Inspection or Compliance Required by	C NC	C NC	C NC
	☐ Compliance During Inspection or Compliance Required by	C NC	C NC	C NC
	☐ Compliance During Inspection or Compliance Required by	C NC	C NC	C NC
	☐ Compliance During Inspection or Compliance Required by	C NC	C NC	C NC
	☐ Compliance During Inspection or Compliance Required by	C NC	C NC	C NC

Number of noncompliant findings:

If the only noncompliant findings were missing documentation, you must submit the documentation to your licensor. Remember to have the facility/program name on all documents.

If you don't show compliance by the required date, the facility/program won't be eligible to receive money from the Department of Workforce Services (DWS).

Director's Signature:

First Follow-Up Inspection

Date: Start Time: End Time:

Number of noncompliant findings:

If on-site, Director's Signature:

Second Follow-Up Inspection

Date: Start Time: End Time:

Number of noncompliant findings:

If on-site, Director's Signature:

Third Follow-Up Inspection

Date: Start Time: End Time:

Number of noncompliant findings:

If on-site, Director's Signature:

FACILITY/PROGRAM INFORMATION
When Care is Provided or When the Program is Open:
Notes (Include information from Sticky Notes):

BEFORE THE INSPECTION	
☐	Review the Sex Offender Registry and remind the director those people can't have unsupervised access to children in care. Have the director sign the DWS Payment to Provider Terms and Conditions.
☐	Explain the inspection process. Include in the explanation that: • you will look in everything below 48 inches in rooms used for care when all children are school age • you will look in everything below 36 inches in rooms used for care when any child is younger than school age • you will look to be sure there are no “extra” children or illegal items in inaccessible areas • you will assess outdoor play areas and out buildings

INSPECTION					
QUESTIONS					
*Level 1 Noncompliance		C - Compliance NC - Noncompliance NA - Not Applicable	Compliance		Notes
1) d)	ask	➤ Is there a director designee who is at least 21-years-old with the authority to act on behalf of the director?	C	NC	NA
1) e)	ask	➤ Is the director or the director designee at the facility whenever there are children in attendance?	C	NC	NA
1) f)	ask	➤ Are all caregivers who count in ratios at least 18-years-old? ➤ Are all assistant caregivers at least 16-years-old and under the direct supervision of caregivers?	C	NC	NA
5) a)*	ask	➤ Do you ensure that no child is subjected to physical, emotional, or sexual abuse while in care?	C	NC	NA
5) b)*	ask	➤ Do all employees and volunteers know the reporting requirements for suspected child abuse?	C	NC	NA
5) c)*	ask	➤ If needed, how are the children disciplined?	C	NC	NA
5) d) i)	ask	➤ Do all employees, volunteers, and children in care wash their hands thoroughly with liquid soap and warm running water: ➤before handling and/or preparing food?	C	NC	NA
5) d) ii)	ask	➤before serving and/or eating meals and snacks?	C	NC	NA
5) d) iii)	ask	➤after using the toilet?	C	NC	NA
5) d) iv)	ask	➤before administering and/or taking medication?	C	NC	NA
5) d) v)	ask	➤after coming into contact with body fluids?	C	NC	NA
5) d) vi)	ask	➤after playing with or handling animals?	C	NC	NA
5) d) vii)	ask	➤after cleaning and/or taking out garbage?	C	NC	NA
5) e)	ask	➤ Is a body fluid clean up kit used to clean up spills of body fluids?	C	NC	NA
6) b)	ask	➤ Immediately upon the recognition of the error, are parents notified of an error in the administration of medication?	C	NC	NA
6) c)	ask	➤ Has the program's phone number or email changed? If yes: Were parents and CCL staff notified within 48 hours ?	C	NC	NA
6) a)	ask	➤ On the day of their occurrence, are parents notified of incidents, accidents, or injuries involving their children?	C	NC	NA
6) d)	ask	➤ Has there been an injury that required attention from a health care provider? If yes, was CCL notified by the next working day and sent documentation of the details within 5 working days?	C	NC	NA

DOCUMENTATION				
*Level 1 Noncompliance	C - Compliance NC - Noncompliance NA - Not Applicable		Compliance	Notes
1) b)	review if there is a new provider	Does the director have the required credentials? an associates, bachelors, or graduate degree from an accredited college or successful completion of at least 12 semester credit hours of college 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 one of the following: - valid proof of successful completion of 12 semester credit hours of college level coursework in child development, elementary education, or a related field; or - valid proof of completion of the following six Care About Child Care courses: Child Development: Ages and Stages; Advanced Child Development; School Age Course 1; School Age Course 2; School Age Course 3; and School Age Course 4 or -valid proof of valid proof of completion of the following six Utah Early Childhood Career Ladder courses offered through Child Care Resource and Referral: Child Development Ages and Stages, Learning in the Early Years, A Great Place for Kids, Strong and Smart, Learning to Get Along, and Advanced Child Development.	C NC NA	
1) g)	review	Is the Health and Safety Plan complete and accurate?	C NC NA	
7) b) i)	ask review	➤ Who is always with the children in care? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
7) b) ii)	ask review	➤ Who is with the children during transportation? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
7) b) iii)	ask review	➤ Who is with the children during off-site activities? Does (s)he/they have current First Aid and CPR certification?	C NC NA	
1) h)	ask	➤ Did the directors, director designees, caregivers, and assistant caregivers complete at least 2.5 hours of pre-service training in the required topics no more than 6 months before their first day of interacting with children?	C NC NA	
1) i)	review	Did the directors, director designees, caregivers, and assistant caregivers document at least 2.5 hours of pre-service training in the required topics no more than 6 months before their first day of interacting with children?	C NC NA	

*Level 1 Noncompliance		C - Compliance NC - Noncompliance NA - Not Applicable	Compliance	Notes
1) j)	ask	➤ Did the directors, director designees, and caregivers who count in ratios complete at least 20 hours (or 2 hours for each month counting in ratios) of on-going child care training each year? Was at least half of the training face-to-face?	C NC NA	
1) k)	review	Did the directors, director designees, and caregivers who count in ratios document at least 20 hours (or 2 hours for each month counting in ratios) of on-going child care training each year? Was at least half of the training face-to-face?	C NC NA	
7) d)	review	Were fire drills held at least monthly and was at least the date and time of each drill documented?	C NC NA	
7) e)	review	Was a disaster drill held at least every six months and was the date and time of each drill documented?	C NC NA	
5) f)	ask review	➤ Are there children younger than school-age in care? If yes: Are there current immunization records for each child younger than school age?	C NC NA	
2) b)*	review	Do all Covered Individuals have current approved background screenings?	C NC NA	

INDOOR AND OUTDOOR				
*Level 1 Noncompliance	C - Compliance NC - Noncompliance NA - Not Applicable		Compliance	Notes
3) a)*	observe	Are caregivers maintaining direct supervision of all children in care at all times?	C NC NA	
3) b)*	observe or ask	Are caregivers maintaining active supervision of all children in care at all times when they are in the outdoor area and during off-site activities?	C NC NA	
3) c)*	observe	Are minimum caregiver to child ratios and maximum group sizes maintained?	C NC NA	
3) d)*	observe or ask	Are infants or toddlers in care? If yes: Are infants and/or toddlers in mixed age groups when there are more 8 children in the group? When there are more than 2 infants and/or toddlers in a group are there at least 2 caregivers?	C NC NA	
4) a)	observe	Is there a working telephone?	C NC NA	
7) a)	observe	Is the facility's street address and emergency phone numbers, including ambulance, fire, police, and poison control posted near each telephone or in the contact list of cell phones?	C NC NA	
4) b)	observe	Is there a working fire extinguisher accessible to caregivers?	C NC NA	
4) c)*	ask observe	➤ Are there firearms stored at the facility? If yes: Are they stored separately from ammunition? Are they stored in a locked cabinet or area?	C NC NA	
4) d) i)*	observe	Are tobacco, e-cigarettes, or e-juice accessible?	C NC NA	
4) d) ii)*	observe	Are open containers of alcohol accessible?	C NC NA	
4) d) iii)*	observe	Are sexually explicit materials accessible?	C NC NA	
4) d) iv)*	observe	Are illegal items accessible?	C NC NA	

4) d) v)	observe	Are any of the following toxic substances accessible? ammonia anti-freeze bleach (undiluted) corroded batteries drain cleaners energy shots fertilizer with weed killer florescent light tubes gasoline gunpowder gun solvent hydrocarbons insecticide insect repellent iodine jewelry cleaner kerosene laundry detergent pods lighter fluid	linseed oil liquid correction fluids model glue nail glue nail polish remover/other solvents containing acetone paint thinner pesticides rubber cement rubbing alcohol silicone spray spray paint super glue Tiki Torch Fuel tile grout sealer turpentine vinyl adhesive remover water sealant WD-40 weed killer windshield washer fluid	C NC NA	
4) d) vi)	observe	Are medications accessible?		C NC NA	
4) d) vi)*	observe	Are open flames accessible?		C NC NA	
4) d) viii)*	observe	Are trampolines accessible?		C NC NA	
4) h)	observe	Are all areas of the facility used for care clean and sanitary?		C NC NA	
4) i)	observe	Are all areas of the facility maintained and used in a safe manner?		C NC NA	
4) g)*	observe	Is there a place for children to be signed in and out of the facility? Does it include the time of arrival and the time of departure?		C NC NA	
4) h) i)*	ask observe	➤Are infants or toddlers in care? If yes: Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair?		C NC NA	
4) h) ii)*	observe or ask	Do caregivers leave children unattended when the children are on the diaper surface?		C NC NA	
4) h) iii)*	observe	Do infants must sleep in equipment designed for sleep such as a crib, bassinet, porta-crib, or play pen?		C NC NA	
4) h) v)*	observe or ask	Are infants not be placed on their stomachs for sleeping unless there is documentation from a health care provider for the treatment of a medical condition?		C NC NA	
4) h) iv)*	observe or ask	When there are more than 8 children in the outdoor area, do infants and/or toddlers use the outdoor play area at the same time as the older children?		C NC NA	

OUTDOOR Ask if there is an outdoor area maintained by the provider. N/A when there is no outdoor area maintained by the provider.				
		C - Compliance NC - Noncompliance NA - Not Applicable	Compliance	Notes
4) i) i)*	observe	Is the outdoor area safely accessible?	C NC NA	
4) i) ii) (1)*	ask observe measure	➤Are there children younger than school-age? If yes: Is the area enclosed with a fence, wall, or solid natural barrier that is at least 4 feet high?	C NC NA	
4) i) ii) (2)*	observe measure	Does the fence have gaps greater than 5 inches by 5 inches?	C NC NA	
4) i) iii)*	observe	Is drinking water available?	C NC NA	
4) d) viii)*	observe	Are trampolines accessible?	C NC NA	
4) i) iv) (1)*	observe	Are metal animal swings accessible?	C NC NA	
4) i) iv) (2)*	observe	Are unanchored swings accessible?	C NC NA	
4) i) iv) (3)*	observe	Are unanchored slides accessible?	C NC NA	
4) i) iv) (4)*	observe	Is standing water accessible?	C NC NA	
4) i) (v) (1) (2)*	observe measure	Does all stationary play equipment have the required use zones?	C NC NA	
4) i) vi) (1) (2) (3)*	observe measure	Is there adequate protective cushioning in all use zones?	C NC NA	
4) i) vi) (4)*	observe measure	Is any stationary play equipment on grass and not on a hard surface? If yes, does it meet the height restrictions and not have moving parts on which children sit or stand?	C NC NA	
4) i) vii)*	observe measure	Does stationary play equipment have required protective barriers?	C NC NA	
4) i) viii)*	observe measure	Are there any entrapment hazards on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment?	C NC NA	
4) i) ix)*	observe measure	Are there any strangulation hazards on, within the use zone of, or adjacent to the use zone of any piece of stationary play equipment?	C NC NA	
4) i) x) (1)*	ask observe measure	➤Are infants or toddlers in care? If yes: Are there any designated play surfaces that exceeds 3 feet in height on any piece of stationary play equipment used by infants and/or toddlers?	C NC NA	
4) i) x) (2)*	observe	Do swings used by infants and/or toddlers have enclosed seats?	C NC NA	

Name	Current background screening?	Current First Aid and CPR?	Pre-service training complete?	On-gong training complete?

Name	Current background screening?	Current First Aid and CPR?	Pre-service training complete?	On-gong training complete?