

**Child Care Center Announced Inspection Checklist A -- General Inspection Items**

**Facility ID #:**

<b>Center Name:</b>			<b>Phone #:</b>		
<b>Address:</b>			<b>License Expiration Date:</b> /        /		
<b>Director (or Designee):</b>			<b>Licensed Capacity:</b> < Age 2:		
<b>Licensing Specialist(s):</b>				<b># of Classrooms:</b>	
<b>Inspection Date:</b> /        /	<b>Start Time:</b>	<b>End Time:</b>	<b>Phone Interview Date:</b> /        /		
<b>Prev. Inspections: AAI</b> /        /	<b>AUI</b> /        /	<b>Check on BMI before inspection</b>			
<b>Licensor Notes:</b>		<input type="checkbox"/>	Director Qualifications	<input type="checkbox"/>	Floor Plans
		<input type="checkbox"/>	Director Qualifications Exp.:	<input type="checkbox"/>	Review of BMI
		<input type="checkbox"/>	Variances		
		<input type="checkbox"/>	Safety Glass		
		<input type="checkbox"/>	P&P for children age 3 and older going unsupervised to the bathroom.		

<b>Owner / Director Introductory Items</b>		
Introduce any unknown CCL staff to the Owner/Director.		▶ <b>(Ask)</b> How many telephones does the facility have and where are they?
Give the Owner/Director a brief explanation of the inspection process.		▶ <b>(Ask)</b> Where do you store medications?
Ask the Owner/Director if s/he wants you to tell staff about noncompliance as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.		▶ <b>(Ask)</b> Are children ever unsupervised or routinely cared for in the office, staff lounge, etc? If yes, assess these rooms/areas with Checklist E.
Let the Owner/Director know that you will need to observe one diaper change in each room that diapers children (or three rooms, if there are more than three rooms in which children are diapered). The Owner/Director may want to have staff in those rooms come and interrupt the inspection to let you know when they are ready to change a diaper.		▶ <b>(Ask)</b> Have any windows been replaced since the last Announced Inspection? If yes, a new safety glass form must be filled out. If the safety glass form indicates safety glass wasn't needed due to a barrier, verify the windows are still in compliance.
If the center transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children.		▶ <b>(Ask)</b> Where is the first aid kit for the facility and field trips? ▶ <b>(Ask)</b> Do you care for children under age 2?

<b>GENERAL INSPECTION ITEMS</b>		<b>X = Compliance O = Noncompliance</b>	
<b>Posted / Entry Area Items</b>		<b>Rule #</b>	
<b>A 1</b>	(Observe.) Child care license posted in a place readily visible to the public?	R430-1-6(3)	
<b>A 2</b>	(Observe.) Total # of children present exceed total licensed capacity?	R430-1-6(1)	

A 3	(Observe.) Total # of children present under age two exceed licensed capacity?	R430-1-6(1)	
A 4	(Observe.) Department's child care guide posted where parents can see it?	100-13(1)	
A 5	(Observe.) Current week's menu posted where parents can see it?	100-15(1)(d)	
A 6	► (Ask and observe.) Are you currently participating in the CACFP? If not, is menu approved as required?	100-15(1)(b)	
A 7	(Observe.) Does the facility have a working telephone? Center address and emergency numbers posted near each phone?	100-10(1) 100-8(9)	
<b>General Items</b>		<b>Rule #</b>	
A 8	► (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint indoors? If yes, was the building built before 1978? If yes: is there documentation of testing and correction?	100-4(1)	
A 9	(Observe.) Adequate light intensity throughout the center for the safety of children and the type of activity?	100-4(9)	
A 10	(Observe.) Glass surfaces within 36" from the floor or ground, and in an area accessed by children, made of safety glass or have a protective guard?	100-4(10)	
A 11	(Observe.) Facility free of tripping hazards?	100-12(2)	
A 12	(Observe.) Facility free of insects, rodents, and other vermin?	100-5(3)	
A 13	(Observe.) Are children in shared areas of the center supervised? (If no, check written policies for bathroom use.) (N/O if no children in shared areas of the center.)	100-11(1)	
A 14	(Observe.) Are required caregiver to child ratios maintained for children in shared areas of the center? (N/O if no children in shared areas of the center.)	100-11(4) 100-11(6)	
A 15	(Observe.) Are group size requirements met in shared areas of the center, except for centers built prior to 1/1/04 and licensed as a child care center continuously since then? (N/O if no children in shared areas of the center.)	100-11(4) 100-11(6)	
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?			
A 16	(Observe.) Unstable heavy equipment a child could pull down?	100-12(3)	
A 17	(Observe.) Firearms, ammunition, and other weapons?	100-12(4)(a)	
A 18	(Observe.) Tobacco, alcohol, illegal substances, and sexually explicit material?	100-12(4)(b)	
A 19	(Observe.) When in use, portable space heaters?	100-12(4)(c)	
A 20	(Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	100-12(4)(d)	
A 21	(Observe.) Poisonous plants?	100-12(4)(e)	
A 22	(Observe.) Matches or cigarette lighters?	100-12(4)(f)	
A 23	(Observe.) Open flames?	100-12(4)(g)	
A 24	(Observe.) Sharp objects, which could cut or puncture skin?	100-12(4)(h)	
A 25	(Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck?	100-12(4)(i)	
A 26	(Observe.) For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	100-12(4)(j) ♪	
A 27	(Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)	100-12(4)(k)	
A 28	(Observe.) Toxic and hazardous chemicals stored in a container that is labeled with its contents?	100-12(5)	
A 29	(Observe.) For age 4 and under, accessible outlets and surge protectors covered?	100-12(6) ♪	
<b>Notes:</b>			

<b>Children's Restrooms</b>	<b>Rule #</b>	
A 30 Are restrooms clean and sanitary?	100-5(1); 100-5(2)	
A 31 ► (Ask.) How many water heaters/buildings are in the facility? If more than 1, check temperature for each heater/building. (Observe.) Is hot water accessible to children between 60 and 120 degrees?	100-12(7) 100-16(1) 100-16(2)	
A 32 (Observe.) Is liquid soap available for children to wash their hands?	100-16(2)(a)-(e)	
A 33 (Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing?	100-16(3) ♪	
A 34 (Observe.) Is toilet paper accessible to children, and kept on a dispenser?	100-16(4) ♪	
A 35 (Observe.) Are handwashing procedures readily visible from each sink, and followed?	100-16(5) ♪	
<b>First Aid &amp; Body Fluid Kits</b>	<b>Rule #</b>	
A 36 ► (Ask and observe.) Are there first aid supplies in the center, including at least bandaids, antiseptic, and tweezers?	100-10(3)	
A 37 ► (Ask and observe.) Is there a body fluid clean up kit that is restocked as needed?	100-16(16)(a)-(c)	
<b>Food Service &amp; Kitchen</b>	<b>Rule #</b>	
A 38 (Observe.) Kitchen clean and sanitary, except for normal daily food preparation?	100-5(1)	
A 39 (Observe.) Children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in children's hands? (N/O if not observed.)	100-15(3)	
A 40 ► (Ask .) Are you (the cook; if the cook serves food to children) aware of the food allergies and sensitivities?	100-15(4)	
A 41 ► (Ask and observe.) Are refrigerated medications stored in a leakproof container? (N/A if there are no refrigerated medications.)	100-17(3)	
<b>Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual rooms.)</b>	<b>Rule #</b>	
A 42 ► (Ask and observe.) Are non-refrigerated medications inaccessible to children and stored in locked area or container? (N/A if there are no medications.)	100-17(3)	
A 43 (Observe all.) Are all over-the-counter and prescription medications: (N/A if there are no medications.) Labeled with the child's full name if brought in by a parent (if not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?	100-17(2)(a)-(d)	
<b>DIRECTOR INTERVIEW QUESTIONS</b>		<b>X = Compliance</b> <b>O = Noncompliance</b>
<b>Personnel &amp; Staffing</b>	<b>Rule #</b>	
A 44 Are all director designees at least 21 years of age? (Must be individuals who meet the background screening and training requirements. Director designees will have the authority to act on behalf of the center director in his or her absence.)	100-8(6); 100-8(11)(a)	
A 45 Are all caregivers at least 18 years of age?	100-7(2)	
A 46 ► (Ask and observe.) Do you have any assistant caregivers under age 18? If yes: are they at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no assistant caregivers.)	100-7(3)-(4)	
A 47 How do you ensure caregivers under age 18 are never left unsupervised with children? (N/A if no caregivers under age 18.)	100-7(3)-(4)	
A 48 Are there always at least two caregivers with the children whenever there are more than 8 children or more than 2 children under age 2 present?	100-11(3)	
<b>Notes:</b>		

A 49	Do any of your cooks ever change diapers or assist in toileting children?	100-16(15)	
A 50	Do any of your caregivers who care for diapered children ever cook food in the kitchen for children outside of their room?	100-23(13)	
A 51	Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor;	6-4(9)	
A 52	or having been investigated with a supported finding of abuse or neglect by the Department of Human Services?	6-6(4)	
<b>Staff Supervision</b>		<b>Rule #</b>	
A 53	How do you train staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
A 54	How do you supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
A 55	What do you train staff to do if they suspect a child has been abused or neglected?	100-8(11)(b)(i)-(ii)	
A 56	What are staff trained to do when children misbehave?		
A 57	How do you ensure staff comply with this training when children misbehave?		
<b>Safety &amp; Sanitation</b>		<b>Rule #</b>	
A 58	Are bathroom surfaces cleaned and sanitized daily?	100-5(2)	
A 59	While in care, do children use personal hygiene items such as toothbrushes and/or hair accessories? If yes, are they sanitized between each use if shared by children or used by staff on more than one child?	100-16(7)	
A 60	Are washable toys and materials cleaned and sanitized weekly, and as needed?	100-16(8)	
A 61	Are water play tables or tubs ever used? If yes: are they washed and sanitized daily, and do children wash hands prior to using them?	100-16(10)	
A 62	What do you do when children's clothing becomes wet or soiled with body fluids? Do you rinse children's clothing at the center? Is the clothing placed in a leakproof container labeled with the child's name, and given to the parent?	100-16(13)(a)-(b)	
A 63	Are potty chairs ever used? If yes: are they cleaned and sanitized after each use? (N/A if not used.)	100-16(14)	
A 64	Are sheets and blankets laundered as needed, but at least once a week and prior to use by another child?	100-18(9)(a)-(c)	
A 65	Are there any trampolines inside the center?	100-12(11)	
<b>Administration</b>		<b>Rule #</b>	
A 66	How do you ensure that school age children have privacy when using the bathroom? (N/A if no school area children in care.)	100-4(3)	
A 67	How do you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care?	100-8(5)	
A 68	How many hours each week are you on-site at the facility?	100-8(7)	
A 69	Do you have regularly scheduled caregiving duties? If yes: for how many hours per week, in addition to the time you spend managing the center?	100-8(8)	
A 70	During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days?	100-8(10)	
Do you keep the following records on-site for at least six weeks:			
A 71	Medication permission and administration forms. (N/A if the center does not administer medications.)	100-9(2)(e) 100-17(4)(a)-(d) 100-17(7)(e)	
<b>Notes:</b>			

A 72	Incident, accident, and injury reports.	100-9(2)(f) 100-13(4)	
A 73	Diapering, infant eating, and infant sleeping records. (N/A if the center does not enroll infants or toddlers.)	100-9(2)(g) 100-23(12) 100-24(15)	
A 74	Is food and drink brought from home labeled with child's name, and refrigerated if needed?	100-15(5) J	
A 75	What are your sign-in and sign-out procedures? Is each child signed in and out of the center, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks up a child?	100-13(3)(a) 100-13(3)(b)-(c)	
A 76	Do parents have access to the center, and to their child's room/area, any time their child is in care?	100-13(2)	
<b>Animals</b>		<b>Rule #</b>	
A 77	► (Ask and <b>observe</b> .) Are children ever allowed to handle reptiles or amphibians?	100-22(8)	
Are there any animals at the center? (N/A for remaining animal questions if the answer is no.)			
A 78	► (Ask and <b>observe</b> .) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children?	100-22(2)	
A 79	► (Ask and <b>observe</b> .) Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior?	100-22(4)	
A 80	► (Ask and <b>observe</b> .) Who cleans the animals and their equipment? (Infants, toddlers, and preschoolers may not do this.) If school age children assist in the cleaning of animals or animal equipment, do they wash their hands immediately after?	100-22(5) 100-22(6)	
A 81	► (Ask and <b>observe</b> .) Are animals ever allowed in food preparation or eating areas?	100-22(7)	
<b>Off-Site Activities.</b>		<b>Rule #</b>	
Do you take the children off-site? (N/A if the center does not take children off-site.)			
A 82	Do caregivers take children's emergency information and releases with them during off-site activities?	100-20(5)(b)	
A 83	During off-site activities, do children carry with them the name and phone number of the center, but not their own name?	100-20(5)(f)	
A 84	If you offer swimming activities, do caregivers remain at the pool with the children during the activity?	100-20(6)	
<b>Notes:</b>			