

Child Care Center Announced Inspection Checklist E -- Required Classrooms Age 2 & Older

Center Name:								ID #:			
Inspection Date:		/ /		Notes:							
REQUIRED ROOMS INSPECTION ITEMS -- AGE 2 AND OLDER Complete a sampling of rooms/areas of each age group (2, Pre-K, SA) served by the facility. If all rooms/areas serve the same age group, complete the entire checklist for three of these rooms/areas. If there is only 1 group of children, make a note of 2 children. If there are 2 or more groups of children at the facility, make a note of one child from each group.				X = Compliance O = Noncompliance						X = Compliance O = Noncompliance	
				Class:	Class:	Class:	Class:	Class:	Class:		
Child:	Child:	Child:	Child:	Child:	Child:						
Ratios & Supervision (N/O if no children in the room.)								Rule #			
E 1	(Observe.) Are all children in the group/area being directly supervised by a caregiver?							100-11(1)			
E 2	► (Ask.) If it is a mixed age group, what are the ages of the children in the group? (Observe.) Are there enough caregivers to meet required caregiver to child ratios?							100-11(4) 100-11(6)			
E 3	(Observe.) Are group size requirements met except for centers built prior to 1/1/04 and licensed as a child care center continuously since then?							100-11(4) 100-11(6)			
E 4	(Observe.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the group? (N/A if the center does not enroll children under age 2.)							100-24(1)			
Physical Environment								Rule #			
E 5	► (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes: was the building built before 1978? If yes: is there documentation of testing and correction?							100-4(1)			
E 6	(Observe.) Working hand washing sink in the room? (N/A if building built before July 1, 1997.)							100-4(4)			
E 7	(Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?							100-4(7)			
E 8	(Observe.) Glass surfaces within 36" from the floor or ground are safety glass, or have a protective guard?							100-4(10)			
E 9	(Observe.) Room appears clean and sanitary, except for normal daily messes?							100-5(1)			
Notes:											

E 10	(Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?							100-5(4)	
Indoor Gross Motor Play Equipment								Rule #	
E 11	(Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less? (N/A if no play equipment, or if the center does not enroll children age 2 or under.)							100-12(9)	
E 12	(Observe.) Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone? (N/A if no play surfaces less than 18".)							100-12(9)(a)	
E 13	(Observe.) Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? (N/A if no play surfaces between 18" and 3'.)							100-12(9)(b)	
E 14	(Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less? (N/A if no play equipment, or if the center does not enroll children ages 5 and older.)							100-12(10)	
E 15	(Observe.) Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone? (N/A if no play surfaces less than 3' in height.)							100-12(10)(a)	
E 16	(Observe.) Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? (N/A if no play surfaces between 3' and 5½'.)							100-12(10)(b)	
Safety Hazards								Rule #	
E 17	(Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords?							100-12(2)	
E 18	(Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?							100-12(3)	
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?									
E 19	(Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?							100-12(4)(c)	
E 20	(Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)							100-12(4)(d)	
Notes:									

E 21	(Observe.) Sharp objects, edges, corners, or points which could cut or puncture skin?							100-12(4)(h)	
E 22	(Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if no children age 4 and under.)							100-12(4)(i)	
E 23	(Observe.) For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if no children age 4 and under.)							100-12(4)(j) ♪	
E 24	(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)	
E 25	(Observe.) Toxic and hazardous chemicals stored in a labeled container?							100-12(5)	
E 26	(Observe.) For age 4 and under, accessible outlets and surge protectors covered? (N/A if no children age 4 and under.)							100-12(6) ♪	
Feeding Children								Rule #	
E 27	(Observe.) Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (N/O if meal or snack not served during observation.)							100-15(3)	
Preventing the Spread of Disease								Rule #	
E 28	(Observe.) Children and caregivers wash hands thoroughly w/soap and warm running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.) (N/O if no caregiver/children in room, or listed activities not observed.)							100-16(1)(a)-(i) 100-16(2)(a)-(e)	
E 29	(Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage. (N/O if no caregiver/children in room, or listed activities not observed.)							100-16(1)(a)-(i)	
(Observe all.) If the room has a handwashing sink:									
E 30	Is liquid soap available for children to wash their hands? (N/A if no handwashing sink.)							100-16(2)(a)-(e)	
E 31	Are only single use towels from covered dispenser or electric hand-drying device used after handwashing? (N/A if no handwashing sink.)							100-16(3) ♪	
E 32	(Observe.) Are handwashing procedures readily visible from each sink, and followed? (N/A if no handwashing sink.)							100-16(5) ♪	
E 33	(Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use? (N/A if there are no personal hygiene items.)							100-16(7)	
E 34	(Observe.) Are washable toys visibly dirty?							100-16(8)	
E 35	(Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?							100-16(9)	
Notes:									

Medications							Rule #
► (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)							
E 36	(Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?						100-17(3)
E 37	(Observe.) Refrigerated medications stored in a leakproof container? (N/A if there are no refrigerated medications.)						100-17(3)
E 38	(Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (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)
Sleeping Equipment (N/A for these items for school age only room.)							Rule #
E 39	► (Ask if not observed.) Is a separate crib, cot, or mat used for each child during nap time?						100-18(3)
E 40	► (Observe and/or ask.) Do mats and mattresses have a smooth, waterproof surface? Which is the surface of the mat on which the children nap?						100-18(4)
E 41	(Observe.) Sleeping equipment in good repair?						100-18(5)
E 42	(Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?						100-18(8)
E 43	(Observe.) Sheet and blanket or acceptable alternative provided for each child?						100-18(9)
E 44	(Observe.) Sheets and blankets clearly assigned to one child?						100-18(9)(a)-(c)
Daily Schedule & Activity Plan							Rule #
E 45	(Observe.) Is a daily schedule posted for each group that includes meal, snack, nap/rest, and outdoor play times?						100-18(1) 100-20(1)
E 46	(Observe.) Do children have outdoor play every day, weather permitting?						100-20(2)
E 47	(Observe.) Meals or snacks offered at least once every three hours?						100-15(2)
E 48	(Observe.) Do nap times exceed 2 hours daily?						100-18(2)
E 49	(Observe.) Current activity plan posted for each group that shows activities to support children's healthy physical, social-emotional, and cognitive-language development?						100-20(3)
E 50	(Observe.) Materials necessary to carry out the activity plan accessible to children?						100-20(4)
Notes:							

CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in the 3 required groups. N/A if there are less than 3 groups at the center during the inspection.)	Class:	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance	
Name(s) of caregiver(s) interviewed:								
E 51 ► (Observe in all classrooms and ask in the first three classrooms.) How do you discipline children who misbehave? (N/O if no children or caregiver in classroom.) Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure.								
							100-19(4)(a)	
							100-19(4)(b)	
							100-19(4)(c)	
							100-19(4)(d)	
							100-19(4)(e)	
							100-19(4)(f)	
E 52 Are children under the age of two ever mixed with older children when there are more than 8 children present in the group? (N/A if no infants or toddlers in care.)							100-24(1)	
E 53 ► (Observe and ask.) Do you have any children in your group who have food allergies?							100-15(4)	
E 54 ► (Observe and ask.) Is sleeping equipment clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, is it cleaned and sanitized prior to each use?							100-18(6)	
							100-18(7)	
E 55 ► (Observe, ask if necessary.) Are sheets and blankets stored separately from other children's when not in use?							100-18(9)(a)-(c)	
E 56 ► (Observe and ask.) Is sleeping equipment spaced a minimum of 2' apart when is use, or 1' apart if children sleep head-to-toe?							100-18(10)	
E 57 ► (Observe and ask.) Is sleep equipment ever placed where it blocks an exit?							100-18(11)	
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IF NEEDED FOR ADDITIONAL ROOMS ADDITIONAL REQUIRED ROOMS INSPECTION ITEMS -- AGE 2 AND OLDER		X = Compliance O = Noncompliance							
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							100-17(2)(a)-d)
E 51	► (Observe.) Are children who misbehave disciplined in any of the following ways: (N/O if no children or caregiver in classroom.) Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure?						
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