

Utah Department of Health, Child Care Licensing
Child Care Center Unannounced Inspection Checklist K

Center Name:			Center Phone #:		
Address:				Center ID #:	
Director (or Designee):		Licensed Capacity:		Licensed Capacity < Age 2:	
Licensing Specialist(s):				# of Classrooms:	
Inspection Date: / /		Start Time:	End Time:	Announced Insp. Date: / /	
Licensor Notes:			Check on BMI before inspection		
			<input type="checkbox"/>	Director Qualifications _____	
			<input type="checkbox"/>	Director Qualifications Exp.: _____	
			<input type="checkbox"/>	Variances _____	
			<input type="checkbox"/>	Floor Plans _____	

Owner / Director Introductory Items	
	Introduce any unknown CCL staff to the Owner/Director.
	Give the Owner/Director a brief explanation of the inspection process.
	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.
	Are children ever unsupervised or routinely cared for in the office, staff lounge, etc? If yes, assess these rooms/areas.

ALL AGES ROOM / AREA INSPECTION ITEMS	Rule #	
K 1. Does the total # of children present at the center exceed total licensed capacity?	1-6(1)	
K 2. Does the total # of children present under age two exceed the licensed capacity for children under age 2? (N/A if the facility does not enroll children under age 2.)	1-6(1)	

Notes:

RATIOS & SUPERVISION	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	Class:	X = Compliance
								O=Noncompliance
								Rule #
K 5. (Observe.) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children in the group/area.)								100-11(1)
K 6. (Observe.) 2 caregivers if more than 8 children and more than 2 infants present?								100-11(3))
K 7. ► (Observe, ask about mixed age groups.) Are there enough caregivers to meet required caregiver to child ratios? (N/O if no children in the room/area.)								100-11(4) 100-11(6)
K 8. (Observe.) Are children under age 2 mixed with older children when there are more than 8 children in the group? (N/A if center does not enroll children under age 2. N/O if no children in the room/area.)								100-24(1)
K 9. (Observe.) For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met? (N/A if center built and licensed prior to 1/1/04. N/O if no children in the room/area.)								100-11(4) 100-11(6)
K 10 (Observe.) Are children left unattended on the diapering surface?								100-23(3)
SAFETY HAZARDS								Rule #
K 11. (Observe.) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?								100-12(3)
(Observe all.) Are the following items inaccessible to children? If there are stacks of bins, boxes and containers, ask what are the contents.								
K 12. Firearms, ammunition, and other weapons?								100-12(4)(a)
K 13. Tobacco, alcohol, illegal substances, and sexually explicit material?								100-12(4)(b)
K 14. When in use, portable space heaters, fireplaces, and wood burning stoves?								100-12(4)(c)
K 15. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials?								100-12(4)(d)
K 16. Matches or cigarette lighters?								100-12(4)(f)
K 17. Open flames?								100-12(4)(g)
K 18. Sharp objects, edges, corners, or points which could cut or puncture skin?								100-12(4)(h)
K 19. Insects, rodents, and vermin?								100-5(3)
K 20. Building and equipment in good repair?								100-5(4)
K 21. Age 4 and under: ropes and cords long enough to encircle a child's neck, such as those found on window blinds or drapery cords? (N/A if all children in class are age 5 and older.)								100-12(4)(i)
K 22. Age 4 and under: plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? (N/A in all children in class are age 5 and older.)								100-12(4)(j)
K 23. Age 2 and under: choking hazards (objects less than 1-1/4" by 2-1/4")? (N/A if all children over age 2.)								100-12(4)(k)
Notes:								

K 24. (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 equipment with play surfaces less than 18".)								100-12(9)(a)
K 25. (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 18" to 3' in height.)								100-12(9)(b)
K 26. (Observe.) Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (N/A if no medication kept at center.)								100-17(3)
DISCIPLINE	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
(Observe.) Does the caregiver use any inappropriate discipline methods? (N/O if no children in classroom.) Cannot include:								
K 27 Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort;								100-19(4)(a)
K 28 Restraining a child's movement by binding, tying, or any other form of restraint;								100-19(4)(b)
K 29 Shouting at children;								100-19(4)(c)
K 30 Any form of emotional abuse;								100-19(4)(d)
K 31 Forcing or withholding of food, rest, or toileting; or								100-19(4)(e)
K 32 Confining a child in a closet, locked room, or other enclosure.								100-19(4)(f)

If a center has more than 6 classrooms, use/copy the additional room Checklist found below after the Outdoor Items.

INFANT & TODDLER ROOMS	Class:	Rule #						
(Complete in addition to the "All Ages" room items for each infant or toddler room.)								
Additional Infant/Toddler Items								
K 33. ► (Ask if not observed.) Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair? (N/A if no high chairs.)								100-12(8)
K 34. ► (Ask if not observed.) Are infants placed to sleep on equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants ever placed on their stomachs for sleeping? (N/A if center does not enroll infants.)								100-24(11)
K 35. ► (Observe and ask.) Are infants ever placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if center does not enroll infants.)								100-24(13)

Notes:

OUTDOOR INSPECTION ITEMS		X = Compliance	O = Noncompliance
Ratios & Supervision (N/O if no children on the playground.)		Rule #	
K 36.	(Observe.) If there are children on the playground, are they being actively supervised to minimize the risk of injury to children?	100-11(2)	
K 37.	► (Observe, ask about mixed age groups.) Are there enough caregivers to meet required caregiver to child ratios?	100-11(4) 100-11(6)	
K 38.	(Observe.) Are infants or toddlers mixed with older children on the same playground when there are more than 8 children in the group (except for twos, if center has a variance)? (N/A if center does not enroll infants or toddlers. N/O if not observed.)	100-24(2)	
K 39.	(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? (N/A if center build prior to 1/1/04.)	100-11(4) 100-11(6)	
Have children used the playground today? (Enter "yes" or "no".)			
K 40.	(Observe.) When in use, is the outdoor play area free of animal excrement, harmful plants, objects, or substances, and standing water?	100-6(7)	
K 41.	(Observe.) Drinking water available to children when outside temperature is 75 degrees or higher?	100-6(9)	
Safety Hazards			
(Observe all.) Are the following items inaccessible to children? If there are stacks of bins, boxes and containers, ask what are the contents.			
K 42.	Firearms, ammunition, and other weapons?	100-12(4)(a)	
K 43.	Tobacco, alcohol, illegal substances, and sexually explicit material?	100-12(4)(b)	
K 44.	When in use, portable space heaters, fireplaces, and wood burning stoves?	100-12(4)(c)	
K 45.	Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials?	100-12(4)(d)	
K 46.	Matches or cigarette lighters?	100-12(4)(f)	
K 47.	Open flames?	100-12(4)(g)	
K 48.	Sharp objects, edges, corners, or points which could cut or puncture skin?	100-12(4)(h)	
K 49.	Age 4 and under: ropes and cords long enough to encircle a child's neck, such as those found on window blinds or drapery cords? (N/A if all children in class are age 5 and older.)	100-12(4)(i)	
K 50.	Age 4 and under: plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? (N/A in all children in class are age 5 and older.)	100-12(4)(j)	
K 51.	Age 2 and under: choking hazards (objects less than 1-1/4" and 2-1/4")? (N/A if all children over age 2.)	100-12(4)(k)	
Wading & Swimming Pools (N/A for this section if the center does not have wading or swimming pools.)			
K 52.	► (Observe and ask .) Is there always a caregiver at the wading pool supervising children whenever there is water in the pool?	100-12(13)(a)	
Is there a swimming pool on the premises that is not emptied after each use? If yes:			
K 53.	► (Observe and ask .) Is the pool enclosed within a fence or other solid barrier at least six feet high that is kept locked whenever the pool is not in use?	100-12(12)(a)	
K 54.	► (Observe and ask .) If the pool is over 4 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty any time children have access to the pool?	100-12(12)(d)	

ALL AGES INSPECTION ITEMS FOR ADDITIONAL ROOMS/AREAS

RATIOS & SUPERVISION	Class:	X = Compliance						
								O=Noncompliance
								Rule #
K 5. (Observe.) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children in the group/area.)								100-11(1)
K 6. (Observe.) 2 caregivers if more than 8 children and more than 2 infants present?								100-11(3))
K 7. ►(Observe, ask about mixed age groups.) Are there enough caregivers to meet required caregiver to child ratios? (N/O if no children in the room/area.)								100-11(4) 100-11(6)
K 8. (Observe.) Are children under age 2 ever mixed with older children? (N/A if center does not enroll children under age 2. N/O if no children in the room/area.)								100-24(1)
K 9. (Observe.) For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met? (N/A if center built and licensed prior to 1/1/04. N/O if no children in the room/area.)								100-11(4) 100-11(6)
K 10 (Observe.) Are children left unattended on the diapering surface?								100-23(3)
SAFETY HAZARDS								Rule #
K 11. (Observe.) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?								100-12(3)
(Observe all.) Are the following items inaccessible to children? If there are stacks of bins, boxes and containers, ask what are the contents?								
K 12. Firearms, ammunition, and other weapons?								100-12(4)(a)
K 13. Tobacco, alcohol, illegal substances, and sexually explicit material?								100-12(4)(b)
K 14. When in use, portable space heaters, fireplaces, and wood burning stoves?								100-12(4)(c)
K 15. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials?								100-12(4)(d)
K 16. Matches or cigarette lighters?								100-12(4)(f)
K 17. Open flames?								100-12(4)(g)
K 18. Sharp objects, edges, corners, or points which could cut or puncture skin?								100-12(4)(h)
K 19. Insects, rodents, and vermin?								100-5(3)
K 20. Building and equipment in good repair?								100-5(4)
K 21. Age 4 and under: ropes and cords long enough to encircle a child's neck, such as those found on window blinds or drapery cords? (N/A if all children in class are age 5 and older.)								100-12(4)(i)

K 22. Age 4 and under: plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? (N/A in all children in class are age 5 and older.)								100-12(4)(j)
K 23. Age 2 and under: choking hazards (objects less than 1-1/4" by 2-1/4")? (N/A if all children over age 2.)								100-12(4)(k)
K 24. (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 equipment with play surfaces less than 18".)								100-12(9)(a)
K 25. (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 18" to 3' in height.)								100-12(9)(b)
K 26. (Observe.) Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (N/A if no medication kept at center.)								100-17(3)
DISCIPLINE	Class:	Rule #						
(Observe.) Does the caregiver use any inappropriate discipline methods? (N/O if no children in classroom.) Cannot include:								100-8(1)(i)-(ii)
K 27 Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort;								100-19(4)(a)
K 28 Restraining a child's movement by binding, tying, or any other form of restraint;								100-19(4)(b)
K 29 Shouting at children;								100-19(4)(c)
K 30 Any form of emotional abuse;								100-19(4)(d)
K 31 Forcing or withholding of food, rest, or toileting; or								100-19(4)(e)
K 32 Confining a child in a closet, locked room, or other enclosure.								100-19(4)(f)
Notes:								

