



## Child Care HOURLY Announced EP Inspection

This inspection checklist is the tool CCL licensors use to ensure consistency for every inspection.

R381-60 - [Childcarelicensing.utah.gov](https://childcarelicensing.utah.gov)

Facility Name:		Facility ID:		Phone Number:		Sticky Notes	
Address:				Email Address:			
Director:		Approved Capacity:		Number of Rooms:			
License Expiration Date:		Last Announced:		Last Unannounced Inspection:			
Please Review The following items prior to the inspection: (Mark with a check mark if completed and make and necessary notes)				Please review the following items during the inspection: (Mark with a check mark if completed and make and necessary notes)			
<input type="checkbox"/>	Sex Offender Registry			<input type="checkbox"/>	Training assessed at this inspection?		
<input type="checkbox"/>	DAS Review			<input type="checkbox"/>	Capacity of facility during inspection		
<input type="checkbox"/>	Facility Personnel Listed in UCCLAPP			<input type="checkbox"/>	Does the Provider have a written emergency preparedness, response and recovery plan?		
<input type="checkbox"/>	Current Variances						
Additional Notes							
<b>Inspection Information:</b>							
- All areas that are inaccessible to children in care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.							
- I will email you this inspection checklist after the inspection is completed. I will send you an official inspection report once this inspection has been approved by CCL management.							
- If the only rule violations are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and maintenance of any violation.							
- You may submit feedback on this inspection through your Child Care Licensing Portal or at <a href="https://childcarelicensing.utah.gov/EvalForm.html">https://childcarelicensing.utah.gov/EvalForm.html</a>							
<b>Signature Information</b>							
Inspection Type:		Date:		Time Started:		Time Ended:	
Number of Rule Violations:		Name of Individual Informed of this Inspection:		Licensor(s) Conducting this Inspection:			
Signature of Informed Individual:						Date Signed:	



**RULES CHECKLIST**

Rule #	Rules	C = Compliant NC = Not Compliant NO = Not Observed NA = Not Applicable	C	NC	NO	NA	Compliance Required By:	Corrected During Inspection	RISK: Low, Moderate, High Extreme	Notes
<b>Section 5: Rule Violations and Penalties</b>			C	NC	NO	NA		CDI	L, M, H, Ex	Notes
-60-5(4)(e)	The department may deny or revoke a license if the child care provider <b>fails to allow authorized representatives of the department access to the facility</b> to ensure compliance with this rule		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
<b>Section 6: Administration and Children's Records</b>			C	NC	NO	NA		CDI	L, M, H, Ex	Notes
-60-6(3)	The provider shall protect children from conduct that endangers children in care, or is contrary to the health, morals, welfare, and safety of the public.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L, M, H	
Phase 3 Conditions	<ul style="list-style-type: none"> <li>Did the provider <b>restrict indoor groups</b> of school-age children to no more than 20 children and one caregiver; 20 people or less for all other age groups?</li> <li>Did the provider <b>restrict outdoor groups</b> to 40 children or less, if outdoor square footage allows, and no more than 50 people total?</li> <li>If the provider's approved capacity was for more than 20 children, did the provider ensure <b>each group of 20 individuals or less was in a separate room with full, solid walls that are higher than 6 feet?</b></li> <li>Did the provider stay within their licensing approved capacity?</li> <li>(ASK, if not observed) <b>Did the provider allow groups of more than 20 individuals to gather together even for short times or special activities?</b></li> <li>(ASK, if not observed) <b>Did the provider ensure that staff, children, household members, and visitors were screened</b> for fever, cough, trouble breathing, sore throat, sudden change in taste or smell, and muscle aches and pains at the beginning of the day and upon arrival, and not allow any symptomatic individuals to enter the facility. Was anyone with any of these symptoms sent home and tested for COVID-19?</li> <li>(ASK, if not observed) <b>Did the provider ensure that anyone coming into the facility washed their hands with soap and running water or alcohol-based hand sanitizer before touching any facility surface?</b></li> <li>(ASK, if not observed) <b>Did the provider restrict off-site activities to places or environments where social distance and proper cleaning practices can be controlled?</b></li> <li>(ASK, if not observed) <b>If there was a confirmed case of COVID-19 at the facility, did the provider consult with their local health department and follow their instructions?</b></li> <li>(ASK, if not observed) <b>Did the provider ensure that surfaces, items, and areas that are used and touched often were cleaned and sanitized at least daily and before a new group used the room?</b></li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	H	
-60-6(6)	The provider shall <b>post their unaltered child care license</b> on the facility premises in a place readily visible and accessible to the public.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L	
-60-6(7)	The provider shall <b>post a current copy of the department's Parent Guide</b> at the facility for parent review during business hours.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L	

-60-6(9)(a)-(b)	The provider shall have <b>liability insurance</b> ; or <b>inform</b> parents in writing that the provider does not have liability insurance.	<input type="checkbox"/>	L					
-60-6-(10)	The provider shall ensure that a parent completes an <b>admission and health assessment form</b> for their child before the child is admitted into the child care program.	<input type="checkbox"/>	M					
-60-6(11)(a)-(g)	The provider shall ensure that each child's admission and health assessment form <b>includes the following information</b> : (a) <b>child's name</b> ; (b) <b>child's date of birth</b> ; (c) <b>parent's name, address, and phone number, including a daytime phone number</b> ; (d) <b>names of individuals authorized by the parent to sign the child out from the facility</b> ; (e) <b>name, address, and phone number of an individual to be contacted if an emergency happens and the provider cannot contact the parent</b> ; (f) <b>any special health instructions for the caregiver</b> ; and (g) <b>certification that immunizations for the child are current</b> .	<input type="checkbox"/>	L, M					
-60-6(12)(a)-(b)	The provider shall ensure that the <b>admission and health assessment form</b> is a) <b>signed by the parent</b> ; and b) <b>kept on-site for review by the department</b> .	<input type="checkbox"/>	M					
<b>Section 7: Personnel and Training Requirements</b>		<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>	<b>CDI</b>	<b>L, M, H, Ex</b>	<b>Notes</b>
-60-7(2)	The provider shall ensure that the center has a <b>qualified director as required</b> by licensing rules.	<input type="checkbox"/>	M					
-60-7(3)(c)	The provider shall ensure that the director receives at least 2-1/2 hours of <b>preservice training</b> before beginning job duties;	<input type="checkbox"/>	L, M					
-60-7(3)(f)	The provider shall ensure that the director completes at least <b>10 hours of child care training each year</b> based on the facility's license date, or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year.	<input type="checkbox"/>	M					
-60-7(5)	The provider shall ensure that there is a <b>director designee</b> with authority to act on behalf of the director in the director's absence.	<input type="checkbox"/>	M					
-60-7(6)(c)	The provider shall ensure that the <b>director designee</b> receives at least 2-1/2 hours of <b>preservice training</b> before beginning job duties	<input type="checkbox"/>	L, M					
-60-7(6)(e)	The provider shall ensure that the <b>director designee</b> completes at least <b>10 hours of child care training each year</b> based on the facility's license date, or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year	<input type="checkbox"/>	M					
-60-7(7)	The provider shall ensure that the <b>director or the director designee is present</b> at the facility when the center is open for care.	<input type="checkbox"/>	M					
-60-7(8)	The provider shall have <b>on-site for review</b> by the Department <b>documentation of having employees who are on call and, when needed, can arrive at the facility within 20 minutes</b> .	<input type="checkbox"/>						
-60-7(9)(c)	The provider shall ensure that <b>caregivers</b> receive at least 2-1/2 hours of <b>preservice training</b> before caring for children	<input type="checkbox"/>	L, M					
-60-7(9)(e)	The provider shall ensure that <b>caregivers</b> complete at least <b>10 hours of child care training each year</b> , based on the facility's license date, or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year	<input type="checkbox"/>	M					
-60-7(9)(f)	The provider shall ensure that <b>caregivers</b> do not have <b>unsupervised contact</b> with any child in care, including during offsite activities and transportation, if the caregivers are <b>younger than 18 years old</b> .	<input type="checkbox"/>	H					

-60-7(10)(b)	The provider shall ensure that any <b>other employees</b> such as drivers, cooks, and clerks <b>receive at least 2-1/2 hours of preservice training</b> before beginning job duties	<input type="checkbox"/>	L, M				
-60-7(10)(d)	The provider shall ensure that any <b>other employees</b> such as drivers, cooks, and clerks <b>do not have unsupervised contact with any child in care</b> , including during offsite activities and transportation, <b>if the employee is younger than 18 years old</b>	<input type="checkbox"/>	M				
-60-7(12)(a)-(b)	The provider shall ensure that <b>guests do not have unsupervised contact with any child in care</b> , including during offsite activities and transportation; and wear a <b>guest nametag</b> .	<input type="checkbox"/>	L, H				
-60-7(13)(a)-(b)	The provider shall ensure that <b>student interns</b> who are registered and participating in a high school or college child care course <b>do not have unsupervised contact</b> with any child in care, including during offsite activities and transportation; <b>and wear a guest nametag</b> .	<input type="checkbox"/>	L, H				
-60-7(18)(a)-(m)	The provider shall ensure that <b>preservice training includes</b> at least the following topics: <b>(a)</b> job description and duties; <b>(b)</b> current department rule Sections R381-100-7 through R381-100-24; <b>(c)</b> disaster preparedness, response, and recovery; <b>(d)</b> pediatric first aid and cardio pulmonary resuscitation (CPR); <b>(e)</b> children with special needs; <b>(f)</b> safe handling and disposal of hazardous materials; <b>(g)</b> prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements; <b>(h)</b> principles of child growth and development, including brain development; <b>(i)</b> prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; <b>(j)</b> prevention of sudden infant death syndrome (SIDS) and the use of safe sleeping practices; <b>(k)</b> recognizing the signs of homelessness and available assistance; <b>(l)</b> a review of the information in each child's health assessment in the caregiver's assigned group, including allergies, food sensitivities, and other special needs; and <b>(m)</b> an introduction and orientation to the children in care.	<input type="checkbox"/>	L				
-60-7(19)(a)-(c)	The provider shall keep <b>documentation of each individual's preservice training</b> on-site for review by the department and shall ensure that documentation includes at least the following: <b>(a)</b> training topics; <b>(b)</b> date of the training; and <b>(c)</b> total hours or minutes of training.	<input type="checkbox"/>	L				

-60-7(20)(a)-(j)	The provider shall ensure that <b>annual child care training includes at least the following topics:</b> (a) current department rule Sections R381-100-7 through R381-100-24; (b) disaster preparedness, response, and recovery; (c) pediatric first aid and CPR; (d) children with special needs; (e) safe handling and disposal of hazardous materials; (f) the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements; (g) principles of child growth and development, including brain development; (h) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; (i) prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices; and (j) recognizing the signs of homelessness and available assistance.	<input type="checkbox"/>	L					
-60-7(21)(a)-(d)	The provider shall ensure that <b>documentation of each individual's annual child care training</b> is kept on-site for review by the department and includes the following: (a) training topic; (b) date of the training; (c) name of the individual or organization that presented the training; and (d) total hours or minutes of training.	<input type="checkbox"/>	L					
-60-7(23) (a)-(c)	The provider shall ensure that <b>at least one staff member with a current Red Cross, American Heart Association, or equivalent pediatric first aid and CPR certification</b> is present when children are in care: (a) at the facility; (b) in each vehicle transporting children; and (c) at each offsite activity.	<input type="checkbox"/>	M					
-60-7(24)	The provider shall ensure that CPR certification includes hands-on testing.	<input type="checkbox"/>	M					
-60-7(25)(a)-(c)	The provider shall ensure that the <b>following records for each covered individual are kept on-site for review</b> by the department: (a) the date of initial employment or association with the program; (b) a current pediatric first aid and CPR certification, if required in this rule; and (c) a six-week record of the times worked each day.	<input type="checkbox"/>	L					
<b>Section 8: Background Checks</b>		<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>	<b>CDI</b>	<b>L, M, H, Ex</b>	<b>Notes</b>
-60-8(1)(a)-(b)	Before a <b>new covered individual becomes involved with child care</b> in the program, the provider shall use the CCL provider portal search to: (a) verify that the individual has a current CCL background check; and (b) <b>associate</b> that individual with their facility if the covered individual appears in the search.	<input type="checkbox"/>	M					
-60-8(2)(a)-(d)	Before a <b>new covered individual who does not appear in the CCL provider portal search becomes involved with child care</b> in the program, the provider shall: (a) have the individual submit an <b>online background check form and fingerprints</b> for individuals age 18 years old and older; (b) <b>authorize</b> the individual's background check through the CCL provider's portal; (c) <b>pay</b> any required fees; and (d) <b>receive written notice</b> from CCL that the individual passed the background check.	<input type="checkbox"/>	H					
-60-8(4)(a)-(c)	Within <b>ten working days</b> from when a <b>child who resides in the facility turns 12 years old</b> , the provider shall: (a) ensure that an online background check form is submitted; (b) authorize the child's background check through the CCL provider's portal; and (c) pay any required fees.	<input type="checkbox"/>	M					

-60-8(11)	If a covered individual <b>fails to pass</b> a CCL background check, including that the individual has been convicted, has pleaded no contest, or is currently subject to a plea in abeyance or diversion agreement for a felony or misdemeanor, <b>the provider shall prohibit that individual from being employed by the child care program or residing at the facility</b> until the reason for the denial is resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	H	
-60-8(14)	The provider and the covered individual shall notify the department within 48 hours of becoming <b>aware of the covered individual's arrest warrant, felony or misdemeanor arrest, charge, conviction, or supported LIS finding.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
<b>Section 9: Facility</b>		<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>		<b>CDI</b>	<b>L, M, H, Ex</b>	<b>Notes</b>
-60-9(5)	The provider shall ensure that the <b>number of children in care</b> at any given time <b>does not exceed the capacity</b> identified on the license. (ASK for a total number including children being transported and on offsite activities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-9(6)	The provider shall ensure that any building or play structure on the premises constructed before 1978 that has <b>peeling, flaking, chalking, or falling paint is tested for lead.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M, H	
-60-9(7)	The provider shall ensure that <b>each room and indoor area</b> that is used by children <b>is ventilated</b> by mechanical ventilation, or by windows that open and have screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L, M	
-60-9(8)	The provider shall ensure that rooms and areas have <b>adequate light intensity</b> for the safety of the children and the type of activity being conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L, M	
-60-9(9)	The provider shall maintain the <b>indoor temperature between 65 and 82 degrees Fahrenheit.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L, M	
-60-9(10)	The provider shall ensure that there is a <b>working telephone at the facility, in each vehicle while transporting children, and during offsite activities.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-9(11)	The provider shall ensure that there is at least one <b>working handwashing sink used exclusively for handwashing that is accessible to children.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L	
-60-9(12)(a)-(b)	The provider shall ensure that: (a) <b>there is at least one working toilet and one working sink for each group of 15 children younger than five years old</b> in the center who are toilet trained; and (b) <b>there is at least one working toilet and one working sink for each group of 25 school-age children in the center.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-9(13)	The provider shall ensure that there is at least <b>one bathroom</b> that provides <b>privacy</b> available for use by <b>school-age children.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-9(14)(a)-(c)	If there is an <b>outdoor area used by the children</b> in care, the provider shall ensure that the area: (a) <b>is safely accessible to children;</b> (b) <b>has at least 40 square feet of space for each child</b> using the area at one time; and (c) <b>is enclosed within a fence, wall, or solid natural barrier that is at least four feet high and that has no gap five by five inches or greater in or under.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M, H	
-60-9(15)(a)-(b)	The provider shall ensure that <b>when outdoors:</b> (a) <b>children are in an enclosed area, except during offsite activities;</b> and (b) <b>there is shade available to protect the children</b> from excessive sun and heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L, M	

-60-9(16)(a)-(c)	If there is a swimming pool on the premises that is not emptied after each use, the provider shall: (a) meet applicable state and local laws and ordinances related to the operation of a swimming pool; (b) maintain the pool in a safe manner; and (c) when not in use, cover the pool with a commercially-made safety enclosure that is installed according to the manufacturer's instructions, or enclose the pool within at least a four-foot-high fence or solid barrier that is kept locked and that separates the pool from any other areas on the premises.	<input type="checkbox"/>	H						
-60-9(17)(a)-(f)	The provider shall maintain buildings and outdoor areas in good repair and safe condition including: (a) ceilings, walls, and floor coverings; (b) lighting, bathroom, and other fixtures; (c) draperies, blinds, and other window coverings; (d) indoor and outdoor play equipment; (e) furniture, toys, and materials accessible to the children; and (f) entrances, exits, steps, and walkways including keeping them free of ice, snow, and other hazards.	<input type="checkbox"/>	L, M, H						
-60-9(18)	The provider shall ensure that accessible raised decks or balconies that are five feet or higher, and open stairwells that are five feet or deeper have protective barriers that are at least three feet high.	<input type="checkbox"/>	M, H						
<b>Section 10: Ratios and Group Size</b>		C	NC	NO	NA		CDI	L, M, H, Ex	Notes
-60-10(1)(a)-(b)	As listed in Table 1, the provider shall: (a) maintain at least the number of caregivers and not exceed the number of children in the caregiver-to-child ratio; and (b) not exceed the group sizes.	<input type="checkbox"/>	L, M, H						
-60-10(2)(a)-(c)	The provider shall ensure that there are at least two caregivers with a mixed-age group if: (a) there are more than six children in the facility; (b) there are more than two infants or toddlers included in the mixed-age group; and (c) the group has more than six children total.	<input type="checkbox"/>							
-60-10(3)(a)-(b)	When caring for children younger than two years old in single-age groups, the provider shall ensure that: (a) there are no more than four children with one caregiver; and (b) children are cared for in an area that is physically separated from older children.	<input type="checkbox"/>							
-60-10(4)(a)-(b)	If there is only one caregiver in the facility and no children younger than two years old are present, the provider can be temporarily out of ratio if: (a) a second caregiver arrives within 20 minutes from when the 13th child arrived, and (b) the total number of children present does not exceed 16.	<input type="checkbox"/>	H						
-60-10(6)	The provider may include caregivers, student interns who are registered in a high school or college child care course, and volunteers who are 16 or 17 years old in the caregiver-to-child ratio.	<input type="checkbox"/>	M						
-60-10(7)	The provider shall ensure that guests do not count in caregiver-to-child ratios.	<input type="checkbox"/>	L, M, H						
<b>Section 11: Child Supervision and Security</b>		C	NC	NO	NA		CDI	L, M, H, Ex	Notes

-60-11(1)(a)-(f)	The provider shall ensure that <b>caregivers provide and maintain active supervision of each child</b> , including: (a) for children younger than five years old, a caregiver is physically present in the room or area with the children; (b) for school-age children, a caregiver can hear the children and is close enough to intervene; (c) caregivers know the number of children in their care at any time; (d) caregivers' attention is focused on the children and not on caregivers' personal interests; (e) caregivers are aware of the entire group of children even when interacting with a smaller group or an individual child; and (f) caregivers position themselves so each child in their assigned group is actively supervised. <b>ASK how many children are in your care, including those not in this area?</b>	<input type="checkbox"/>	M, H						
-60-11(5)(a), (d), (e)	To <b>maintain security and supervision</b> of children, the provider shall ensure that (a) <b>each child is signed in and out</b> ; (d) individuals signing children in and out use <b>identifiers</b> , such as a signature, initials, or electronic code; and (e) <b>the sign-in and sign-out records include the date and time each child arrives and leaves</b> ;	<input type="checkbox"/>	L, H						
<b>Section 12: Child Guidance and Interaction</b>		C	NC	NO	NA		CDI	L, M, H, Ex	Notes
-60-12(5)(a)-(f)	The provider shall ensure that <b>interactions with the children do not include</b> : (a) any form of corporal punishment or any action that produces physical pain or discomfort such as hitting, spanking, shaking, biting, or pinching; (b) restraining a child's movement by binding, tying, or any other form of restraint that exceeds gentle, passive restraint; (c) shouting at children; (d) any form of emotional abuse; (e) forcing or withholding food, rest, or toileting; or (f) confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage.	<input type="checkbox"/>	H						
<b>Section 13: Child Safety and Injury Prevention</b>		C	NC	NO	NA		CDI	L, M, H, Ex	Notes
-60-13(1)	The provider shall ensure that <b>the building, outdoor area, toys, and equipment are used in a safe manner and as intended by the manufacturer</b> to prevent injury to children.	<input type="checkbox"/>	M						
-60-13(3)	The provider shall ensure that <b>sharp objects, edges, corners, or points</b> that could cut or puncture skin are inaccessible to children.	<input type="checkbox"/>	M						
-60-13(4)	The provider shall ensure that <b>choking hazards are inaccessible</b> to children younger than three years old.	<input type="checkbox"/>	M						
-60-13(5)	The provider shall ensure that <b>strangulation hazards</b> such as ropes, cords, chains, and wires attached to a structure and long enough to encircle a child's neck are inaccessible to children.	<input type="checkbox"/>	M						
-60-13(6)	The provider shall ensure that <b>tripping hazards</b> such as unsecured flooring, rugs with curled edges, or cords in walkways are inaccessible to children.	<input type="checkbox"/>	M						
-60-13(7)	The provider shall ensure that <b>empty plastic bags large enough for a child's head to fit inside, latex gloves, and balloons are inaccessible</b> to children younger than five years old.	<input type="checkbox"/>	M						
-60-13(8)	The provider shall ensure that <b>standing water that measures two inches or deeper and five by five inches or greater in diameter is inaccessible</b> to children.	<input type="checkbox"/>	H						
-60-13(9)(a)-(d)	The provider shall ensure that <b>toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable, corrosive, and reactive materials</b> are: (a) inaccessible to children; (b) used according to manufacturer instructions; (c) stored in containers labeled with the contents of the container; and (d) disposed of properly.	<input type="checkbox"/>	M						



-60-14(2)	The provider shall <b>post the center's street address and emergency numbers, including at least fire, police, and poison control, near each telephone in the center or in an area clearly visible to anyone needing the information.</b>	<input type="checkbox"/>	L, M, H						
-60-14(3)	The provider shall keep <b>first-aid supplies</b> in the center, including at least antiseptic, bandages, and tweezers.	<input type="checkbox"/>	L						
-60-14(4)	The provider shall <b>conduct fire evacuation drills monthly. Drills shall</b> include a complete exit of each child, staff, and volunteers from the building.	<input type="checkbox"/>	M						
-60-14(5)(a)-(e)	The provider shall <b>document each fire drill</b> , including: (a) the date and time of the drill; (b) the number of children participating; (c) the name of the individual supervising the drill; (d) the total time to complete the evacuation; and (e) any problems encountered and remediation.	<input type="checkbox"/>	L						
-60-14(6)	The provider shall <b>conduct drills for disasters</b> other than fires at least once every six months.	<input type="checkbox"/>	M						
-60-14(7)(a)-(e)	The provider shall <b>document each disaster drill</b> , including: (a) the type of disaster, such as earthquake, flood, prolonged power or water outage, or tornado; (b) the date and time of the drill; (c) the number of children participating; (d) the name of the individual supervising the drill; and (e) any problems encountered and remediation.	<input type="checkbox"/>	L						
-60-14(8)	The provider shall <b>vary the days and times on which fire and other disaster drills are held.</b>	<input type="checkbox"/>	L						
-60-14(9)	The provider shall keep <b>documentation of the previous 12 months of fire and disaster drills on-site for review</b> by the department.	<input type="checkbox"/>	L						
-60-14(13)(a)-(b)	If a child is injured while in care and receives medical attention, or for a child fatality, the provider shall: (a) <b>submit a completed accident report form to the department within the next business day of the incident; or (b) contact the department within the next business day and submit a completed accident report form within five business days of the incident.</b>	<input type="checkbox"/>	L, M, H						
-60-14(14)	The provider shall keep a six-week record of each incident, accident, and injury report on-site for review by the department.	<input type="checkbox"/>	L						
<b>Section 15: Health and Infection Control</b>		C	NC	NO	NA		CDI	L, M, H, Ex	Notes
-60-15(1)(a)-(f)	The provider shall keep <b>the building, furnishings, equipment, and outdoor area clean and sanitary</b> including: (a) walls and flooring clean and free of spills, dirt, and grime; (b) areas and equipment used for the storage, preparation, and service of food clean and sanitary; (c) surfaces free of rotting food or a build-up of food; (d) the building and grounds free of a build-up of litter, trash, and garbage; (e) frequently touched surfaces, including doorknobs and light switches, cleaned and sanitized; and (f) the facility free of animal feces.	<input type="checkbox"/>	M						
-60-15(2)	The provider shall take safe and effective measures to <b>prevent and eliminate the presence of insects, rodents, and other pests.</b>	<input type="checkbox"/>	M						
-60-15(3)(a)-(c)	The provider shall <b>clean and sanitize any toys and materials used by children:</b> (a) at least once a week or more often if needed; (b) after being put in a child's mouth and before another child plays with the toy; and (c) after being contaminated by a body fluid.	<input type="checkbox"/>	M						
-60-15(4)	The provider shall ensure that <b>fabric toys and items such as stuffed animals, cloth dolls, pillow covers, and dress-up clothes are machine washable and if used, washed at least each week or as needed.</b>	<input type="checkbox"/>	L						





-60-17(12)	The provider shall keep a six-week record of medication permission and administration forms on-site for review by the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	L	
<b>Section 18: Activities</b>		<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>		<b>CDI</b>	<b>L, M, H, Ex</b>	<b>Notes</b>
-60-18(1)	The provider shall offer daily activities that support each child's healthy physical, social, emotional, cognitive, and language development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-18(2)	If an <b>approved outdoor area is available</b> , the provider shall ensure that daily activities include outdoor play as weather and air quality allow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-18(3)	The provider shall ensure that physical development activities include light, moderate, and vigorous physical activity for a daily total of at least 15 minutes for every two hours children spend in the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-18(4)	The provider shall ensure that toys, materials, and equipment needed to support children's healthy development are available to the children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-18(5)(a)-(c)	Except for occasional special events, the provider shall ensure that the children's <b>primary screen time activity</b> on media such as television, cell phones, tablets, and computers is: (a) <b>not allowed for children zero to 17 months old</b> ; (b) <b>limited for children 18 months to four years old to one hour a day, or five hours a week with a maximum screen time of two hours per activity</b> ; and (c) <b>planned to address the needs of children five to 12 years old</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	
-60-18(6)(a)-(f)	If <b>swimming activities are offered or if wading pools are used</b> , the provider shall ensure that: (a) <b>the parent gives permission</b> before their child in care uses the pool; (b) <b>caregivers stay at the pool supervising</b> when a child is in the pool or has access to the pool, and when an accessible pool has water in it; (c) <b>diapered children wear swim diapers</b> when they are in the pool; (d) <b>wading pools are emptied and sanitized after use by each group of children</b> ; (e) if the pool is over four feet deep, there is a <b>lifeguard on duty who is certified by the Red Cross or other approved certification program</b> any time children have access to the pool; and (f) <b>lifeguards and pool personnel do not count toward the caregiver-to-child ratio</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M, H	
-60-18(7)(a)-(f)	If <b>offsite activities are offered</b> , the provider shall ensure that: (a) <b>the parent gives written consent</b> before each activity; (b) <b>the required caregiver-to-child ratio and supervision are maintained</b> during the entire activity; (c) <b>first aid supplies, including at least antiseptic, bandages, and tweezers are available</b> ; (d) <b>children wear or carry with them the name and phone number of the center</b> ; (e) <b>children's names are not used on nametags, t-shirts, or in other visible ways</b> ; and (f) <b>there is a way for caregivers and children to wash their hands with soap and water, or with wet wipes and hand sanitizer if there is no source of running water</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M, H	
-60-18(8)(a)-(e)	The provider shall ensure that a caregiver with the children takes the <b>written emergency information and releases</b> for each child in the group on each offsite activity, and that the information includes at least: (a) <b>the child's name</b> ; (b) <b>the parent's name and phone number</b> ; (c) <b>the name and phone number of an individual to notify if an emergency happens and the parent cannot be contacted</b> ; (d) <b>the names of people authorized by the parents to pick up the child</b> ; and (e) <b>current emergency medical treatment and emergency medical transportation releases</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	





CUSHIONING INFORMATION: DPS / Bar / Pivot								
Required Depth	Fine Sand	Course Sand	Fine Gravel	Medium Gravel	Shredded Tires	Engineered Wood Fiber	Wood Chips	Mulch
6 inches	Up to 6 feet	Up to 5 feet	Up to 6 feet	Up to 5 feet	Up to 12 feet	Up to 6 feet	Up to 7 feet	Up to 6 feet
9 inches	Over 6 feet up to 9 feet	Over 5 feet up to 6 feet	Over 6 feet up to 10 feet	Over 5 feet up to 6 feet	NA	Over 6 feet or higher	Over 7 feet up to 11 feet	Over 6 feet up to 11 feet
Not Allowed	Over 9 feet or higher	Over 6 feet or higher	Over 10 feet or higher	Over 6 feet or higher	NA	NA	Over 11 feet or higher	Over 11 feet or higher

**MEASUREMENTS DURING INSPECTION**

Play Area	Highest Designated Play Surface	Equipment Location	Type of Cushioning	Required Depth	Hole 1	Hole 2	Hole 3	Average Depth
								0
								0
								0
								0
								0
								0
								0
								0
								0

**Notes:**





-60-23(11)(a)-(c)	If cloth diapers are used, the provider shall: (a) not rinse cloth diapers at the facility; and (b) place cloth diapers directly into a leakproof container that is inaccessible to any child and labeled with the child's name; or (c) place the cloth diapers in a leakproof diapering service container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
<b>Section 24: Infant and Toddler Care</b>		<input type="checkbox"/>	<b>Please check this box if the provider does not care for infants and toddlers</b>			CDI	L, M, H, Ex	Notes
-60-24(1)	The provider shall ensure that each awake infant and toddler receives positive physical and verbal interaction with a caregiver at least once every 20 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(2)	To stimulate their healthy development, the provider shall ensure that infants receive daily interactions with adults; including on the ground interaction and closely supervised time spent in the prone position for infants less than six months old.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(3)	The provider shall ensure that caregivers respond promptly to infants and toddlers who are in emotional distress due to conditions such as hunger, fatigue, a wet or soiled diaper, fear, teething, or illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(4)	For their healthy development, the provider shall make safe toys available and accessible for each infant and toddler to engage in play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(5)	The provider shall ensure that mobile infants and toddlers have freedom of movement in a safe area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(6)	The provider shall not confine an awake infant or toddler in any piece of equipment, such as a swing, high chair, crib, playpen, or other similar piece of equipment for more than 30 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(7)	The provider shall ensure that only one infant or toddler occupies any one piece of equipment at a time, unless the equipment has individual seats for more than one child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(8)	The provider shall make objects made of styrofoam inaccessible to infants and toddlers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(9)	The provider shall allow each infant and toddler to eat and sleep on their own schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(10)(a)-(d)	The provider shall ensure that baby food, formula, or breast milk that is brought from home for an individual child's use is: (a) labeled with the child's name; (b) labeled with the date and time of preparation or opening of the container, such as a jar of baby food; (c) kept refrigerated if needed; and (d) discarded within 24 hours of preparation or opening, except for unprepared powdered formula or dry food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(11)	If an infant is unable to sit upright and hold their own bottle, the provider shall ensure that a caregiver holds the infant during bottle feeding and that bottles are not propped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(12)	The provider shall ensure that the caregiver swirls and tests warm bottles for temperature before feeding to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L	
-60-24(13)	The provider shall discard formula and milk, including breast milk, after feeding or within two hours of starting a feeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	
-60-24(14)	The provider shall ensure that caregivers cut solid foods for infants into pieces no larger than 1/4 inch in diameter, and cut solid foods for toddlers into pieces no larger than 1/2 inch in diameter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	

-60-24(15)	The provider shall ensure that <b>infants sleep in equipment designed for sleep</b> such as a crib, bassinet, porta-crib or playpen, and that infants are not placed to sleep on a mat, cot, pillow, bouncer, swing, car seat, or other similar piece of equipment unless the provider has written permission from the infant's parent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	H	
-60-24(16)	The provider shall <b>place infants on their backs for sleeping</b> unless there is documentation from a health care provider requiring a different sleep position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	H	
-60-24(17)	The provider shall <b>not place soft toys, loose blankets, or other objects in sleep equipment while in use by sleeping infants.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	M	

**Crib Form**

<b>Facility Name:</b>		<b>Facility ID:</b>		<b>Phone Number:</b>	
<b>Address:</b>		<b>Director:</b>		<b>Licensors:</b>	
		<b>Inspection Date:</b>			

The Owner/Director/Provider had the following documentation showing each crib used by children in care is in compliance with CPSC standards:

<input type="checkbox"/>	Tracking label showing the crib was manufactured after June 28, 2011
<input type="checkbox"/>	Registration form showing the crib was manufactured after June 28, 2011
<input type="checkbox"/>	Other documentation from the CPSC's Office of Compliance and Field Operations (jjirgl@cpsc.gov.) showing the crib was manufactured after June 28, 2011
<input type="checkbox"/>	Documentation from the manufacturer or retailer showing that the crib was manufactured prior to June 28, 2011 but is certified
<input type="checkbox"/>	There are no cribs used by children in care.

<b>Owner / Director / Provider Signature:</b>	<b>Licensors Signature:</b>