



Bureau of Child Development, Child Care Licensing
Pre-License/Certificate Inspection Checklist D

Facility ID #: _____

Phone #: _____

Applicant Name: _____		Inspection Date: ____/____/____	
Address: _____		Start Time: ____ AM / PM End Time: ____ AM / PM	
Approved Capacity: _____ Family Licensed _____ Residential Certificate _____		Licensing Specialist (s): _____	
Notes:		Check before inspection	
		<input type="checkbox"/> Previous Notes	<input type="checkbox"/> BCI
		<input type="checkbox"/> DAS	<input type="checkbox"/> Other:
		<input type="checkbox"/> Is Affidavit is required	

INTRODUCTORY ITEMS

<p>➤ Introduce any unknown staff to the applicant.</p>	<p>➤ Ask the applicant if s/he wants you to tell her/him about noncompliance items as you conduct the walk-through or wait until the inspection is over. Explain that no findings will be issued during this inspection, but any non-compliance items will need to be corrected and verified before a license/certificate is given.</p>
<p>➤ Give the applicant a brief explanation of the inspection process.</p> <p>➤ Explain that if transportation is going to be offered, the vehicle needs to be available during the inspection.</p>	<p>➤ Ask if the applicant rents out part of their home, or is a renter in someone else's home? If yes: *Explain what areas of the home will be inspected. *Check to make sure required background screening forms have been submitted for all required individuals.</p>

INDOOR & OUTDOOR INSPECTION ITEMS

✓ = Compliance, O = Noncompliance, N/A = Not Applicable

Rule

Daily Schedule & Activity Plan		
D1. ♦(Ask.) What will be your activity plan for the children?		90/50-20(1)
D2. ♦(Observe or ask.) Where are the materials necessary to carry out the activities?		90/50-20(2)
Posted Items		
D3. ♦(Observe or ask.) Is the Department's child care guide placed where parents can review it or will you give one to every parent?		90/50-13(1)
D4. ♦(Ask.) Where will you post your license or certificate so parents can see it as they come and go?		1-6(3)
D5. ♦(Ask.) Will the current week's menu be available for parent review?		90/50-15(1)(b)
D6. LICENSED ONLY. ♦(Ask.) Will you be on the Food Program? If not, what menu will you use? (N/A for RC.)		90-15(1)(b)
D7. (Observe.) Are emergency numbers and the home's address posted near the telephone?		90/50-10(1)

INDOOR & OUTDOOR INSPECTION ITEMS		Rule
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General Environment		
D8. ♦(Observe and ask.) Is there a working telephone in the home? If your telephone number changes, will you notify (within 48 hours) the parents of each child in care and the Department of the change?		90/50-8(7)
D9. ♦(Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere on the premises? If yes, was the home or structure built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? (N/A if home built after 1978)		90/50-4(1)
D10. (Observe.) Is the home ventilated by mechanical ventilation (a heating system), or windows that are open and have screens?		90/50-4(4)
D11. LICENSED ONLY. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit?		90-4(5)
D12. (Observe.) Is there adequate light for the safety of children and the type of activity?		90-4(6); 50-4(5)
D13. (Observe.) Does the home appear clean and sanitary, except for normal daily messes?		90/50-5(1)
D14. (Observe.) Is there evidence of insects, rodents, or other vermin in the home or the outdoor play area? Outdoor examples: beehives, wasps, yellow jacket or hornet nests, and red ant hills.		90/50-5(2)
D15. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? <u>Hazards under this rule include:</u>		90/50-5(3), 90/50-12(1)
<ul style="list-style-type: none"> • exposed accessible electrical wiring • accessible fiberglass insulation • wooden equipment and furnishings that have splinters and are used by children • cracks in equipment that could pinch a child's skin. 	<ul style="list-style-type: none"> • torn draperies or broken blinds in which a child could become entangled • leaking plumbing other than a leaking faucet • heat vents that are accessible to children and are missing covers 	
D16. LICENSED ONLY. (Observe.) Are there first aid supplies in the home including at least antiseptic, band-aids, and tweezers?		90-10(3)
Safety Hazards – assessed in areas accessible to children		
D17. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)?		90/50-12(2)
D18. (Observe.) Are the home and outdoor play area free of unstable heavy equipment a child could pull down on himself or herself?		90/50-12(3)
(Observe all.) Are the following items accessible to children indoors and out, including on garage shelves 36" high or lower, if the garage is accessible to children?		90/50-12(4)(a)
D19. ♦(Observe and ask.) Do you have any firearms or other weapons on your property? If yes: Are firearms loaded? Is ammunition kept separate from the firearm(s)? Please show me where all firearms are kept. (Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or combination lock, and kept separate from ammunition. Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, hunting knives, and nunchucks. Weapons must be inaccessible.)		
D20. (Observe.) Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?		90/50-12(4)(b)
D21. ♦(Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and will be used when children are in care?		90/50-12(4)(c)
D22. (Observe.) Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, gun powder; WD-40; super glue; liquid correction fluids, such as White Out; rubber cement; spray paint; gun solvent; water sealant; fertilizer with weed killer; iodine; model glue; corroded batteries; and rubbing alcohol.)		90/50-12(4)(d)
D23. (Observe.) Poisonous plants? Poisonous plants include: poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.		90/50-12(4)(e)
D24. (Observe.) Matches or cigarette lighters?		90/50-12(4)(f)
D25. (Observe.) Open flames?		90/50-12(4)(g)

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D26. (Observe.) Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes; cactus; and running fans if children's fingers could fit through the guard. Also, tacks or pins on the floor.)		90/50-12(4)(h)
D27. (Observe.) For age 4 and under, window blind or drapery cords and pacifier cords longer than 12"?		90/50-12(4)(i)
D28. (Observe.) For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?		90/50-12(4)(j)
D29. (Observe.) For under age 3 in care, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?		90/50-12(4)(k)
D30. (Observe.) Are toxic and hazardous chemicals stored in a labeled container?		90/50-12(5)
D31. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered, including outlets in accessible outdoor areas, bathroom counters, furniture a child sleeps on, and garages?		90/50-12(6)
Infection Control		
D32. ♦(Ask.) How will you ensure that children and providers wash their hands with soap and running water at the required times? (Before and after food preparation and eating/feeding times, after toileting and diapering, after contact w/body fluids, when coming in from outdoors, before administering medication, and before playing at water tables.)		90/50-16(1)(a)-(h) 90/50-16(2)(a)-(d)
D33. ♦(Ask.) Will your procedures for cleaning up blood, urine, feces, and vomit include the following precautions? <ul style="list-style-type: none"> • The person cleaning up the substance will wear waterproof gloves • The surface will be cleaned using a detergent solution • The surface will be rinsed with clean water • The surface will be sanitized • If disposable materials such as paper towels or other absorbent materials are used to clean up the body fluid, they will be disposed of in a leakproof plastic bag <ul style="list-style-type: none"> • If non-disposable materials, such as a cleaning cloth, mop, or re-usable rubber gloves are used to clean up the body fluid, they will be washed and sanitized before reuse • The person cleaning up the fluid will wash his or her hands after cleaning up the body fluid 		90-16(15); 50-16(13)
D34. (Observe.) Are washable toys visibly dirty? ♦(Ask.) Will you ensure that all washable toys and materials are cleaned and sanitized after each 5 days of use or more often if needed? (As needed for RC.)		90-16(8); 50-16(7)
D35. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are any of these items visibly dirty?		90-16(9); 50-16(8)
D36. ♦(Ask.) Will you use water play tables or tubs? If so, will you wash and sanitize them daily and will each child wash his or her hands prior to engaging in the activity?		90-16(10); 50-16(9)
D37. ♦(Ask.) Will you change each child's clothing promptly if the child has a toileting accident?		90-16(12); 50-16(11)
D38. ♦(Ask.) LICENSED ONLY. If a child's clothing becomes wet or soiled from any body fluid, will you ensure the clothing is washed and dried or the clothing is placed in a leakproof container that is labeled with the child's name and returned to the parent?		90-16(16)
D39. ♦(Ask.) Will you have a potty chair for the children to use? If so, will you clean and sanitize them after each use?		90-16(14); 50-16(12)
D40. ♦(Ask.) Will you separate any child with an infectious disease from other children in care in a safe, supervised location?		90-16(16); 50-16(14)
D41. ♦(Ask.) If any child becomes ill after arrival, will you inform the parent as soon as the illness is observed or suspected?		90-16(17); 50-16(15)
D42. ♦(Ask.) On the day it is discovered, will you inform the parents of every child in care when any person in the home or any child in care has an infectious disease or parasite?		90-16(18); 50-16(16)
D43. ♦(Ask.) Will you allow personal hygiene items such as toothbrushes and/or hair accessories? If yes, will you sanitize them before use by another child and store them so they do not touch each other?		90-16(7); 50-16(6)

INDOOR & OUTDOOR INSPECTION ITEMS		Rule
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Kitchen/ Meals & Snacks		
D44. ♦(Observe and Ask.) Do high chairs have T-safety straps or devices, and will they be used whenever a child is in the chair?		90/50-12(8)
D45. ♦(Ask.) Will children be offered a meal or snack at least once every three hours?		90/50-15(2)
D46. ♦(Ask.) Will each infant and toddler be allowed to eat on their own schedule? (N/A if applicant won't have infants or toddlers.)		90/50-24(13)
D47. ♦(Ask.) Will children's food be served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in the children's hands?		90/50-15(3)
D48. ♦(Ask.) Will food and drink brought in for an individual child's use be labeled with the child's name or another unique identifier and refrigerated if needed?		90/50-15(4)
D49. ♦(Ask.) Will you ever prop infant's bottles? (N/A if applicant won't have infants or toddlers.)		90/50-24(1)
D50. ♦(Ask.) Will you clean and sanitize high chair trays prior to each use? (N/A if applicant won't have infants or toddlers.)		90/50-24(2)
D51. ♦(Ask.) Will you cut solid foods for infants into pieces no larger than 1/4" in diameter and solid foods for toddlers into pieces no larger than 1/2" in diameter? (N/A if applicant won't have infants or toddlers.)		90/50-24(3)
When there is more than one infant or toddler: (N/A if applicant won't have infants or toddlers.)		90/50-24(4)
D52. ♦(Ask.) Will you ensure baby food, formula, and breast milk that is brought from home is labeled with the child's name or have another unique identifier?		
D53. (♦(Ask.) Will you ensure pacifiers and bottles are either labeled with the child's name or have another unique identifier, or else washed and sanitized after each individual use and before use by another child?		90/50-24(8)(a)-(b)
When baby food, formula, or breast milk is brought from home: (N/A if applicant won't have infants or toddlers.)		
D54. ♦(Ask.) Will you ensure it is refrigerated if needed?		90/50-24(5)(a)
D55. ♦(Ask.) Will you ensure it is discarded within 24 hours of preparation or opening?		90/50-24(5)(b)
D56. ♦(Ask.) Will you ensure formula, milk, and breast milk is discarded after each feeding or within 2 hours of initiating a feeding?		90/50-24(6)
D57. ♦(Ask.) Will you ensure heated bottles are shaken and tested for temperature before children are fed?		90/50-24(7)
Medications Medications do not include antiseptic cream or lotion, diaper cream, sunscreen, baby powder, teething gel or tablets, lotion, simethicone gas drops or pills, saline only drops or spray, or hydrocortisone cream unless any of these are prescription strength. Over-the-counter medications do include vitamins and herbal supplements, because these can be harmful if an overdose is taken.		
D58. ♦(Observe and ask.) Where will you keep prescription and over-the-counter medications, including vitamins and herbal supplements?		90-17(3); 50-17(2)
D59. ♦(Ask. If yes, observe.) Do you have any refrigerated medications? If yes, how will you store refrigerated medications?		90-17(3); 50-17(2)
D60. ♦(Ask.) LICENSED ONLY. Will someone trained in the administration of medications administer medications to children in care? (N/A if medications will not be administered to children in care.)		90-17(1)
D61. ♦(Ask.) Will the person administering medication do the following? (N/A if medications will not be administered to children in care.)		90-17(6); 50-17(5)
<ul style="list-style-type: none"> • wash his or her hands • if the parent supplies the medication, check the medication label to confirm the child's name • if the parent supplies the medication, compare the instructions on the parent release form with the directions on the prescription label or product package to ensure a child is not given a dosage larger than the 	<ul style="list-style-type: none"> • recommended by the health care provider or the manufacturer • if you supply the medication, check the product package to ensure a child is not given a dosage larger than that recommended by the manufacturer • administer the medication 	

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D62. ♦(Ask.) Will all over-the-counter and prescription medications be:	<ul style="list-style-type: none"> • labeled with the child's name if brought in by a parent (if not purchased by the provider for all children) • kept in the original or pharmacy container • have the original label • have child-safety caps? 	90-17(2)(a)-(d) 50-17(1)(a)-(d)
D63. ♦(Ask.) Will you ensure the medication that is not brought in by a parent for his or her child's use is not administered to any child without written parental consent?		90-17(5) 50-17(4)
Bathrooms		
D64. (Observe.) Is there a working toilet and handwashing sink accessible to non-diapered children?		90/50-4(2)
D65. (Observe.) Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)?		90/50-4(3)
D66. (Observe.) Is hot water accessible to children at or below 120 degrees?		90/50-12(7)
D67. (Observe.) Is soap available for children to wash their hands?		90/50-16(2)(a)-(d)
D68. LICENSED ONLY. (Observe.) Are single use towels or individually labeled cloth towels available to be used by children to dry hands after handwashing?		90-16(4)
D69. (Observe.) Is toilet paper accessible to children, and kept on a dispenser?		90-16(5); 50-16(4)
Napping		
D70. LICENSED ONLY. (Observe.) Where will children rest or sleep?		90-18(1)
D71. LICENSED ONLY. ♦(Ask.) Will scheduled nap times exceed two hours daily?		90-18(2)
D72. LICENSED ONLY. (Observe.) Is sleeping equipment in good repair?		90-18(3)(a)
D73. LICENSED ONLY. ♦(Ask.) Will sleeping equipment, sleeping bags, pillows, sheets and blankets be clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use?		90-18(3)(b)-(c)
D74. ♦(Ask.) Will sleeping equipment ever be placed where it blocks an exit?		90-18(5); 50-18(1)
D75. ♦(Ask.) Will sleeping infants in care be monitored in one of these ways: (N/A if applicant won't have infants.)	<ul style="list-style-type: none"> • with a Department approved sleep monitoring device • by placing sleeping infants within sight and hearing of a provider • by checking on sleeping infants at least once every 15 minutes? 	90/50-11(1)(c)
D76. (Observe.) Will infants in care sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Will you ensure that infants are not placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? (N/A if applicant won't have infants.)		90/50-24(10)
Cribs (N/A if there are no cribs or only porta-cribs.)		
D77. (Observe.) Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?		90/50-8(2)
D78. (Observe.) Do all cribs that will be used by children in care have tight fitting mattresses?		90/50-24(11)(a)
D79. (Observe.) Do all cribs that will be used by children in care have slats spaced no more than 2-3/8 inches apart?		90/50-24(11)(b)
D80. (Observe.) Do all cribs that will be used by children in care have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child who will be using the crib cannot sit up without assistance?		90/50-24(11)(c)
D81. (Observe.) Do any cribs that will be used by children in care have strings, cords, ropes, or other entanglement hazards strung across crib rails?		90/50-24(11)(d)
D82. ♦(Ask.) Will you ensure that infants are never placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if the applicant won't have infants.)		90/50-24(12)
D83. ♦(Ask.) Will each infant and toddler in care be allowed to follow his or her own pattern of sleeping?		90/50-24(13)

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Animals (N/A if no animals are ever allowed on the premises.)		
D84. ♦(Ask.) Will children in care ever be allowed to handle reptiles or amphibians?	90/50-22(6)	
D85. ♦(Observe and ask.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children?	90/50-22(2)(a)	
D86. ♦(Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior?	90/50-22(3)	
D87. ♦(Observe and ask.) Are animals and animal equipment ever in food preparation or eating areas during food preparation or eating times?	90/50-22(5)	
D88. ♦(Ask.) Who will clean the animals and their equipment? (Children in care may not do this.)	90/50-22(4)	
Diapering (N/A if children in care won't be diapered.)		
D89. ♦(Ask.) Will children be diapered in food preparation or eating areas?	90/50-23(1)	
D90. ♦(Ask.) Will children be diapered directly on the floor, or on any surface that is used for another purpose?	90/50-23(2)	
D91. ♦(Ask.) Will the diapering surface be smooth, waterproof, and kept in good repair?	90/50-23(3)	
D92. ♦(Ask.) Will children's diapers be changed promptly whenever wet or soiled, and checked at least once every two hours?	90-23(9); 50-23(7)	
D93. ♦(Ask.) Will the diapering surface be cleaned and sanitized after each diaper change or will a non-permeable disposable diapering surface that is thrown away after each diaper change be used?	90/50-23(4)	
D94. ♦(Ask.) What will you use to sanitize the diapering surface? If bleach water is used, how often will you mix new bleach water? (Bleach water is no longer potent enough to sanitize after 24 hours.)	90/50-23(4)	
D95. ♦(Ask.) Will providers' hands be washed after each diaper change?	90/50-23(5)	
D96. ♦(Ask.) Will soiled diapers be placed in a container with a plastic lining and a tight fitting lid or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children?	90/50-23(6)	
D97. LICENSED ONLY. ♦(Ask.) Will you place wet and soiled diapers into an indoor diaper container? If yes, how often will the container be cleaned and sanitized? (Must be daily.)	90-23(7)	
D98. LICENSED ONLY. ♦(Ask.) Will you use cloth diapers? If so, will they be rinsed at the home? (N/A if cloth diapers will not be used.)	90-23(8)(a)	
Infant and Toddler Care (N/A if applicant won't have infants or toddlers.)		
D99. (Observe.) Are there any infant walkers with wheels being used or accessible to any child in care?	90/50-24(14)	
D100. ♦(Observe and ask.) Will infants and toddlers have access to objects made of Styrofoam?	90/50-24(15)	
D101. ♦(Ask.) Will you respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)?	90/50-24(16)	
D102. ♦(Ask.) Will all awake infants and toddlers receive positive physical and verbal interaction with a provider at least once every 20 minutes?	90/50-24(17)	
D103. ♦(Ask.) Will any awake infant or toddler be confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)?	90/50-24(18)	
D104. ♦(Ask.) Will mobile infants and toddlers have freedom of movement in a safe area?	90/50-24(19)	
D105. (Observe.) Will safe toys be accessible to infants and toddlers to stimulate their healthy development, and will there be enough safe toys for each infant and toddler to be engaged in play?	90/50-24(20)	
D106. ♦(Ask.) Will all toys used by infants and toddlers be cleaned and sanitized at least weekly and after being put in a child's mouth before use by another child and after being contaminated by any body fluid?	90/50-24(21)	

OUTDOOR INSPECTION ITEMS		Rule
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General Outdoor Environment		
D107. ♦(Ask.) Is there an outdoor play area and is it safely accessible to children?		90/50-6(1)
D108. (Observe.) If required by rule, is there a 4' fence or wall, or a solid natural barrier at least 4' high? <u>A 4' fence or natural barrier is required around the outdoor play area if:</u> <ul style="list-style-type: none"> • the home is located on or within half a mile of a street with a speed limit higher than 25 miles per hour • the home is located on or within half a mile of a street with more than two lanes of traffic <u>A 4' fence or natural barrier is required to separate the following hazards from children:</u> <ul style="list-style-type: none"> • livestock on the property or within 50 yards of the property line 	90/50-6(3)-(4)	
	<ul style="list-style-type: none"> • water hazards, such as a swimming pool, pond, ditch, lake, reservoir, river, stream, creek, or animal watering trough, on the property or within 100 yards of the property • dangerous machinery, such as farm equipment, on the property or within 50 yards of the property • a drop-off of more than five feet on the property of within 50 yards of the property line • barbed wire within 30 feet of the children's play area 	
D109. (Observe or measure.) Are there any gaps greater than 5" x 5" in the fence or barrier or between the fence and the ground?		90/50-6(7)
D110. ♦(Ask.) How will you ensure the outdoor area is free of animal excrement (except isolated bird droppings) when in use by children?		90/50-6(6)
D111. ♦(Ask if not observed.) Does the outdoor play area have a shaded area to protect children from excessive sun and heat?		90/50-6(8)
D112. ♦(Ask.) Will drinking water be available to children who are outside whenever the outside temperature is 75 degrees or higher?		90/50-6(9)
Outdoor Safety Hazards		
D113. ♦(Observe, and ask about what will happen in bad weather.) Will entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards?		90/50-5(4)
D114. (Observe.) Is the outdoor play equipment maintained to protect children's safety? For example: no equipment in danger of falling due to missing, broken, or worn out components, insecure or missing hardware, or rusted metal; no splintery wood; equipment is stable; cushioning is free of animal excrement.		90-6(16); 50-6(15)
D115. (Observe.) Is the outdoor play area and equipment free of harmful plants, objects, or substances, and standing water? <u>Harmful objects include:</u> <ul style="list-style-type: none"> • Raised decks or balconies 5' or higher, or open basement stairwells, without a 36" protective barrier that has no gaps > 5 inches • Unanchored heavy equipment a child could climb on and/or pull over on themselves, including an unanchored swing set • Rotting garbage not in a container with a lid • Asbestos or accessible fiberglass insulation • Empty refrigerators or freezers a child could accidentally get shut inside of • Welding torches • Motor vehicles up on blocks and car batteries 	<ul style="list-style-type: none"> • Fence post stirrups • Exposed live electrical wire • Dead animals • Filled milk or slop buckets • Unattended running vehicles or farm equipment. • Standing ladders • Unstably stacked wood piles or bales of hay or straw. • Rebar / metal rods less than 48" sticking up from the ground • Any rope, cord, wire or chain that is hanging from a piece of playground equipment 	90/50-6(5) 90/50-6(13)
Standing water does not include temporary puddles due to rainfall or sprinklers.		

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Outdoor Play Equipment (N/A if there is no outdoor play equipment.)		
D116. (Observe.) Is outdoor stationary play equipment that will be used by any child in care located over a hard surface such as cement, asphalt, or packed dirt?	90/50-6(10)	
D117. LICENSED ONLY. (Observe.) Does outdoor stationary play equipment that will be used by any child in care have a 3 foot use zone that is not a hard surface such as cement, asphalt, or packed dirt?	90/50-6(10)	
D118. ♦(Ask.) How will you ensure that any child in care is using the outdoor play equipment safely and in the manner intended by the manufacturer? Unsafe use includes activities such as: walking or climbing up a slide, going down a slide head first, walking across the top of a swing set, climbing up the outside of covered slides, playing on the roof of a composite structure, and swinging while standing.	90/50-6(11)	
(Observe all.) LICENSED ONLY. Do any of the following hazards exist on or within the use zone of, or adjacent to the use zone of any piece of stationary play equipment? RESIDENTIAL CERTIFICATE. Do any of the following hazards exist on any piece of stationary play equipment?	90/50-6(12)	
D119. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33")		
D120. Strangulation hazards? This includes hanging ropes, cords, twine, wires, or chains longer than 12" that can make a loop 5" in diameter, except if they have swings attached at the bottom of them. This does not include strangulation hazards (except ropes, cords, or chains) on the bottom surface of platforms over 48" high.	90/50-6(13)	
D121. Crush, shearing, or sharp edge hazards?	90/50-6(14)	
D122. LICENSED ONLY. (Observe.) Tripping hazards?	90-6(15)	
Wading & Swimming Pools (N/A if there are no swimming pools and wading pools will not be used.)		
D123. ♦(Ask.) Will there always be a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)?	90/50-12(9)(a) 90/50-12(10)(a)	
D124. ♦(Ask.) Will diapered children always wear swim diapers and rubber pants while in the pool?	90/50-12(9)(b) 90/50-12(10)(b)	
D125. ♦(Ask.) Will wading pools be emptied and sanitized after each use?	90/50-12(9)(c)	
D126. ♦(Ask.) Will you obtain parental permission before children use pools?	90/50-12(9)(d)	
If there is a swimming pool on the premises that is not emptied after each use: (N/A if there is not one.)	90/50-12(10)(c)	
D127. ♦(Observe and ask.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked with a key or combination lock whenever the pool is not in use, or covered by a properly working ASTM approved safety cover?		
D128. (Observe.) Does the pool appear to be maintained in a safe manner?	90/50-12(10)(d)	
D129. ♦(Ask.) If the pool is over 6 feet deep and when it is in use, will there be a Red Cross or equivalent certified lifeguard on duty?	90/50-12(10)(f)	
Hot Tubs (N/A if there are no hot tubs on the premises.)		
D130. (Observe and ask.) If there is a hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked?	90/50-12(11)(a)-(b)	

OUTDOOR INSPECTION ITEMS		Rule
✓ = Compliance, O = Noncompliance, N/A = Not Applicable		
Trampolines (N/A if there are no trampolines that will be accessible to children in care.)		
D131. ♦(Ask.) Will a provider always be at the trampoline supervising its use whenever any child in care is on the trampoline?	90/50-12(12)(a)	
D132. ♦(Ask.) Will only one person at a time use the trampoline?	90/50-12(12)(b)	
D133. ♦(Ask.) Will children in care be allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)	
D134. (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)	
D135. (Observe.) Is the trampoline at least 6 feet (or 3 feet if there is a properly installed net) away from any structure, playground equipment, trees, and fences?	90/50-12(12)(e)	
D136. (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)	
D137. ♦(Ask.) Will children be allowed to play under the trampoline when it is in use?	90/50-12(12)(g)	
D138. ♦(Observe and ask.) Is the trampoline placed over 6 inches of protective cushioning, in a 6 foot use zone or a 3 foot use zone if there is a net properly installed? If less than 6 inches of protective cushioning, is it ASTM F1292?	90/50-12(12)(i)	
Transportation. (N/A if children will not be transported.)		
If the applicant will transport children, does every vehicle used for transporting children meet the following:	90/50-21(1)(a)	
D139. (Observe.) Is the vehicle enclosed (has a roof)?		
D140. (Observe.) Is the vehicle equipped with individual, size appropriate seat belts or car seats, properly installed and in working order, for each child who is transported?	90/50-21(1)(b)	
D141. (Observe.) Does the vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.) Is the vehicle maintained in a safe condition (No broken windows, no sharp edges or points where children sit.)?	90/50-21(1)(c)	
D142. ♦(Ask.) How will you ensure the temperature in vehicles is between 60-90 degrees when children are being transported?	90/50-21(1)(e)	
Will the person who transports the children:	90-21(3)(a); 50-21(2)(a)	
D143. ♦(Ask.) Have and carry with them a current valid Utah driver's license?		
D144. ♦(Ask.) Take with them the admission forms (or a copy) for each child they will be transporting? (Only emergency contact information for RC.)	90-21(3)(b); 50-21(2)(b)	
D145. ♦(Ask.) Ensure children are always seated and restrained with seat belts or in car seats when being transported?	90-21(3)(c) & (e) 50-21(2)(c) & (e)	
D146. ♦(Ask.) Ensure children are never left unattended in the vehicle?	90-21(3)(d); 50-21(2)(d)	
D147. ♦(Ask.) Ensure the keys are never left in the ignition when the driver is not in the driver's seat?	90-21(3)(f); 50-21(2)(f)	
D148. ♦(Ask.) Ensure the vehicle is always locked during transport?	90-21(3)(g); 50-21(2)(g)	
D149. LICENSED ONLY. ♦(Ask.) Will at least one adult in each vehicle transporting children have current first aid and CPR certification?	90-21(2)	

ADDITIONAL INTERVIEW QUESTIONS		Rule
✓ = Compliance, O = Noncompliance, N/A = Not Applicable		
Personnel & Administration		
D150. Are you and all substitutes and all caregivers at least 18 years of age?		90/50-7(1)
D151. LICENSED ONLY. Will you use 16 or 17 year old assistant caregivers? If yes, will they always work under the immediate supervision of a caregiver who is at least 18 years old? Will assistant caregivers ever be left at the home or at any offsite activity alone with the children?		90-7(2)
D152. How will you supervise the children when you are inside the house? Will you use more than one level of your home for child care? If yes, how will you supervise children when they are on a different level?		90-11(1)(a)
D153. How will you supervise when children are outside? What will you do when a child is sleeping during outdoor play time?		90/50-11(1)(b)
D154. Will you be present at the home at least 50% of the time when any child is in care?		90/50-8(6)
D155. Are you aware of any providers or anyone age 12 or older living in the home having been arrested, charged, or convicted of a felony or misdemeanor?		6-4(9)
D156. Are you aware of any providers or anyone age 12 or older living in the home having been investigated with a supported finding of abuse by the Department of Human Services?		6-6(4)
D157. Will parents have access to those areas of the home and outdoor area that are used for child care any time that their child is in care?		90/50-13(2)
D158. Will you ensure information in any child's file is not released without written parental permission?		90/50-9(5)
D159. Will a daily attendance record be maintained?		90/50-13(3)
D160. What is your procedure if an unknown person comes to pick up a child?		90/50-13(4)
D161. How will you ensure alcohol, illegal substances, and sexually explicit materials are not used on the premises or in vehicles used to transport children, while children are in care? How will you ensure that tobacco is not used within 25 feet of any entrance or area where a child in care plays?		90/50-14(3), 90/50-14(4)
D162. What will you do, and train staff to do, if you suspect a child has been abused or neglected?		90-8(11)(a); 90/50-14(2) 50-8(9)(a)
D163. How will you discipline children who misbehave?		90-8(11)(a); 90-19(4)(a)- (f); 50-8(9)(a); 50-19(3)
Accidents, Injuries, Incidents		
D164. How and when will you notify parents of children's accidents and injuries?		90-13(5)-(6); 50-13(5)
D165. What will you do in the case of a life threatening injury to a child?		90-13(7); 50-13(6)
D166. What will you do if a child is injured and the injury appears serious but not life threatening?		90-13(8); 50-13(7)
D167. Will you notify the Department within 24 hours and send a written report within 5 days if there is ever a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider?		90-8(8); 50-8(7)
Emergencies & Disasters		
RESIDENTIAL CERTIFICATE ONLY.		
Please explain your emergency plan for the following:		
D168. Procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider.		50-10(3)(a)
D169. Procedures for responding to fire, earthquake, flood, power failure, and water failure.		50-10(3)(b)
D170. The location of and procedure for emergency shut off of gas, electricity, and water.		50-10(3)(c)
D171. Procedures to be followed if a child is missing.		50-10(3)(d)
D172. The name and phone number of a substitute to be called in the event you must leave the home for any reason.		50-10(3)(e)

ADDITIONAL INTERVIEW QUESTIONS		
✓ = Compliance, O = Noncompliance, N/A = Not Applicable		
	Rule	
D173. How often will you conduct fire drills?	90-10(8); 50-10(5)	
D174. How often will you conduct disaster drills?	90-10(10); 50-10(6)	
D175. Will you vary the days and times on which fire and other disaster drills are held?	90-10(12); 50-(10)(7)	
D176. How will you ensure your emergency and disaster plan is followed in the event of an emergency?	90-10(5); 50-10(4)	
D177. LICENSED ONLY. Will you update your emergency and disaster plan at least annually and note the date on the plan?	90-10(6)	
D178. LICENSED ONLY. Will you ensure your emergency and disaster plan is available for immediate review by parents and the Department?	90-10(7)	
Polices and Procedures		
D179. LICENSED ONLY. How will you ensure your written policies and procedures are available for review during business hours by parents and the Department?	90-8(10)	
Off-Site Activities (N/A if applicant will not take children on off-site activities.)		
D180. Will you get parental permission before taking children on off-site activities?	90/50-20(3)(a)	
D181. Will you accompany the children and take a copy of each child's admission form?	90/50-20(3)(b)	
D182. Will you maintain required applicant to child ratios and direct supervision during the activity?	90/50-20(3)	
D183. Will at least one applicant present have current approved first aid and CPR certification?	90/50-20(3)(d)	
D184. Will you ensure each applicant, volunteer, and child has a way to wash his or her hands?	90/50-20(3)(e)	
D185. Will you have off-site swimming activities? If yes, will you remain with the children and not count lifeguards and pool personnel in the applicant to child ratio?	90/50-20(4)	
Staff Supervision and Training		
D186. How will you train and supervise staff and/or substitutes to ensure children are not subjected to emotional, physical, or sexual abuse while in care?	90-8(11)(c); 50-8(9)(c)	
D187. What will you train staff and/or substitutes to do when a child misbehaves?	90-8(11)(a); 50-8(9)(a)	
D188. How will you ensure they comply with this training?	90-8(11)(a); 50-8(9)(a)	

RECORDS INSPECTION ITEMS		Rule
✓ = Compliance, O = Noncompliance, N/A = Not Applicable		
Personnel Records		
D189. (Review.) Does the applicant have documentation of first aid and CPR certification for himself/herself and all substitutes who will work an average of 10 hours a week or more (as averaged over a 3 month period)?		90/50-9(3)(d) & 90/50-(10)(2)
D190. LICENSED ONLY. (Review.) Does the applicant have documentation of current first aid and CPR training for adults who will transport children in care? (N/A if applicant will not transport children.)		90-21(2)
D191. (Review.) Does the applicant have documentation of a current valid Utah Driver's license for adults who will transport children in care? (N/A if applicant will not transport children.)		90-21(3)(a); 50-21(2)(a)
D192. (Review.) If using a pool over 6 feet deep, does the applicant have documentation of Red Cross lifeguard certification? (N/A if there is no pool over 6 feet deep on premises.)		90/50-12(10)(f)
D193. (Review.) Does the applicant have a form to document orientation training that includes at least the following information: <ul style="list-style-type: none"> • LICENSED ONLY. Specific job responsibilities • LICENSED ONLY. Written policies and procedures • Emergency and disaster plan • Current licensing/RC rules found in Sections 11 through 24 • LICENSED ONLY. Introduction and orientation to children in care • Review of information in the health assessment for each child in care • Procedure for releasing children to authorized individuals only 	<ul style="list-style-type: none"> • Proper clean up of body fluids • Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation • Obtaining assistance in emergencies • If there will be infants or toddlers in care: <ul style="list-style-type: none"> • Preventing shaken baby syndrome and coping with crying babies • Preventing sudden infant death syndrome 	90-7(8); 50-7(5)
D194. (Review.) Does the applicant have a form to document annual training for himself/herself and does that form contain a place to record the name of the training organization, the date, the training topic, and the total hours or minutes of the training? This includes second or assistant caregivers who are included in ratios regardless of the number of hours worked. Does the form also contain a place to record training in the following topics: <ul style="list-style-type: none"> • A review of all current child care licensing/RC rules found in Sections 11 through 24 • LICENSED ONLY. A review of written policies and procedures and emergency and disaster plan, including any updates • Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation 	<ul style="list-style-type: none"> • Principles of child growth and development, including development of the brain • Positive guidance • If there will be infants and toddlers in care: <ul style="list-style-type: none"> • Preventing shaken baby syndrome and coping with crying babies • Preventing sudden infant death syndrome 	90-7(9); 50-7(6)

RECORDS INSPECTION ITEMS		Rule
✓ = Compliance, O = Noncompliance, N/A = Not Applicable		
Children's Records		
D195. ♦(Ask.) Will the applicant have current immunization records or documentation of a legally valid exemption for each enrolled child?		90/50-9(2)(b)
D196. (Review.) Does the applicant's child's admission form contain a place to record the following information? <ul style="list-style-type: none"> • Child's name; child's date of birth; date of enrollment • Parent's name, address, and phone number • Names of people authorized to pick up the child • Name, address, and phone number of an emergency contact person • Child health information (including allergies, food sensitivities (for Licensed Only), acute and chronic medical conditions, instructions for special or non-routine daily health care, current medications, and any other special health instructions for the provider) • Current and signed emergency medical treatment and transportation releases 	90/50-9(2)(a) & 90/50-14(7)	
D197. ♦(Ask.) Will the applicant ensure that parents review, update, and sign or initial the child's health information at least annually?		90/50-14(9)
D198. (Review.) If offering transportation services, does the applicant have a form or a place on a form for parental permission? (N/A if applicant will not transport children.)		90/50-9(2)(c)
D199. (Review.) If allowing use of a trampoline, does the applicant have the Department approved permission form? (N/A if there is no trampoline on the premises.)		90/50-12(12)(h)
D200. (Review.) If allowing children to participate in supervised out-of-home activities, does the applicant have a form or a place on a form to obtain parental permission for those activities? (N/A if applicant will not allow children to participate in supervised out-of-home activities.)		90/50-11(3)
D201. LICENSED ONLY. (Review.) Does the applicant have a form to document serious incident, accident, and injury reports?		90-9(2)(e), 90-14(5)
D202. LICENCED ONLY. ♦(Ask.) Will the applicant keep a six week record of serious incident, accident, and injury reports?		90-9(2)(e), 90-14(5)
Medication Permission/Administration Form (N/A if medications will not be administered to children in care.)		
D203. (Review.) Does the applicant's medication permission form contain a place to record the following information? <ul style="list-style-type: none"> • Instructions to be completed by the parent • The name of the child • The name of the medication • The disease or condition being treated • Written instructions for administration including the dosage, method of administration, times and dates to be administered • The parent's signature and the date signed 		90-17(4)(a)-(d) 50-17(3)(a)-(d)
D204. (Review.) Does the applicant's medication administration form contain a place to record the following information? <ul style="list-style-type: none"> • The date, time, and dosage of the medication given • The signature or initials of the person who administered the medication • Any errors in the administration or adverse reactions 		90-17(6)(f) 50-17(5)(f)
D205. ♦(Ask.) Will the applicant keep on-site at least a six week record of medication permission forms and a six week record of medications actually administered?		90/50-9(2)

RECORDS INSPECTION ITEMS		Rule
✓ = Compliance, O = Noncompliance, N/A = Not Applicable		
General Records		
D206. LICENSED ONLY. (Review.) Does the fire drill log have a place to record the following information: <ul style="list-style-type: none"> • The date and time of the drill • The number of children participating • The name of the person supervising the drill • The total time to complete the evacuation • Any problems encountered 	90-10(9)(a)-(d)	
D207. LICENSED ONLY. (Review.) Does the disaster drill log have a place to record the following information: <ul style="list-style-type: none"> • The type of disaster • The date and time of the drill • The number of children participating • The total time to complete the evacuation • Any problems encountered 	90-10(11)(a)-(e)	
D208. Review.) Does the applicant have current animal vaccination records? (N/A if there are no animals on the premises.)	90/50-9(1)(b) & 90-22(2)(b); 50-22(1)(a)	
D209. (Review.) Does the applicant have forms to document children's attendance and will keep them for at least 6 weeks?	90/50-13(3)	
D210. LICENSED ONLY. ♦(Ask.) If not participating in the Food Program, will the applicant keep a one week record of food served?	90-15(1)(b)-(c)	

AFTER THE INSPECTION	
▶ Review the inspection and complaint process.	▶ If not already submitted, review and sign Affidavits of Lawful Presence in the United States forms and bring the form and copies of required documents back to the regional office.
▶ Explain the difference between Technical Assistance and Cited Findings.	

Maximum Capacities

Applicant's Name _____ **Date** _____
Number of Applicant's Children Ages 4 through 12 _____

Indoor Maximum Capacity

To determine the maximum capacity, first calculate the square footage of all rooms/areas of the home that the applicant identifies as those that will be used for child care. To do this, first divide each room and/or area into squares and/or rectangles sections. Then measure the length and width of each square and/or rectangle. When taking these measurements, use a tape measure and stretch it across the floor.

Use the following conversions when recording measurements:

- | | | |
|--------------------------|--------------------------|---------------------------|
| 1 inch equals .083 feet | 5 inches equal .416 feet | 9 inches equal .750 feet |
| 2 inches equal .166 feet | 6 inches equal .500 feet | 10 inches equal .833 feet |
| 3 inches equal .250 feet | 7 inches equal .583 feet | 11 inches equal .916 feet |
| 4 inches equal .333 feet | 8 inches equal .666 feet | |

Then, for each square and/or rectangle section, multiply the length times the width and add those numbers together. This is the square footage for that room/area. Add together the square footage of each room/area and divide by 35. (Carry each calculation out to three decimal points.) Do not round up to the next number.

You only need to measure until you determine there is enough square footage for the requested capacity plus the number of household members ages 4 through 12. If the calculated capacity of the rooms/areas designated for child care is less than the capacity requested by the applicant plus the number of household members ages 4 through 12, calculate the capacity of rooms/areas not designated for child care but used by the applicant's related children under age four and add those capacities to the capacities of the areas/ rooms designated for child care.

If there is enough square footage for the requested capacity plus the number of household members ages 4 through 12, there is enough square footage for the requested capacity. The requested capacity is the maximum capacity of the license/certificate.

If there is not enough square footage for the requested capacity plus the number of household members ages 4 through 12, reduce the requested capacity accordingly. The reduced number is the maximum capacity of the license/certificate.

Room/Area	Measurements	Square Footage
TOTAL INDOOR SQUARE FOOTAGE: _____		INDOOR MAXIMUM CAPACITY: _____

Outdoor Maximum Capacity

Use the same procedure for the indoor capacity, but divide by 40 instead of 35. You only need to measure until you determine there is enough square footage for the requested capacity.

Measurements of Outdoor Play Area _____

OUTDOOR MAXIMUM CAPACITY _____ This is less than the indoor maximum capacity.

Use the back of this page if more space is needed.