



Bureau of Child Development, Child Care Licensing
Change of Category (RC to License) Inspection Checklist F

Facility ID #: _____

Phone #: _____

| | |
|---------------------------------|---|
| Applicant Name: _____ | Inspection Date: ____/____/____ |
| Address: _____ | Start Time: ____ AM / PM End Time: ____ AM / PM |
| Approved Capacity: _____ | Licensing Specialist (s): _____ |

Notes:

INTRODUCTORY ITEMS

| | | | |
|--|---|--|--|
| | Introduce any unknown staff to the applicant. | | 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 is given. |
| | Give the applicant a brief explanation of the inspection process. | | 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. |

INDOOR & OUTDOOR INSPECTION ITEMS
 = Compliance, O = Noncompliance, N/A = Not Applicable

| | | Rule |
|----------------------------|---|-------------|
| Posted Items | | |
| F1. | (Ask.) Will you be on the Food Program? If not, what menu will you use? | 90-15(1)(b) |
| General Environment | | |
| F2. | (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit? | 90-4(5) |
| F3. | (Observe.) Are there first aid supplies in the home including at least antiseptic, band-aids, and tweezers? | 90-10(3) |
| Infection Control | | |
| F4. | (Ask.) 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) |
| Medications | | |
| F5. | (Ask.) 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) |

| INDOOR & OUTDOOR INSPECTION ITEMS | | Rule |
|--|--|-----------------|
| = Compliance, O = Noncompliance, N/A = Not Applicable | | |
| Bathrooms | | |
| F6. (Observe.) Are single use towels or individually labeled cloth towels available to be used by children to dry hands after handwashing? | | 90-16(4) |
| Napping | | |
| F7. (Observe.) Where will children rest or sleep? | | 90-18(1) |
| F8. (Ask.) Will scheduled nap times exceed two hours daily? | | 90-18(2) |
| F9. (Observe.) Is sleeping equipment in good repair? | | 90-18(3)(a) |
| F10. (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) |
| Diapering (N/A if applicant won't diaper children) | | |
| F11. (Ask.) Will you place wet and soiled diapers into an indoor diaper container? If so, how often will the container be cleaned and sanitized? (Must be daily.) | | 90-23(7) |
| F12. (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) |

| OUTDOOR INSPECTION ITEMS | | Rule |
|--|--|-------------|
| = Compliance, O = Noncompliance, N/A = Not Applicable | | |
| Outdoor Play Equipment (N/A if there is no outdoor play equipment) | | |
| F13.(Observe.) Does outdoor stationary play equipment that will be used by any child in care have a 3 foot use zone? | | 90-6(10) |
| (Observe all.) Do any of the following hazards exist on or <u>within the use zone of</u> , or adjacent to the use zone of any piece of stationary play equipment? F14. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33") | | 90-6(12) |
| F15. 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. | | 90-6(13) |
| F16. Crush, shearing, or sharp edge hazards? | | 90-6(14) |
| F17.(Observe.) Tripping hazards? | | 90-6(15) |
| Transportation. (N/A if children are not transported.) | | |
| F18. (Ask.) Will at least one adult in each vehicle transporting children have current first aid and CPR certification? | | 90-21(2) |

| ADDITIONAL INTERVIEW QUESTIONS = Compliance, O = Noncompliance, N/A = Not Applicable | | Rule |
|---|----------|------|
| Personnel & Administration | | |
| F19. 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) | |
| Emergencies & Disasters | | |
| F20. Will you update your emergency and disaster plan at least annually and note the date on the plan? | 90-10(6) | |
| F21. Will you ensure your emergency and disaster plan is available for immediate review by parents and the Department? | 90-10(7) | |
| Policies and Procedures | | |
| F22. How will you ensure your written policies and procedures are available for review during business hours by parents and the Department? | 90-8(10) | |

| RECORDS INSPECTION ITEMS = Compliance, O = Noncompliance, N/A = Not Applicable | | Rule |
|---|------------------|------|
| General Records | | |
| F23. (Review.) Does the fire drill log have a place to record the following information: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>The date and time of the drill</p> <p>The number of children participating</p> <p>The name of the person supervising the drill</p> </div> <div style="width: 45%;"> <p>The total time to complete the evacuation</p> <p>Any problems encountered</p> </div> </div> | 90-10(9)(a)-(d) | |
| F24. (Review.) Does the disaster drill log have a place to record the following information: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>The type of disaster</p> <p>The date and time of the drill</p> <p>The number of children participating</p> </div> <div style="width: 45%;"> <p>The total time to complete the evacuation</p> <p>Any problems encountered</p> </div> </div> | 90-10(11)(a)-(e) | |
| F25. (Ask.) If not participating in the Food Program, will you keep a one week record of food served? | 90-15(1)(b)-(c) | |
| Personnel Records | | |
| F26. (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) | |
| F27. (Review.) Does the applicant have a form to document orientation training that includes at least the following information: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Specific job responsibilities</p> <p>Written policies and procedures</p> <p>Emergency and disaster plan</p> <p>Current licensing rules found in Sections 11 through 24</p> <p>Introduction and orientation to children in care</p> <p>Review of information in the health assessment for each child in care</p> <p>Procedure for releasing children to authorized individuals only</p> </div> <div style="width: 45%;"> <p>Proper clean up of body fluids</p> <p>Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</p> <p>Obtaining assistance in emergencies</p> <p>If there will be infants or toddlers in care: Preventing shaken baby syndrome and coping with crying babies Preventing sudden infant death syndrome</p> </div> </div> | 90-7(8) | |

| RECORD INSPECTION ITEMS | | Rule |
|---|----------------------|-------------|
| = Compliance, O = Noncompliance, N/A = Not Applicable | | |
| <p>F28. (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:</p> <p style="margin-left: 40px;">A review of all current child care licensing rules found in Sections 11 through 24</p> <p style="margin-left: 40px;">A review of written policies and procedures and emergency and disaster plan, including any updates</p> <p style="margin-left: 40px;">Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</p> <p style="margin-left: 40px;">Principles of child growth and development, including development of the brain</p> <p style="margin-left: 40px;">Positive guidance</p> <p style="margin-left: 40px;">If there will be infants and toddlers in care:</p> <p style="margin-left: 80px;">Preventing shaken baby syndrome and coping with crying babies</p> <p style="margin-left: 80px;">Preventing sudden infant death syndrome</p> | 90-7(9) | |
| Children's Records | | |
| F29. (Review.) Does the applicant have a form to document serious incident, accident, and injury reports? | 90-9(2)(e), 90-14(5) | |
| F30. (Ask.) Will you keep a six week record of serious incident, accident, and injury reports? | 90-9(2)(e), 90-14(5) | |

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.