

Pre-License / Certificate Inspection

childcarelicensing.utah.gov

Applicant / Provider Name	Telephone #	
Address	Telephone #	
Email Address		
Approved Capacity	Family License	Residential Certificate
Notes:		
FOR CHILD CARE LICENSING USE ONLY: Licensors – please review all these items in the database and record any notes or information as needed.		
Notes	Background Screenings	
DAS	Other (Sticky Notes)	
Is Affidavit Required?	YES NO	Has Affidavit been received? YES NO
Introductory Items		
Introduce any unknown Bureau staff to the Applicant.		
Give the Applicant a brief explanation of the inspection process including assessing vehicle if used for transportation.		
Ask the Applicant(s) if they want you to tell them about all noncompliance areas as you conduct the walk-through or wait until the end of the inspection. Explain that <i>no findings</i> will be issued during this inspection, but any noncompliance items will need to be corrected and verified before any license/certificate is issued. Explain that all areas of the facility must be accessible to licensors to look for children and illegal items.		
YES NO	♦ Ask. Is the home subdivided, are parts of the home rented, or is the outdoor area shared? <i>If yes:</i> review the signed lease agreement and verify that there is a separate mailing address, a separate entrance, no shared access in play area, and that there are no connecting interior doorways. If any of these requirements are not met, explain what areas of the home will be inspected and check to make sure required background screening forms have been submitted for all required individuals.	
After The Inspection		
Review the inspection types and complaint process and explain the difference between <i>Technical Assistance</i> and <i>Cited Findings</i> .		
If not already submitted, review and sign <i>Affidavits of Lawful Presence in the United States</i> forms and ask applicant to bring the signed Affidavit and copies of required documents to the regional office. (Licensors can take pictures of documents and email to office specialist if necessary)		
Sex Offender Registry Reviewed: Review the photos from the Sex Offender Registry with applicant to confirm that individuals on registry will not have access to children in care.		

TYPE OF INSPECTION	DATE	START TIME	AM / PM	END TIME	AM / PM	LICENSOR(S)

SIGNATURES		
# Of Items Found Out Of Compliance During Inspection:	Name Of Applicant Informed Of This Inspection:	Applicant Signature:
<i>We will email you this inspection report after the inspection is completed. All noncompliance items will need to be corrected and verified with a follow-up inspection before a license/certificate is issued.</i>		

INSPECTION INTERVIEW QUESTIONS		RULE #			
		C	NC	NA	
Personnel and Administration					
1. Will you and all your caregivers and substitutes be at least 18 years of age?	90/50-7(1)				
2. LICENSED ONLY. Will you employ any 16 or 17 year old assistant caregivers? <i>If yes:</i> Will they always work under the immediate supervision of a caregiver who is at least 18 years old? Will assistant caregivers ever be left alone with the children at the home or at any off site activity?	90-7(2)				
3. 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? <i>If yes:</i> How will you supervise children when they are on a different level?	90/50-11(1)(a)				
4. How will you supervise the children when they are outside the house? What will you do when a child is sleeping during outdoor play time?	90/50-11(1)(b)				
5. Will you be present at the home at least 50% of the time when any child is in care?	90/50-8(6)				
6. How and when will you notify parents of children's accidents and injuries?	90-13(5)-(6) 50-13(5)				
7. What will you do in the case of a life threatening injury to a child?	90-13(7); 50-13(6) 50-10(3)(a)				
8. What will you do if a child is injured and the injury appears serious but not life threatening?	90-13(8); 50-13(7) 50-10(3)(a)				
9. Will you notify the Child Care Licensing Program within 24 hours and send a written report within 5 working 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? (Using the licensing portal to report injuries and accidents will comply with both licensing rules.)	90/50-8(8)				
10. Are you aware of any caregivers or anyone age 12 or older living in your home having been arrested, charged, or convicted of a felony or misdemeanor?	6-4(9)				
11. Are you aware of any caregivers or anyone age 12 or older living in your home having been investigated with a supported finding of abuse by the Department of Human Services?	6-6(4)				
12. Are you aware of any caregivers or anyone living in your home having been placed on the Sex Offender Registry?	6-3(2)				
13. While children are in your care, will the children's parents have access to those areas of your home and the outdoor play area that will be used for child care?	90/50-13(2)				
14. Will you ensure information in any child's file is not released without written parental permission?	90/50-9(5)				
15. Will you use a daily attendance record?	90/50-13(3)				
16. What will your procedure be if an unknown person comes to pick up a child in your care?	90/50-13(4)				
17. What will you do to keep alcohol, illegal substances, and sexually explicit materials off your premises and out of 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)				
18. 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)				
19. How will you discipline children who misbehave?	90-8(11)(c) 50-8(9)(c) 90-19(4)(a)-(f) 50-19(3)(a)-(f)				
20. Will you ever allow children in your care to use a wading or swimming pool? <i>If yes:</i> Will you get parental permission before allowing each child to use the pool?	90/50-12(9)(d) 90/50-12(10)(g)				
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE – THIS PAGE			

INSPECTION INTERVIEW QUESTIONS		RULE #		
		C	NC	NA
Meals and Snacks				
21. Do high chairs have T-safety straps or devices, and will those devices be used whenever a child is in the chair?	90/50-12(8)			
22. Will children be offered a meal or snack at least once every three hours?	90/50-15(2)			
23. 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)			
24. Will food and drink brought in for an individual child's use be labeled with the child's name or have another unique identifier and be refrigerated if needed?	90/50-15(4)			
When there is more than one infant or toddler: (N/A if applicant won't have infants or toddlers.)				
25. Will each infant and toddler be allowed to eat on their own schedule?	90/50-24(13)			
26. Will you ever prop infant's bottles?	90/50-24(1)			
27. Will you clean and sanitize high chair trays prior to each use?	90/50-24(2)			
28. 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?	90/50-24(3)			
29. Will you ensure baby food, formula, and breast milk that is brought from home is labeled with the child's name or has another unique identifier?	90/50-24(4)			
30. Will you ensure pacifiers and bottles are 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.)				
31. Will you ensure it is refrigerated if needed?	90/50-24(5)(a)			
32. Will you ensure it is discarded within 24 hours of preparation or opening?	90/50-24(5)(b)			
33. 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)			
34. Will you ensure heated bottles are shaken and tested for temperature before children are fed?	90/50-24(7)			
Napping				
35. LICENSED ONLY. Will children have a daily opportunity for rest or sleep in a quiet area?	90-18(1)			
36. LICENSED ONLY. How long will you schedule nap times for children?	90-18(2)			
37. LICENSED ONLY. 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)			
38. Will sleep equipment ever be placed where it blocks an exit?	90-18(5); 50-18(1)			
39. Will infants who are napping in care be monitored in one of these ways: (N/A if applicant won't have infants) <ul style="list-style-type: none"> • 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)			
40. 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)			
41. Will each infant and toddler in care be allowed to follow his or her own pattern of sleeping?	90/50-24(13)			
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE – THIS PAGE		

INSPECTION INTERVIEW QUESTIONS		RULE #			C	NC	NA
Staff Supervision (N/A if applicant does not employ additional caregivers or substitutes who work 10 hours a week or more, as averaged over a 3 month period.)							
42. Will you employ any caregivers or substitutes? <i>If yes:</i> How will you train and supervise staff and/or substitutes to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?		90-8(11)(c) 50-8(9)(c)					
43. What will staff, and/or substitutes, be trained to do when children misbehave?		90-8(11)(a) 50-8(9)(a)					
44. How will you ensure that your staff and/or substitutes comply with this training when children misbehave?		90-8(11)(a) 50-8(9)(a)					
Animals							
45. Will children ever be allowed to handle reptiles or amphibians, including on field trips?		90/50-22(6)					
46. Are there any animals on your property? <i>If no:</i> N/A for this item. <i>If yes:</i> Who will clean the animals and their equipment? (Children in care may not do this.)		90/50-22(4)					
◆ (Ask) Will You Offer Off-Site Activities including walking field trips?		YES	NO	NA			
◆ (Ask) Do you now, or will you in the coming year, transport children in care?		YES	NO	NA			
47. Will you always accompany the children when they go on off-site activities?		90/50-20(3)(b)					
48. Will you get parental permission before transporting children or taking children on an off-site activity?		90/50-20(3)(a)					
49. Will you maintain required applicant to child ratios and direct supervision during transportation and off-site activities?		90/50-20(3)					
50. Will you ensure each applicant, volunteer, and child has a way to wash his or her hands while on the activity?		90/50-20(3)(e)					
51. Will you offer off-site swimming activities? <i>If yes:</i> Will you remain with the children at the pool and not count lifeguards and pool personnel in the applicant to child ratio?		90/50-20(4)					
52. Will you take children's admission forms (or a copy) containing emergency contact information with you on any off-site activities? (This includes walking field trips, transporting children, and walking children to and from school.) <i>Only emergency contact information is required for RC providers.</i>		90/50-20(3)(b) 90-21(3)(b) 50-21(2)(b)					
53. Will at least one applicant present at off-site activities have current approved first aid and CPR certification?		90/50-20(3)(d)					
54. LICENSED ONLY. Will at least one adult in each vehicle transporting children have current first aid and CPR certification?		90-21(2)					
55. Will the temperature in the vehicle always be between 60-90 degrees when children are being transported?		90/50-21(1)(e)					
56. Will each driver transporting children have a valid, current Utah driver's license?		90-21(3)(a) 50-21(2)(a)					
57. Will all children be seated and restrained properly with appropriate seat belts or in car seats when being transported?		90-21(3)(c)(e) 50-21(2)(c)(e)					
58. Will you ensure that children are never left unattended in the vehicle?		90-21(3)(d) 50-21(2)(d)					
59. Will the keys always be removed from the ignition when the driver is not in the driver's seat?		90-21(3)(f) 50-21(2)(f)					
60. Will the vehicle always be locked during transport?		90-21(3)(g) 50-21(2)(g)					
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE - THIS PAGE					

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
Infection Control					
61. 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)			
62. 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 leak proof plastic bag. • 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)			
63. Will you ensure that all washable toys and materials are cleaned and sanitized after each 5 days of use or more often if needed? (RC will clean and sanitize as needed.)		90-16(8); 50-16(7)			
64. Will you supply or use personal hygiene items such as toothbrushes, and/or hair accessories, combs, and brushes for children in care? <i>If yes:</i> Will these items be sanitized between each use (if used by more than one child), or stored so they do not touch each other?		90-16(7); 50-16(6)			
65. Will the children in your care use water play tables or tubs? <i>If yes:</i> Will the tub or table washed and sanitized after use, and will children wash their hands before using it?		90-16(10); 50-16(9)			
66. Will you change each child's clothing promptly if the child has a toileting accident?		90-16(12); 50-16(11)			
67. LICENSED ONLY. If a child's clothing becomes wet or soiled from any bodily 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)			
68. Will children in your care use potty chairs? <i>If yes:</i> Will the chairs be cleaned and sanitized after each use? (This includes the provider's own children while other children are in care.)		90-16(14) 50-16(12)			
69. 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)			
70. 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)			
71. 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)			
Diapering – Will you be caring for diapered children?		YES	NO		
72. Will you ever diaper children in food preparation or eating areas?		90/50-23(1)			
73. Will children be diapered directly on the floor, or on any surface that is also used for another purpose?		90/50-23(2)			
74. Will the diapering surface be smooth, waterproof, and in good repair?		90/50-23(3)			
75. 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)			
76. 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? LICENSED ONLY. Where will you place soiled diapers? If you place them in an indoor container, how often will the container be cleaned and sanitized? (Must be daily.)		90/50-23(6) 90-23(7)			
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE – THIS PAGE			

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
77. Will the diapering surface be cleaned and sanitized after each diaper change or will a non-permeable disposable diapering surface, which is thrown away after each diaper change, be used?		90/50-23(4)			
78. 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)			
79. Will providers' and/or caregivers' hands be washed after each diaper change?		90/50-23(5)			
80. ♦ (Ask.) LICENSED ONLY. 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 – Will you care for infants and/or toddlers?					
	YES	NO			
81. What will do you do if an infant or toddler is hungry or tired and it is not a regular meal or nap time?		90/50-24(13)			
82. 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)			
83. Will all infants and toddlers who are awake receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?		90/50-24(17)			
84. Will any infant or toddler who is awake be confined for more than 30 minutes in one piece of equipment (such as a swing, high chair, crib, play pen, etc.)?		90/50-24(18)			
85. Will mobile infants and toddlers have freedom of movement in a safe area?		90/50-24(19)			
86. How often will all toys used by infants and toddlers be cleaned and sanitized? Will toys used by infants and toddlers be cleaned and sanitized after a child mouths them? (Must be at least weekly and after being put in a child's mouth or being contaminated by body fluids.)		90/50-24(21)(a)-(c)			
<i>Medications – Medications do not include topical antiseptic cream or ointment, 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.</i>					
87. Where will you keep prescription and over-the-counter medications, including vitamins and herbal supplements?		90-17(3); 50-17(2)			
88. How will you store refrigerated medications?		90-17(3); 50-17(2)			
Will you administer medication to children in your care?					
	YES	NO	NA		
89. LICENSED ONLY. Will caregivers who give medications to children in care be trained in administration of medications?		90-17(1)			
90. Will the person administering medication do the following? <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 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. 		90-17(6); 50-17(5)			
91. 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)			
92. 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)			
INSPECTION NOTES		# OF ITEMS OUT OF COMPLIANCE – THIS PAGE			

INSPECTION INTERVIEW QUESTIONS		RULE #		
		C	NC	NA
Daily Schedule and Activity Plan				
93. What will be your activity plan for the children?	90/50-20(1)			
94. Where are the materials necessary to carry out the activities?	90/50-20(2)			
Posted Items				
95. Will the Department's child care guide be placed where parents can review it or will you give one to every parent?	90/50-13(1)			
96. Where will you post your license or certificate so parents can see it as they come and go?	1-6(3)			
97. Will the current week's menu be available for parent review?	90/50-15(1)(b)			
98. LICENSED ONLY. Will you be on a Food Program? If not, what menu will you use? (N/A for RC.)	90-15(1)(b)			
99. LICENSED ONLY. If not participating in a Food Program, will the applicant keep a one week record of food served?	90-15(1)(b)-(c)			
100. 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)			
101. Will you have emergency numbers and the home's address posted in a conspicuous place?	90/50-10(1)			
Wading and Swimming Pools – (N/A if there are no swimming pools on the premises and wading pools will not be used.)				
102. 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(10)(a) 90/50-12(9)(a)			
103. Will diapered children always wear swim diapers and rubber pants while in the pool?	90/50-12(9)(b) 90/50-12(10)(b)			
104. Will wading pools be emptied and sanitized after each use?	90/50-12(9)(c)			
105. Will you obtain parental permission before children use pools?	90/50-12(9)(d)			
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General Environment (Observe All)				
106. ♦ (Ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere on the premises? <i>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)</i>	90/50-4(1)			CDI
107. Is the home ventilated by mechanical ventilation (a heating system), or windows that are open and have screens?	90/50-4(4)			CDI
108. LICENSED ONLY. Is the indoor temperature between 65 and 82 degrees Fahrenheit?	90-4(5)			CDI
109. Is there adequate light for the safety of children and the type of activity?	90-4(6); 50-4(5)			CDI
110. Does the home appear clean and sanitary, except for normal daily messes?	90/50-5(1)			CDI
111. 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)			CDI
112. Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? Hazards under this rule include: <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 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 	90/50-5(3) 90/50-12(1)			CDI
113. LICENSED ONLY. Are there first aid supplies in the home including at least antiseptic, Band-Aids, and tweezers?	90-10(3)			CDI
Safety Hazards – (Observe all.) Are the following items inaccessible to children indoors and outdoors, including on garage and outbuilding shelves 36" or lower, if those buildings are accessible to children?				
114. ♦ (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. (<i>Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons.</i>) Firearms must be locked with a key or combination lock, and kept separate from ammunition. (<i>Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, hunting knives, and nun chucks.</i>) Weapons must be inaccessible.	90/50-12(4)(a)			CDI
115. Is the home free of tripping hazards (unsecured flooring or cords in walkways)?	90/50-12(2)			CDI
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116. Are the home and outdoor play areas free of unstable heavy furniture or equipment a child could pull down on him or her?	90/50-12(3)				CDI
117. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?	90/50-12(4)(b)				CDI
118. ♦ (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)				CDI
119. Toxic or hazardous chemicals? (<i>Ammonia; antifreeze; bleach; corroded batteries; drain cleaner; energy shots; fertilizer with weed killer; fish bowl/tank cleaners; fluorescent light tubes; gasoline; gun powder; gun solvent; household cleaners; hydrocarbons; insecticides; insect repellent; iodine; jewelry cleaner; kerosene; lighter fluid; linseed oil; liquid correction fluids, such as White Out; model glue; motor oil; nail glue; nail polish remover; paint thinner; pesticides; rubber cement; rubbing alcohol; silicone spray; solvents containing acetone; spray paint; super glue; tiki torch fuel; tile grout sealer; turpentine; vinyl adhesive remover; WD-40; water sealant; weed killer; windshield wiper fluid</i>)	90/50-12(4)(d)				CDI
120. Poisonous plants? Poisonous plants include: poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.	90/50-12(4)(e)				CDI
121. Matches or cigarette lighters?	90/50-12(4)(f)				CDI
122. Open flames?	90/50-12(4)(g)				CDI
123. Sharp objects, edges, corners, or points which could cut or puncture skin? (<i>Adult scissors; antlers with sharp edges; box cutters; broken glass; broken toys with sharp edges; cactus; dog clippers; fish hooks; hypodermic needles; lancets; paper cutter blades; razors; running fans if children's fingers could fit through the guard; sewing needles; sharp ends of nails or screws protruding from an object; sharp knives; syringes; tacks or pins on the floor; tools-such as saws and axes.</i>)	90/50-12(4)(h)				CDI
124. For age 4 and under, window blind or drapery cords and pacifier cords longer than 12" accessible to children in care?	90/50-12(4)(i)				CDI
125. 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)				CDI
126. If there are children 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)				CDI
127. Are toxic and hazardous chemicals stored in a labeled container?	90/50-12(5)				CDI
128. 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, garages and outbuildings?	90/50-12(6)				CDI
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	C	NC	NA	
129. 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)			CDI
Bathrooms				
130. Is there a working toilet and hand washing sink accessible to non-diapered children?	90/50-4(2)			CDI
131. Are there provisions for school-age children to have privacy when using the bathroom (door, curtain, etc.)?	90/50-4(3)			CDI
132. Is hot water accessible to children at or below 120 degrees?	90/50-12(7)			CDI
133. Is soap available for children to wash their hands?	90/50-16(2)(a)-(d)			CDI
134. LICENSED ONLY. Are only single-use towels or individually labeled cloth towels used by children to dry hands after hand washing?	90-16(4)			CDI
135. Is toilet paper accessible to children and kept on a dispenser?	90-16(5); 50-16(4)			CDI
Napping				
136. LICENSED ONLY. Where will children rest or sleep?	90-18(1)			CDI
137. LICENSED ONLY. Is sleeping equipment in good repair?	90-18(3)(a)			CDI
138. 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)			CDI
Cribs (N/A if there are no cribs or only porta-cribs)				
139. Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?	90/50-8(2)			CDI
140. Do all cribs that will be used by children in care have tight fitting mattresses?	90/50-24(11)(a)			CDI
141. 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)			CDI
142. 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)			CDI
INSPECTION NOTES	# OF ITEMS OUT OF COMPLIANCE – THIS PAGE			

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	C	NC	NA	
Cribs (N/A if there are no cribs or only porta-cribs)				
143. 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)			CDI
Animals (N/A if no animals are ever allowed on the premises.)				
144. ♦ (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)			CDI
145. ♦ (Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior?	90/50-22(3)			CDI
146. ♦ (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)			CDI
Infant and Toddler Care (N/A if applicant won't care for infant or toddlers)				
147. ♦ (Observe and ask.) Are there any infant walkers with wheels being used or accessible to any child in care?	90/50-24(14)			CDI
148. ♦ (Observe and ask.) Will infants and toddlers have access to objects made of Styrofoam?	90/50-24(15)			CDI
149. Will there be safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play?	90/50-24(20)			CDI
General Outdoor Environment				
♦ (Ask.) Is there an outdoor play area and is it safely accessible to children?	YES	NO	N/A	
150. If required by rule, is there a 4' fence, wall, or solid natural barrier at least 4' high? A fence is required if there are any of the following: <ul style="list-style-type: none"> • Livestock on the property, or within 50 yards of the licensee or certificate holder's property line. • A water hazard (swimming pool, pond, ditch, lake, reservoir, river, stream, creek, watering trough, etc.) on the property, or within 100 yards of the licensee or certificate holder's property line. • Dangerous machinery (such as farm equipment) on the property, or within 50 yards of the licensee or certificate holder's property line. • A drop-off of more than 5 feet on the property, or within 50 yards of the licensee or certificate holder's property line. • Barbed wire within 30 feet of the children's play area. • The facility is located on a street with more than two lanes of traffic, or within half a mile of a street with more than two lanes of traffic. • The facility is located on a street with a speed limit higher than 25 miles/hour, or within half a mile from a street with a speed limit higher than 25 miles/hour. 	90/50-6(3) 90/50-6(4)			CDI
151. Are there any gaps in the fence or barrier, or between the fence and the ground, greater than 5" by 5"?	90/50-6(7)			CDI
INSPECTION NOTES				# OF ITEMS OUT OF COMPLIANCE – THIS PAGE

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	RULE #	C	NC		NA
152. ♦ (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)				CDI
153. ♦ (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)				CDI
154. ♦ (Ask if not observed.) Will drinking water be available to children playing outside whenever the outside temperature is 75 degrees or higher?	90/50-6(9)				CDI
Outdoor Safety Hazards (Observe all)					
155. Is the outdoor play area and equipment free of harmful objects, or standing water? Standing water <u>does not</u> include temporary puddles due to rainfall or sprinklers. Harmful objects include: <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. • Fence post stirrups. • Exposed live electrical wire. • Dead animals. • Filled milk or slop buckets. • Unattended running vehicles /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 or a wall. • Any rope, cord, wire or chain that is hanging from a piece of playground equipment. • Standing water greater than 2". 	90/50-6(5) 90/50-6(13)				CDI
156. ♦ (Ask) What will happen in bad weather? Will entrances, exits, steps and outside walkways be maintained in a safe condition, and free of ice, snow, and other hazards?	90/50-5(4)				CDI
157. Is the outdoor play equipment maintained to protect children's safety? For example: no equipment in danger of failing 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)				CDI
Outdoor Play Equipment (N/A if there is no outdoor play equipment)					
158. 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)				CDI
159. LICENSED ONLY. Does outdoor stationary play equipment that will be used by any child in care have a 3' use zone that is not a hard surface such as cement, asphalt, frozen wood chips, or packed dirt?	90-6(10)				CDI
INSPECTION NOTES				# OF ITEMS OUT OF COMPLIANCE – THIS PAGE	

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	RULE #	C	NC		NA
160. ♦ (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; twisting swings; and swinging while standing.	90/50-6(11)				CDI
Do any of the following hazards exist on, within the use zone of, or adjacent to the use zone of any piece of stationary outdoor play equipment?					
161. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33")	90/50-6(12)				CDI
162. 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)				CDI
163. Crush, shearing, or sharp edge hazards?	90/50-6(14)				CDI
164. LICENSED ONLY. (Observe.) Tripping hazards?	90-6(15)				CDI
Is there a swimming pool on the premises that is not emptied after each use? YES NO					
165. ♦ (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 pool is not in use, or else covered by a properly working ASTM approved safety cover?	90/50-12(10)(c)(ii)				CDI
166. Does the pool appear to be maintained in a safe manner?	90/50-12(10)(d)				CDI
167. ♦ (Ask.) If the pool is over 6' deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty?	90/50-12(10)(f)				CDI
Hot Tubs (N/A if there are no hot tubs on the premises.)					
168. ♦ (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)				CDI
Trampolines – Is there a trampoline indoors or outdoors accessible to children in care? YES NO					
169. ♦ (Ask.) Will a provider always at the trampoline supervising its use whenever any child in care is on the trampoline?	90/50-12(12)(a)				CDI
170. ♦ (Ask.) Will only one person at a time use the trampoline?	90/50-12(12)(b)				CDI
INSPECTION NOTES					# OF ITEMS OUT OF COMPLIANCE – THIS PAGE

INSPECTION ITEMS <i>C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable</i>	RULE #	C	NC	NA	Compliance Required by:
Trampolines					
171. ♦ (Ask.) Will children in care be allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)				CDI
172. Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)				CDI
173. Is the trampoline placed at least 6 feet (or 3 feet if there is a safety net properly installed) away from any structure?	90/50-12(12)(e)				CDI
174. Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)				CDI
175. ♦ (Ask.) Will children be allowed to play under an above ground trampoline when it is in use?	90/50-12(12)(g)				CDI
176. ♦ (Observe and ask.) Is the trampoline placed over 6" of protective cushioning, in a 6' use zone or a 3' use zone if there is a net properly installed? If less than 6" of protective cushioning, is it ASTM 1292?	90/50-12(12)(i)				CDI
Transportation. (N/A if children will not be transported.) Does every vehicle used for transporting children meet the following:					
177. Is the vehicle enclosed (has a roof)?	90/50-21(1)(a)				CDI
178. ♦ (Observe and ask.) 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)				CDI
179. 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)				CDI
RECORD REVIEW					
Personnel Records					
180. 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)				CDI
181. If using a pool over 6' deep, does the applicant have documentation of Red Cross lifeguard certification? (N/A if there is no pool over 6' deep on premises.)	90/50-12(10)(f)				CDI
182. Does the applicant have a form (or access to one) to document pre-service training that includes at least the following information: <ul style="list-style-type: none"> • Child Care Licensing Rule Sections 11-24 • Signs/symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements. • Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies • Preventing SIDS and use of safe sleeping practices • Recognizing the signs of homelessness and available assistance • Department approved provider's Health and Safety Plan • Job description and duties • Introduction and orientation to the assigned children • Review of Health Assessments for assigned children 	90-7(8); 50-7(5)				CDI
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	C	NC	NA	
RECORD REVIEW				
183. Does the applicant have a form to document annual training for them 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"> • Child Care Licensing Rule Sections 11-24 • Review of the Department-approved provider's Health and Safety Plan • Signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements • Positive guidance • Principles of child growth and development, including brain development • Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies • Preventing SIDS and use of safe sleeping practices • Recognizing the signs of homelessness and available assistance 	90-7(9); 50-7(6)			CDI
Children's Records (Review with Applicant)				
184. ♦ (Ask.) Will the applicant have current immunization records or documentation of a legally valid exemption for each enrolled child?	90/50-9(2)(b)			CDI
185. Will 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) and 90/50-14(7)			CDI
186. ♦ (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)			CDI
187. 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)			CDI
188. 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)			CDI
189. 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)			CDI
190. LICENSED ONLY. Does the applicant have a form to document serious incident, accident, and injury reports?	90-9(2)(e), 90-14(5)			CDI
191. ♦ (Ask.) LICENCED ONLY. Will the applicant keep a six-week record of serious incident, accident, and injury reports?	90-9(2)(e) 90-14(5)			CDI
INSPECTION NOTES	# OF ITEMS OUT OF COMPLIANCE – THIS PAGE			

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		RULE #	C	NC	
RECORDS REVIEW					
Medication Permission/Administration Form (N/A if medications will not be administered to children in care.)					
192. Will 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)				CDI
					CDI
193. 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)				CDI
					CDI
194. ♦ (Ask.) Will the applicant keep onsite at least a six week record of medication permission forms and a six week record of medications actually administered?	90/50-9(2)				CDI
					CDI
General Records (Review)					
195. LICENSED ONLY. 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)				CDI
					CDI
196. LICENSED ONLY. 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)				CDI
					CDI
197. 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)				CDI
					CDI
198. Does the applicant have forms to document children's attendance and will they keep them for at least 6 weeks?	90/50-13(3)				CDI
					CDI
INSPECTION NOTES					# OF ITEMS OUT OF COMPLIANCE – THIS PAGE

MAXIMUM CAPACITIES

Applicant's Name:	
Number of Applicant's own 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 by the width and add those numbers together. This is the square footage for that room/area.
- ◆ Add together the square footage of each room or 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 TOTALS
	LENGTH	WIDTH	
TOTAL INDOOR SQUARE FOOTAGE:			Indoor Maximum CAPACITY: <input type="text"/>

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.

OUTDOOR AREA	MEASUREMENTS		SQUARE FOOTAGE TOTALS
	LENGTH	WIDTH	
Outdoor Play Area			
OUTDOOR MAXIMUM CAPACITY:			<input type="text"/>
This is less than the indoor maximum capacity			