



Bureau of Child Development, Child Care Licensing
Hourly Child Care Center Initial Announced Inspection Checklist B

Facility ID #: _____

Phone #: _____

Center Name: _____	Inspection Date: _____
Address: _____	Start Time: _____ AM PM End Time: _____ AM PM
Capacity: _____ # of Classrooms: _____	Licensing Specialist (s): _____
Director: _____	_____
License Expiration Date: ____/____/____	Phone Interview Date: ____/____/____

Notes:	Check on DAS before inspection	
	<input type="checkbox"/> Director Qualifications: _____	<input type="checkbox"/> Floor Plans: _____
	<input type="checkbox"/> Director Qualifications Exp: _____	<input type="checkbox"/> Review of DAS: _____
	<input type="checkbox"/> P&P for children age 3 & older going unsupervised to the bathroom: _____	
	<input type="checkbox"/> Variances: _____	

Owner/Director Introductory Items			
_____	Introduce any unknown CCL staff to the Owner/Director	_____	➤ (Ask) Where do you store medications?
_____	Give the Owner/Director a brief explanation of the inspection process.	_____	➤ (Ask) Do you care for children under age 2?
_____	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.	_____	➤ (Ask) Are Children ever unsupervised or routinely Cared for in the office, staff lounge, etc? If yes: assess these rooms/areas with Checklist E.
_____	Let the Owner/Director know that you will need to observe 1 diaper change in each room that diapers children (or 3 rooms, if there are more than 3 rooms in which children are diapered). The Owner/Director may want to have staff in those rooms come and interrupt the inspection to let you know when they are ready to change a diaper.		
_____	If the center transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children.	_____	➤ (Ask) Have any of the cribs been replaced since the Pre-License Inspection?

CAREGIVER TO CHILD RATIOS								
Caregivers	Children	Limits for Mixed Ages	Caregivers	Children	Limits for Mixed Ages	Caregivers	Children	Limits for Mixed Ages
1	12	No children under age 2	1	8	2 children under age 2	1	6	3 children under age 2

DIRECTOR INTERVIEW QUESTIONS		O = Noncompliance	
		Rule #	
B 1.	Are all director designees at least 21 years of age? (Must be individuals who meet the background screening and training requirements. Director designees will have the authority to act on behalf of the center director in his or her absence.)	60-8(6)	
B 2.	Are all caregivers at least 18 years of age?	60-7(2)	
B 2.	Do you have documentation of caregivers, who as a condition of their employment, are on call to arrive at the program within 20 minutes after receiving notification to report?	60-11(6)	
B 4.	Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor;	6-4(9)	
B 5.	or having been investigated with a supported finding of abuse or neglect by the Department of Human Services?	6-6(4)	
B 6.	How do you train staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	60-8(9)(b)	
B 7.	How do you supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	60-8(9)(b)	
B 8.	What do you train staff to do if they suspect a child has been abused or neglected?	60-8(9)(a)	
B 9.	What are staff trained to do when children misbehave?	60-8(9)(a)	
B 10.	How do you ensure staff comply with this training when children misbehave?	60-8(9)(a)	
B 11.	Are bathroom surfaces cleaned and sanitized daily?	60-5(2)	
B 12.	Are washable toys and materials cleaned and sanitized weekly, and as needed?	60-16(5) 60-24(18)(a)-(c)	
B 13.	Are water play tables or tubs ever used? If yes: are they washed and sanitized daily, and do children wash hands prior to using them?	60-16(7)	
B 14.	What do you do when children's clothing becomes wet or soiled with body fluids? Do you rinse children's clothing at the center? Is the clothing placed in a leakproof container labeled with the child's name, and given to the parent?	60-16(9)(a)-(b)	
B 15.	Are potty chairs ever used? If yes: are they cleaned and sanitized after each use?	60-16(10)	
B 16.	Are there any accessible trampolines inside the center?	60-12(10)	
B 17.	How do you ensure that school age children have privacy when using the bathroom? (N/A if no school area children in care.)	60-4(3)	
B 18.	How do you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care?	60-8(5)	
B 19.	During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days?	60-8(8)	
	Do you keep the following records on-site for at least six weeks:	60-9(2)(c)	
B 20.	Medication permission and administration forms. (N/A if the center does not administer medications.)	60-17(4)(a)-(d) 60-17(7)(e)	
Notes:			

B 21. Incident, accident, and injury reports.	60-9(2)df 60-13(4)	
B 22. Is food and drink brought from home labeled with child's name, and refrigerated if needed?	60-15(3) 1	
B 23. What are your sign-in and sign-out procedures? Is each child signed in and out of the center by the person dropping off and picking up the child, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks up a child?	60-13(3)(a) 60-13(3)(b)-(c)	
B 24. Do parents have access to the center, and to their child's room/area, any time their child is in care?	60-13(2)	
B 25. ➤ (Ask and observe .) Are children ever allowed to handle reptiles or amphibians?	60-22(7)	
Are there any animals at the center? (N/A for remaining animal questions if the answer is no.)	60-22(1)	
B 26. ➤ (Ask and observe .) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children?		
B 27. ➤ (Ask and observe .) Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior?	60-22(3)	
B 28. ➤ (Ask and observe .) Who cleans the animals and their equipment? (Infants, toddlers, and preschoolers may not do this.) If school age children assist in the cleaning of animals or animal equipment, do they wash their hands immediately after?	60-22(4) 60-22(5)	
B 29. ➤ (Ask and observe .) Are animals ever allowed in food preparation or eating areas?	60-22(6)	
Do you take the children off-site? (N/A if the center does not take children off-site.)		
B 30. Do caregivers take children's emergency information and releases with them during off-site activities?	60-20(2)(b)	
B 31. If you offer swimming activities, do caregivers remain at the pool with the children during the activity?	60-20(3)	
GENERAL INSPECTION ITEMS		
Posted / Entry Area Items		
B 32. (Observe.) Hourly child care license posted in a place readily visible to the public?	R430-1-6(3)	
B 33. (Observe.) Total # of children present exceed total licensed capacity?	R430-1-6(1)	
B 34. (Observe.) Total # of children present under age two exceed licensed capacity?	R430-1-6(1)	
B 35. (Observe.) Department's child care guide posted where parents can see it?	60-13(1)	
General Items		
B 36. ➤ (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint indoors, on the building, or on a playground structure? If yes, was the building built before 1978? If yes: is there documentation of testing and correction?	60-4(1)	
B 37. (Observe.) Adequate light intensity throughout the center for the safety of children and the type of activity?	60-4(6)	
B 38. (Observe.) Facility free of insects, rodents, and other vermin?	60-5(3)	
Notes:		

B 39.	► (Observe. Ask if not observed.) Are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards? How are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards?	60-5(5)	
B 40.	(Observe.) Are all children in the facility being directly supervised by a caregiver (If no, check written policies for bathroom use.)	60-11(1)	
B 41	(Observe.) Are there enough caregivers to meet required caregiver to child ratios?	60-11(3)	
B 42.	(Observe.) When there are more than 20 children present, are children younger than 24 months cared for in an area that is physically separated from older children	60-11(7)	
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?			
B 43	(Observe.) Melting wax (such as in a candle warmer).	60-12(1)	
B 44.	(Observe.) Unstable heavy equipment a child could pull down?	60-12(2)	
B 45.	(Observe.) Firearms, ammunition, and other weapons?	60-12(3)(a)	
B 46.	(Observe.) Tobacco, alcohol, illegal substances, and sexually explicit material?	60-12(3)(b)	
B 47.	(Observe.) When in use, portable space heaters?	60-12(3)(c)	
B 48.	(Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	60-12(3)(d)	
B 49.	(Observe.) Poisonous plants?	60-12(3)(e)	
B 50.	(Observe.) Matches or cigarette lighters?	60-12(3)(f)	
B 51.	(Observe.) Open flames?	60-12(3)(g)	
B 52.	(Observe.) Sharp objects, which could cut or puncture skin?	60-12(3)(h)	
B 53.	(Observe.) For age 4 and under, ropes/cords/chains long enough to encircle a child's neck?	60-12(3)(i)	
B 54.	(Observe.) For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	60-12(3)(j) ↴	
B 55.	(Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?	60-12(3)(k)	
B 56.	(Observe.) Toxic and hazardous chemicals stored in a container that is labeled with its contents?	60-12(4)	
B 57.	(Observe.) For age 4 and under, accessible outlets and surge protectors covered?	60-12(5) ↴	
Children's Restrooms			
B 58.	Are restrooms clean and sanitary?	60-5(1) 60-5(2)	
B 59.	► (Ask .) How many water heaters/buildings are in the facility? If more than 1, check temperature for each heater/building. (Observe.) Is hot water accessible to children between 60 and 120 degrees?	60-12(6) 60-16(1) 60-16(2)	
B 60.	(Observe.) Is liquid soap available for children to wash their hands?	60-16(2)(a)-(e)	
Notes:			

B 61.	(Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing?	60-16(3) ♪	
B 62.	(Observe.) Is toilet paper accessible to children, and kept on a dispenser?	60-16(4) ♪	
Food Service & Kitchen			
B 63.	(Observe.) Kitchen clean and sanitary, except for normal daily food preparation?	60-5(1)	
B 64.	(Observe.) Children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in children's hands?	60-15(3)	
B 65.	► (Ask and observe.) Are refrigerated medications stored in a leakproof container? (N/A if there are no refrigerated medications.)	60-17(3)	
Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual rooms.)			
B 66.	► (Ask and observe.) Are non-refrigerated medications inaccessible to children and stored in locked area or container?	60-17(3)	
B 67.	(Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (if not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?	60-17(2)(a)-(d)	
Transportation & Vehicles (N/A for this section if the center does not transport children.) If the center transports children, does every vehicle used for transporting children meet the following:			
B 68.	(Observe.) Is the vehicle enclosed?	60-21(1)(a)	
B 69.	► (Observe and ask.) Is the vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child being transported? What ages of children do you transport? What restraints do you use if you transport children under age eight?	60-21(1)(b)	
B 70.	(Observe the registration sticker on the license plate.) Does the vehicle have a current vehicle registration and safety inspection?	60-21(1)(c)	
B 71.	(Observe.) Is the vehicle maintained in a safe condition?	60-21(1)(d)	
B 72.	(Observe.) Does the vehicle contain a first aid kit?	60-21(1)(f)	
B 73.	(Observe.) Does the vehicle contain a body fluid clean up kit?	60-21(1)(g)	
Notes:			

ALL AGES ROOM INSPECTION ITEMS		O = Noncompliance						Rule #
Complete for all age groups including infant and toddlers. Complete a sampling of rooms/areas of each age group (2, Pre-K, SA) served by the facility. If all rooms/areas serve the same age group, complete the entire checklist for three of these rooms/areas. Complete the entire checklist for all infant and toddler areas. Use greyed areas if needed.	Class:	Class:	Class:	Class:	Class:	Class:		
	_____	_____	_____	_____	_____	_____		
Ratios & Supervision								
B 74. (Observe.) Are all children in the group/area being directly supervised by a caregiver?	_____	_____	_____	_____	_____	_____	60-11(1)	
B 75. (Observe.) Are there enough caregivers to meet required caregiver to child ratios?	_____	_____	_____	_____	_____	_____	60-11(3) 60-11(5)	
B 76. (Observe.) If only two caregivers are present, is the number of children under the age of two in care limited to 4 or less?	_____	_____	_____	_____	_____	_____	60-11(4)	
B 77. (Observe.) When there are more than 20 children present, are children younger than 24 months cared for in an area that is physically separated from older children?	_____	_____	_____	_____	_____	_____	60-11(7)	
Physical Environment								
B 78. (Observe.) Room appears clean and sanitary, except for normal daily messes?	_____	_____	_____	_____	_____	_____	60-5(1)	
B 79. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	60-5(4)	
Indoor Gross Motor Play Equipment								
B 80. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	_____	_____	_____	_____	_____	_____	60-12(8)	
B 81. (Observe.) Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	_____	_____	_____	_____	_____	_____	60-12(8)(a)	
B 82. (Observe.) Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	_____	60-12(8)(b)	
B 83. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less?	_____	_____	_____	_____	_____	_____	60-12(9)	
B 84. (Observe.) Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	_____	_____	_____	_____	_____	_____	60-12(9)(a)	
Notes:								

B 85. (Observe.) Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	_____	60-12(9)(b)
Safety Hazards							
B 86. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	60-12(2)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?							
B 87. (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	60-12(4)(c)
B 88. (Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	60-12(4)(d)
B 89. (Observe.) Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	60-12(4)(h)
B 90. (Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	60-12(4)(i)
B 91. (Observe.) For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	60-12(4)(j) ♪
B 92. (Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)	_____	_____	_____	_____	_____	_____	60-12(4)(k)
B 93. (Observe.) Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	_____	60-12(4)
B 94. (Observe.) For age 4 and under, accessible outlets and surge protectors covered? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	60-12(5) ♪
Feeding Children							
B 95. (Observe.) Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (N/O if meal or snack not served during observation.)	_____	_____	_____	_____	_____	_____	60-15(1)(c)
Preventing the Spread of Disease							
B 96. (Observe.) Children and caregivers wash hands thoroughly w/soap and warm running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.)	_____	_____	_____	_____	_____	_____	60-16(1)(a)-(h) 60-16(2)(a)-(e)
B 97. (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage.	_____	_____	_____	_____	_____	_____	60-16(1)(a)-(h)
B 98. (Observe) Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	60-16(2)(a)-(e)
Notes:							

B 99.	Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?	_____	_____	_____	_____	_____	_____	60-16(3) ♪
B 100.	(Observe.) Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	60-16(5)
B 101.	(Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	60-16(6)
Sleeping Equipment (N/A for these items for school age only room.)								
B 102.	➤ (Ask if not observed.) Is a separate crib, cot, or mat used for each child during nap time?	_____	_____	_____	_____	_____	_____	60-18(2)
B 103.	(Observe.) Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	60-18(1)
B 104.	(Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?	_____	_____	_____	_____	_____	_____	60-18(5)
INFANT & TODDLER ROOMS (complete in addition to the "All Ages" room items for each infant or toddler room)					O = Noncompliance			Rule #
B 105.	(Observe.) Indoor temperature between 65 and 82 degrees Fahrenheit?	_____	_____	_____	_____	_____	_____	60-4(5)
B 106.	(Observe.) Do mobile infants and toddlers have freedom of movement in a safe area?	_____	_____	_____	_____	_____	_____	60-24(17)
B 107.	(Observe.) Do infants and toddlers have access to objects made of Styrofoam?	_____	_____	_____	_____	_____	_____	60-12(13)
B 108.	(Observe.) Are there any walkers with wheels?	_____	_____	_____	_____	_____	_____	60-12(12)
B 109.	(Observe.) Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared?	_____	_____	_____	_____	_____	_____	60-24(7) ♪
B 110.	(Observe.) Do all cribs have tight fitting mattresses?	_____	_____	_____	_____	_____	_____	60-24(10)(a)
B 111.	(Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail?	_____	_____	_____	_____	_____	_____	60-24(11)(c)
B 112.	(Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?	_____	_____	_____	_____	_____	_____	60-24(10)(d)
B 113.	(Observe.) Do caregivers 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)?	_____	_____	_____	_____	_____	_____	60-24(14)
DIAPERING INSPECTION ITEMS					O = Noncompliance			
General Diapering		Room:		_____	_____	_____	_____	Rule #
B 114.	(Observe.) Is each diapering station equipped with railings to prevent a child from falling?	_____	_____	_____	_____	_____	_____	60-23(2)
B 115.	(Observe.) Is the diapering surface smooth, waterproof, and in good repair?	_____	_____	_____	_____	_____	_____	60-23(4)
B 116.	(Observe.) Are diapering procedures posted at each diapering station, and are they followed?	_____	_____	_____	_____	_____	_____	60-23(5)
Notes:								

B 117. ➤ (Observe and ask) Is there a handwashing sink used exclusively for diapering and handwashing after diapering?	_____	_____	_____	_____	_____	_____	60-23(6)
Diapering Observation							
B 118. (Observe.) Do caregivers change children's diapers at a diaper changing station only?	_____	_____	_____	_____	_____	_____	60-23(1)
B 119. (Observe.) Do caregivers clean and sanitize the diapering surface after each diaper change? Do caregivers follow manufacturer's instructions on the label?	_____	_____	_____	_____	_____	_____	60-23(7)
B 120. (Observe.) Do caregivers wash their hands after each diaper change?	_____	_____	_____	_____	_____	_____	60-23(8)
B 121. (Observe.) Do caregivers place soiled diapers in a container with plastic lining and tight fitting lid?	_____	_____	_____	_____	_____	_____	60-23(9)
B 122. (Observe.) Do caregivers ever leave children unattended on the diapering surface?	_____	_____	_____	_____	_____	_____	60-23(3)
B 123. (Observe.) If cloth diapers are used, are they ever rinsed at the center? (N/A if cloth diapers not used.)	_____	_____	_____	_____	_____	_____	60-23(11)(a)
B 124. (Observe.) If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? (N/A if cloth diapers not used.)	_____	_____	_____	_____	_____	_____	60-23(11)(b)
CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in the 3 required groups and 1 caregiver in all infants and toddler groups. N/A if there are less than 3 groups at the center during the inspection.)							
Name(s) of caregiver(s) interviewed:	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
B 125. ➤ (Observe in all classrooms and ask in the first three classrooms.) How do you discipline children who misbehave? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure.	_____	_____	_____	_____	_____	_____	60-19(4)(a) 60-19(4)(b) 60-19(4)(c) 60-19(4)(d) 60-19(4)(e) 60-19(4)(f)
B 126. When there are more than 20 children present, are children younger than 24 months cared for in an area that is physically separated from older children? (N/A if total capacity is 20 or less.)	_____	_____	_____	_____	_____	_____	60-11(7)
B 127. ➤ (Observe and ask.) If you have any children in your group who have food allergies, are they ever given those foods?	_____	_____	_____	_____	_____	_____	60-15(2)
Notes:							

B 128. Meals or snacks offered at least once every three hours?	_____	_____	_____	_____	_____	_____	60-15(1)(b)
B 129. ► (Observe and ask.) Is sleeping equipment clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, is it cleaned and sanitized prior to each use?	_____	_____	_____	_____	_____	_____	60-18(3) 60-18(4)
B 130. ► (Observe and ask.) Is sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe?	_____	_____	_____	_____	_____	_____	60-18(6)
B 131. ► (Observe and ask.) Is sleep equipment ever placed where it blocks an exit?	_____	_____	_____	_____	_____	_____	60-18(7)
INFANT & TODDLER CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in each infant/toddler room.)							
Name(s) of caregiver(s) interviewed:	_____	_____	_____	_____	_____	_____	Rule #
B 132. ► (Ask if not observed .) Do high chairs have T-safety straps or devices? If yes: are the T-safety straps or devices used whenever a child is in the chair?	_____	_____	_____	_____	_____	_____	60-12(7)
B 133. ► (Observe and ask.) Does only one infant or toddler occupy any one piece of equipment at a time, unless equipment has individual seats for more than one child?	_____	_____	_____	_____	_____	_____	60-24(8)
B 134. ► (Observe. Ask if necessary.) Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers into pieces no larger than 1/2" in diameter? 1/2" Square: <input type="checkbox"/> 1/4" Square: <input type="checkbox"/>	_____	_____	_____	_____	_____	_____	60-24(3)
► (Observe. Ask if necessary.) Do you have any baby food, formula, or breast milk brought from a child's home? (N/A G59-G61 if no food from home.) If yes, is it:	_____	_____	_____	_____	_____	_____	
B 135. Labeled with the child's name?	_____	_____	_____	_____	_____	_____	60-24(4)(a)-(b) ♪
B 136. Labeled with the date and time of preparation or opening of the container?	_____	_____	_____	_____	_____	_____	60-24(4)(a)-(b) ♪
B 137. Kept refrigerated if needed?	_____	_____	_____	_____	_____	_____	60-24(4)(c)
B 138. Discarded within 24 hours of preparation or opening (except powdered formula or dry foods which are opened, but are not mixed, are not considered prepared)?	_____	_____	_____	_____	_____	_____	60-24(4)(d)
B 139. (Observe and ask.) Are heated bottles shaken and tested for temperature before being fed to children?	_____	_____	_____	_____	_____	_____	60-24(6)
B 140. ► (Observe and ask.) Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.?	_____	_____	_____	_____	_____	_____	60-24(9)
B 141. Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if only toddlers in care.)	_____	_____	_____	_____	_____	_____	60-24(11)
Notes:							

B 142. Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?	_____	_____	_____	_____	_____	_____	60-24(15)
B 143. Do you keep awake infants or toddlers confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)?	_____	_____	_____	_____	_____	_____	60-24(16)
B 144. Do you ever prop bottles for children not old enough to sit upright and hold their own bottle?	_____	_____	_____	_____	_____	_____	60-24(1)
B 145. Do you always clean and sanitize high chair trays prior to each use?	_____	_____	_____	_____	_____	_____	60-24(2)
DIAPERING CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in each group that diapers children with a maximum of 3 groups unless one caregiver diapers all children in the facility.)							
Name(s) of caregiver(s) interviewed:	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
B 146. Is bleach water used to sanitize the diapering surface? If yes: how often do you mix new bleach water? (Bleach water is only potent enough to sanitize after 24 hours if after tested by the provider with sanitizer test strips, it shows it is still effective.)	_____	_____	_____	_____	_____	_____	60-23(7)
B 147. How often is the container where wet and soiled diapers are placed cleaned and sanitized? (Must be daily.)	_____	_____	_____	_____	_____	_____	60-23(10)
B 148. Are children's diapers changed promptly whenever wet or soiled, and checked at least once every two hours?	_____	_____	_____	_____	_____	_____	60-23(12)
GENERAL RECORD REVIEW ITEMS							O = Noncompliance
General Center Records							Rule #
B 149. If there are animals at the center, does center have current animal vaccination records?							60-9(1)(b) 60-22(2)
General Personnel Records							
B 150. If center has a pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification.							60-12(11)(d)
Notes:							

CHILD RECORD REVIEW ITEMS							
Review 25% of total capacity, including all children and a minimum of two children's files. O = Noncompliance						# Child Files Reviewed:	
	# of Incomplete or Missing Forms:	# of Complete Forms:	Total # of ALL Child Records:	Compliance Rate: ("# of Complete Forms" divided by "Total # of ALL Child Records")	% of Records in Compliance: (Move Compliance Rate decimal point 2 spaces to the right)	Rule #	
Child Admission Forms: Must include at least child's full name; DOB; parents' name, address, phone #, and daytime phone #; names of authorized pick-up people (if other than parents); name and phone # of emergency contact (if available); and medical conditions, including a certification that all immunizations are current. O = Noncompliance							
B 151.						60-9(2)(a)(i)-(vi)	
Child Transportation Permission Forms (N/A if the center does not transport children.)							
B 152.						60-9(2)(b)	
Notes:							