

Utah Department of Health, Bureau of Child Care Licensing  
**Child Care Center Announced Inspection Checklist H -- Infant & Toddler Rooms**

<b>Center Name:</b>	<b>Center ID #:</b>
<b>Inspection Date:</b> /     /	

INFANT & TODDLER ROOMS					
Ratios & Supervision (N/O if no children in the room.)	Room:			Rule #	Level
	Child:				
H 1. (Observe.) Are all children in the group/area being directly supervised by a caregiver?				100-11(1):09 100-11(2):09	1, 2 1
H 2. ► (Observe, <b>ask</b> about mixed age groups.) Are there enough caregivers to meet required caregiver to child ratios? If it is a mixed age group, what age are the majority of the children?				single age 100-11(4):09 mixed age 100-11(6):09	1, 2, 3 1, 2, 3
H 3. (Observe.) For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met?				single age 100-11(4):09 mixed age 100-11(6):09	1, 2, 3 1, 2, 3
<b>Notes:</b>					
Physical Environment				Rule #	Level
H 4. ► (Observe, <b>ask</b> if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction?				100-4(1):09	1, 2
H 5. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?				100-4(7):09	2
H 6. (Observe.) Indoor temperature between 65 and 82 degrees Fahrenheit?				100-4(8):09	2, 3
H 7. (Observe.) Glass surfaces within 36" from the floor/ground safety glass, or have a protective guard?				100-4(10):09	2
H 8. (Observe.) Room appears clean and sanitary, except for normal daily messes?				100-5(1):09	2, 3
H 9. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?				100-5(4):09	1, 2, 3
H 10. (Observe.) Are infant and toddler areas used as access to other areas or rooms?				100-4(6):09	1
H 11. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area?				100-24(21):09	1, 2
H 12. (Observe.) Safe toys accessible to infants and toddlers to stimulate their healthy development?				100-24(22):09	1, 2
H 13. (Observe.) Enough toys for each child in the group to be engaged in play with toys?				100-24(22):09	1, 2
<b>Notes:</b>					

<b>Indoor Gross Motor Play Equipment</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 14. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry go-rounds accessible to children age 2 and younger 3' in height or less?				100-12(9):09	1, 2
H 15. (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?				100-12(9)(a):09	1
H 16. (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?				100-12(9)(b):09	1
<b>Safety Hazards</b>				<b>Rule #</b>	<b>Level</b>
H 17. (Observe.) Is the room free of tripping hazards such as unsecured flooring or cords?				100-12(2):09	2, 3
H 18. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?				100-12(3):09	1
(Observe all.) Are the following items inaccessible to children?					
H 19. Firearms, ammunition, weapons?				100-12(4)(a):09	1
H 20. Tobacco, alcohol, illegal substances, and sexually explicit material?				100-12(4)(b):09	1, 2
H 21. When in use, portable space heaters, fireplaces, and wood burning stoves?				100-12(4)(c):09	1
H 22. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)				100-12(4)(d):09	1, 2
H 23. Poisonous plants?				100-12(4)(e):09	2, 3
H 24. Matches or cigarette lighters?				100-12(4)(f):09	1
H 25. Open flames?				100-12(4)(g):09	1
H 26. Sharp objects, edges, corners, or points which could cut or puncture skin?				100-12(4)(h):09	1, 3
H 27. For age 4 and under, ropes/cords long enough to encircle a child's neck?				100-12(4)(i):09	1, 3
H 28. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?				100-12(4)(j):09	1, 3
H 29. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?				100-12(4)(k):09	1
H 30. (Observe) Toxic and hazardous chemicals stored in a labeled container?				100-12(5):09	1, 2
H 31. (Observe.) For age 4 and under, accessible outlets and surge protectors covered?				100-12(6):09	2
H 32. (Observe.) Do infants and toddlers have access to objects made of styrofoam?				100-24(17):09	2
H 33. (Observe.) Are there any walkers with wheels?				100-24(16):09	1
<b>Notes:</b>					
<b>Preventing the Spread of Disease</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 34. (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.) (N/O if no caregiver/children in room, or listed activities not observed.)				100-16(1)(a)-(i):09 100-16(2)(a)-(e):09	1, 2 1, 2
H 35. (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage. (N/O if no caregiver/children in room, or listed activities not observed.)				100-16(1)(a)-(i):09	1, 2

(Observe.) If the room has a handwashing sink:					
H 36. (Observe.) Is soap (cannot be bar soap) available for children to wash their hands?				100-16(2)(a)-(e):09	2
H 37. (Observe.) Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?				100-16(3):09	3
H 38. (Observe.) Are handwashing procedures posted at each sink, and followed?				100-16(5):09	3
H 39. (Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use? (N/A if there are no personal hygiene items.)				100-16(7):09	3
H 40. (Observe.) Are washable toys visibly dirty?				100-16(8):09	3
H 41. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?				100-16(9):09	3
<b>Notes:</b>					
<b>Feeding Children</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 42. (Observe feeding record for infants.) Are meals or snacks offered at least once every three hours?				100-15(2)	2, 3
H 43. (Observe.) Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared?				100-24(9):09	3
<b>Notes:</b>					
<b>Medications</b>				<b>Rule #</b>	<b>Level</b>
► (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)					
H 44. (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?				100-17(3):09	1, 2
H 45. (Observe.) Refrigerated medications stored in a leakproof container? ( N/A if there are no refrigerated medications.)				100-17(3):09	1, 2
H 46. (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?				100-17(2)(a)-(d):09 100-17(2)(a)-(d):09 100-17(2)(a)-(d):09 100-17(2)(a)-(d):09	2 1 1 2
<b>Notes:</b>					
<b>Sleeping Equipment</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 47. (Observe.) Do mats and mattresses have a smooth, waterproof surface?				100-18(4):09	3
H 48. (Observe.) Do all cribs have tight fitting mattresses?				100-24(12)(a):09	1
H 49. (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart?				100-24(12)(b):09	1

H 50. (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail?				100-24(12)(c):09	1, 2
H 51. (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?				100-24(12)(d):09	1
H 52. (Observe.) Are toddler mats at least 2 inches thick?				100-18(4):09	3
H 53. (Observe.) Sleeping equipment in good repair?				100-18(5):09	2, 3
H 54. (Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?				100-18(8):09	2
H 55. (Observe.) Sheet and blanket or acceptable alternative provided for each child?				100-18(9):09	3
H 56. (Observe.) Sheets and blankets clearly assigned to one child?				100-18(9)(a)-(c):09	3
H 57. (Observe.) Does sleep equipment block exits?				100-18(11):09	1
<b>Notes:</b>					
<b>Meeting Children's Needs</b>					
	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 58. (Observe.) Do caregivers keep written record daily of each infant's eating and sleeping? Record completed within 1 hour of each feeding or nap, and includes the child's name, the food/beverages eaten, and the times child slept? (N/jA if only toddlers in care.)				100-24(15):09	3
H 59. (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)? (N/O if no caregiver/children in room.)				100-24(18):09	2
<b>Notes:</b>					

<b>CAREGIVER INTERVIEW QUESTIONS</b>					
(To be asked of 1 caregiver in each infant/toddler room. N/A if no caregiver/children in a room.)					
<b>Name(s) of caregiver(s) interviewed:</b>				<b>Rule #</b>	<b>Level</b>
H 60. ► (Observe and ask.) Does the room meet one of the following criteria? (a) Two working sinks in the room: one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities. Or, (b) One working sink in the room which is used exclusively for diapering and hand washing, and all food/bottle preparation is done in kitchen and brought to the infants/toddlers by a non-diapering staff member.				100-4(5)(a)-(b):09	2
H 61. ► (Observe and ask.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the center?				100-24(1):09	1
H 62. ► (Ask if not <b>observed</b> .) High chairs have T-safety straps or devices, used whenever child is in the chair?				100-12(8):09	1

H 63. ► (Observe and ask.) Only one infant or toddler occupies any one piece of equipment at a time, unless equipment has individual seats for more than one child?				100-24(10):09	2, 3
H 64. ► (Observe and ask.) 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"/>				100-24(5)	1, 2
► (Observe and ask.) Do you have any baby food, formula, or breast milk brought from a child's home? If yes, is it:					
H 65. Labeled with the child's name?				100-24(6)(a)-(b):09	1, 3
H 66. Labeled with the date and time of preparation or opening of the container?				100-24(6)(a)-(b):09	1, 3
H 67. Kept refrigerated if needed?				100-24(6)(c):09	1, 3
H 68. 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)?				100-24(6)(d):09	1, 3
H 69. ► (Observe and ask.) Are heated bottles shaken and tested for temperature before children are fed?				100-24(8):09	1
H 70. ► (Observe and ask.) Do you have any children in your group who have food allergies? (N/O if no caregiver/children in room.)				100-15(4):09	1, 2
H 71. Are meals or snacks offered to toddlers at least once every three hours?				100-15(2):09	2, 3
H 72. ► (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.?				100-24(11):09	2
H 73. ► (Observe and ask.) 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?				100-18(6):09 100-18(7):09	2 2
H 74. ► (Observe, ask if necessary.) Sheets and blankets stored separately from other children's when not in use?				100-18(9)(a)-(c):09	3
H 75. ► (Observe and ask.) Sleeping equipment spaced a minimum of 2' apart when is use, or 1' apart if children sleep head-to-toe?				100-18(10):09	2, 3
H 75. ► (Observe and ask.) How do you discipline children who misbehave?				100-8(11)(b)(i)-(ii):09	1
H 76. ► (Observe and ask.) Do your discipline methods include any of the following: 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? Confining a child in a closet, locked room, or other enclosure?				100-8(11)(b)(i)-(ii):09 100-19(4)(a):09 100-19(4)(b):09 100-19(4)(c):09 100-19(4)(d):09 100-19(4)(e):09 100-19(4)(f):09	1 1 1 1 1 1 1

H 77.	Where is the center's body fluid clean-up kit? When would you use it? How would you use it?				100-16(19)(a)-(c):09	2, 3
H 78.	Is each infant and toddler allowed to eat and sleep on their own schedule? If the center has a meal schedule for infants or toddlers, what do they do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time?				100-24(14):09	2
H 79.	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.)				100-24(13):09	1
H 80.	Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?				100-24(19):09	2
H 81.	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.)?				100-24(20):09	2
H 82.	Do you ever prop bottles for children not old enough to sit upright and hold their own bottle?				100-24(3):09	2
H 83.	Do you always clean and sanitize high chair trays prior to each use?				100-24(4):09	2
<b>Notes:</b>						

If you need to enter more than 3 infant / toddler rooms, use / copy the additional pages below.

ADDITIONAL INFANT & TODDLER ROOMS				
<b>Ratios &amp; Supervision (N/O if no children in the room.)</b>	<b>Room:</b>			
	<b>Child:</b>			
			<b>Rule #</b>	<b>Level</b>
H 1. (Observe.) Are all children in the group/area being directly supervised by a caregiver?			100-11(1):09 100-11(2):09	1, 2 1
H 2. ► (Observe, ask about mixed age groups.) Are there enough caregivers to meet required caregiver to child ratios? If it is a mixed age group, what age are the majority of the children?			single age 100-11(4):09 mixed age 100-11(6):09	1, 2, 3 1, 2, 3
H 3. (Observe.) For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met?			single age 100-11(4):09 mixed age 100-11(6):09	1, 2, 3 1, 2, 3
<b>Notes:</b>				
<b>Physical Environment</b>			<b>Rule #</b>	<b>Level</b>
H 4. ► (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction?			100-4(1):09	1, 2
H 5. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?			100-4(7):09	2
H 6. (Observe.) Indoor temperature between 65 and 82 degrees Fahrenheit?			100-4(8):09	2, 3
H 7. (Observe.) Glass surfaces within 36" from the floor/ground safety glass, or have a protective guard?			100-4(10):09	2
H 8. (Observe.) Room appears clean and sanitary, except for normal daily messes?			100-5(1):09	2, 3
H 9. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?			100-5(4):09	1, 2, 3
H 10. (Observe.) Are infant and toddler areas used as access to other areas or rooms?			100-4(6):09	1
H 11. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area?			100-24(21):09	1, 2
H 12. (Observe.) Safe toys accessible to infants and toddlers to stimulate their healthy development?			100-24(22):09	1, 2
H 13. (Observe.) Enough toys for each child in the group to be engaged in play with toys?			100-24(22):09	1, 2
<b>Notes:</b>				
<b>Indoor Gross Motor Play Equipment</b>		<b>Room:</b>		<b>Rule #</b>
				<b>Level</b>
H 14. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry go-rounds accessible to children age 2 and younger 3' in height or less?			100-12(9):09	1, 2
H 15. (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?			100-12(9)(a):09	1
H 16. (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?			100-12(9)(b):09	1
<b>Safety Hazards</b>			<b>Rule #</b>	<b>Level</b>
H 17. (Observe.) Is the room free of tripping hazards such as unsecured flooring or cords?			100-12(2):09	2, 3

H 18. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?				100-12(3):09	1
(Observe all.) Are the following items inaccessible to children?					
H 19. Firearms, ammunition, weapons?				100-12(4)(a):09	1
H 20. Tobacco, alcohol, illegal substances, and sexually explicit material?				100-12(4)(b):09	1, 2
H 21. When in use, portable space heaters, fireplaces, and wood burning stoves?				100-12(4)(c):09	1
H 22. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)				100-12(4)(d):09	1, 2
H 23. Poisonous plants?				100-12(4)(e):09	2, 3
H 24. Matches or cigarette lighters?				100-12(4)(f):09	1
H 25. Open flames?				100-12(4)(g):09	1
H 26. Sharp objects, edges, corners, or points which could cut or puncture skin?				100-12(4)(h):09	1, 3
H 27. For age 4 and under, ropes/cords long enough to encircle a child's neck?				100-12(4)(i):09	1, 3
H 28. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?				100-12(4)(j):09	1, 3
H 29. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?				100-12(4)(k):09	1
H 30. (Observe) Toxic and hazardous chemicals stored in a labeled container?				100-12(5):09	1, 2
H 31. (Observe.) For age 4 and under, accessible outlets and surge protectors covered?				100-12(6):09	2
H 32. (Observe.) Do infants and toddlers have access to objects made of styrofoam?				100-24(17):09	2
H 33. (Observe.) Are there any walkers with wheels?				100-24(16):09	1
<b>Notes:</b>					
<b>Preventing the Spread of Disease</b>					
	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 34. (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.) (N/O if no caregiver/children in room, or listed activities not observed.)				100-16(1)(a)-(i):09 100-16(2)(a)-(e):09	1, 2 1, 2
H 35. (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage. (N/O if no caregiver/children in room, or listed activities not observed.)				100-16(1)(a)-(i):09	1, 2
(Observe.) If the room has a handwashing sink:					
H 36. (Observe.) Is soap (cannot be bar soap) available for children to wash their hands?				100-16(2)(a)-(e):09	2
H 37. (Observe.) Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?				100-16(3):09	3
H 38. (Observe.) Are handwashing procedures posted at each sink, and followed?				100-16(5):09	3
H 39. (Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use? (N/A if there are no personal hygiene items.)				100-16(7):09	3
H 40. (Observe.) Are washable toys visibly dirty?				100-16(8):09	3

H 41. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?				100-16(9):09	3
<b>Notes:</b>					
<b>Feeding Children</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 42. (Observe feeding record for infants.) Are meals or snacks offered at least once every three hours?				100-15(2)	2, 3
H 43. (Observe.) Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared?				100-24(9):09	3
<b>Notes:</b>					
<b>Medications</b>				<b>Rule #</b>	<b>Level</b>
► (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)					
H 44. (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?				100-17(3):09	1, 2
H 45. (Observe.) Refrigerated medications stored in a leakproof container? ( N/A if there are no refrigerated medications.)				100-17(3):09	1, 2
H 46. (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?				100-17(2)(a)-(d):09	2
				100-17(2)(a)-(d):09	1
				100-17(2)(a)-(d):09	1
				100-17(2)(a)-(d):09	2
<b>Notes:</b>					
<b>Sleeping Equipment</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 47. (Observe.) Do mats and mattresses have a smooth, waterproof surface?				100-18(4):09	3
H 48. (Observe.) Do all cribs have tight fitting mattresses?				100-24(12)(a):09	1
H 49. (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart?				100-24(12)(b):09	1
H 50. (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail?				100-24(12)(c):09	1, 2
H 51. (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?				100-24(12)(d):09	1
H 52. (Observe.) Are toddler mats at least 2 inches thick?				100-18(4):09	3
H 53. (Observe.) Sleeping equipment in good repair?				100-18(5):09	2, 3
H 54. (Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?				100-18(8):09	2
H 55. (Observe.) Sheet and blanket or acceptable alternative provided for each child?				100-18(9):09	3

H 56. (Observe.) Sheets and blankets clearly assigned to one child?				100-18(9)(a)-(c):09	3
H 57. (Observe.) Does sleep equipment block exits?				100-18(11):09	1
<b>Notes:</b>					
<b>Meeting Children's Needs</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 58. (Observe.) Do caregivers keep written record daily of each infant's eating and sleeping? Record completed within 1 hour of each feeding or nap, and includes the child's name, the food/beverages eaten, and the times child slept? (N/A if only toddlers in care.)				100-24(15):09	3
H 59. (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)? (N/O if no caregiver/children in room.)				100-24(18):09	2
<b>Notes:</b>					

<b>CAREGIVER INTERVIEW QUESTIONS</b>					
(To be asked of 1 caregiver in each infant/toddler room. N/A if no caregiver/children in a room.)					
<b>Name(s) of caregiver(s) interviewed:</b>				<b>Rule #</b>	<b>Level</b>
H 60. ► (Observe and ask.) Does the room meet one of the following criteria? (a) Two working sinks in the room: one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities. Or, (b) One working sink in the room which is used exclusively for diapering and hand washing, and all food/bottle preparation is done in kitchen and brought to the infants/toddlers by a non-diapering staff member.				100-4(5)(a)-(b):09	2
H 61. ► (Observe and ask.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the center?				100-24(1):09	1
H 62. ► (Ask if not <b>observed</b> .) High chairs have T-safety straps or devices, used whenever child is in the chair?				100-12(8):09	1
H 63. ► (Observe and ask.) Only one infant or toddler occupies any one piece of equipment at a time, unless equipment has individual seats for more than one child?				100-24(10):09	2, 3
H 64. ► (Observe and ask.) 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"/>				100-24(5)	1, 2

▶ (Observe and <b>ask</b> .) Do you have any baby food, formula, or breast milk brought from a child's home? If yes, is it:					
H 65. Labeled with the child's name?				100-24(6)(a)-(b):09	1, 3
H 66. Labeled with the date and time of preparation or opening of the container?				100-24(6)(a)-(b):09	1, 3
H 67. Kept refrigerated if needed?				100-24(6)(c):09	1, 3
H 68. 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)?				100-24(6)(d):09	1, 3
H 69. ▶ (Observe and <b>ask</b> .) Are heated bottles shaken and tested for temperature before children are fed?				100-24(8):09	1
H 70. ▶ (Observe and <b>ask</b> .) Do you have any children in your group who have food allergies? (N/O if no caregiver/children in room.)				100-15(4):09	1, 2
H 71. Are meals or snacks offered to toddlers at least once every three hours?				100-15(2):09	2, 3
H 72. ▶ ( <b>Observe</b> and <b>ask</b> .) 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.?				100-24(11):09	2
H 73. ▶ (Observe and <b>ask</b> .) 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?				100-18(6):09 100-18(7):09	2 2
H 74. ▶ (Observe, <b>ask</b> if necessary.) Sheets and blankets stored separately from other children's when not in use?				100-18(9)(a)-(c):09	3
H 75. ▶ (Observe and <b>ask</b> .) Sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe?				100-18(10):09	2, 3
H 76. ▶ ( <b>Observe</b> and <b>ask</b> .) How do you discipline children who misbehave? (Cannot include any of the following.) 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? Confining a child in a closet, locked room, or other enclosure?				100-8(11)(b)(i)-(ii):09 100-19(4)(a):09 100-19(4)(b):09 100-19(4)(c):09 100-19(4)(d):09 100-19(4)(e):09 100-19(4)(f):09	1 1 1 1 1 1 1
H 77. Where is the center's body fluid clean-up kit? When would you use it? How would you use it?				100-16(19)(a)-(c):09	2, 3
H 78. Is each infant and toddler allowed to eat and sleep on their own schedule? If the center has a meal schedule for infants or toddlers, what do they do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time?				100-24(14):09	2
H 79. 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.)				100-24(13):09	1

H 80.	Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?				100-24(19):09	2
H 81.	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.)?				100-24(20):09	2
H 82.	Do you ever prop bottles for children not old enough to sit upright and hold their own bottle?				100-24(3):09	2
H 83.	Do you always clean and sanitize high chair trays prior to each use?				100-24(4):09	2
<b>Notes:</b>						

ADDITIONAL INFANT & TODDLER ROOMS				
<b>Ratios &amp; Supervision (N/O if no children in the room.)</b>	<b>Room:</b>			
	<b>Child:</b>			
			<b>Rule #</b>	<b>Level</b>
H 1. (Observe.) Are all children in the group/area being directly supervised by a caregiver?			100-11(1):09 100-11(2):09	1, 2 1
H 2. ► (Observe, ask about mixed age groups.) Are there enough caregivers to meet required caregiver to child ratios? If it is a mixed age group, what age are the majority of the children?			single age 100-11(4):09 mixed age 100-11(6):09	1, 2, 3 1, 2, 3
H 3. (Observe.) For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met?			single age 100-11(4):09 mixed age 100-11(6):09	1, 2, 3 1, 2, 3
<b>Notes:</b>				
<b>Physical Environment</b>			<b>Rule #</b>	<b>Level</b>
H 4. ► (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction?			100-4(1):09	1, 2
H 5. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?			100-4(7):09	2
H 6. (Observe.) Indoor temperature between 65 and 82 degrees Fahrenheit?			100-4(8):09	2, 3
H 7. (Observe.) Glass surfaces within 36" from the floor/ground safety glass, or have a protective guard?			100-4(10):09	2
H 8. (Observe.) Room appears clean and sanitary, except for normal daily messes?			100-5(1):09	2, 3
H 9. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?			100-5(4):09	1, 2, 3
H 10. (Observe.) Are infant and toddler areas used as access to other areas or rooms?			100-4(6):09	1
H 11. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area?			100-24(21):09	1, 2
H 12. (Observe.) Safe toys accessible to infants and toddlers to stimulate their healthy development?			100-24(22):09	1, 2
H 13. (Observe.) Enough toys for each child in the group to be engaged in play with toys?			100-24(22):09	1, 2
<b>Notes:</b>				
<b>Indoor Gross Motor Play Equipment</b>		<b>Room:</b>		<b>Rule #</b>
				<b>Level</b>
H 14. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry go-rounds accessible to children age 2 and younger 3' in height or less?			100-12(9):09	1, 2
H 15. (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?			100-12(9)(a):09	1
H 16. (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?			100-12(9)(b):09	1
<b>Safety Hazards</b>			<b>Rule #</b>	<b>Level</b>
H 17. (Observe.) Is the room free of tripping hazards such as unsecured flooring or cords?			100-12(2):09	2, 3

H 18. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?				100-12(3):09	1
(Observe all.) Are the following items inaccessible to children?					
H 19. Firearms, ammunition, weapons?				100-12(4)(a):09	1
H 20. Tobacco, alcohol, illegal substances, and sexually explicit material?				100-12(4)(b):09	1, 2
H 21. When in use, portable space heaters, fireplaces, and wood burning stoves?				100-12(4)(c):09	1
H 22. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)				100-12(4)(d):09	1, 2
H 23. Poisonous plants?				100-12(4)(e):09	2, 3
H 24. Matches or cigarette lighters?				100-12(4)(f):09	1
H 25. Open flames?				100-12(4)(g):09	1
H 26. Sharp objects, edges, corners, or points which could cut or puncture skin?				100-12(4)(h):09	1, 3
H 27. For age 4 and under, ropes/cords long enough to encircle a child's neck?				100-12(4)(i):09	1, 3
H 28. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?				100-12(4)(j):09	1, 3
H 29. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?				100-12(4)(k):09	1
H 30. (Observe) Toxic and hazardous chemicals stored in a labeled container?				100-12(5):09	1, 2
H 31. (Observe.) For age 4 and under, accessible outlets and surge protectors covered?				100-12(6):09	2
H 32. (Observe.) Do infants and toddlers have access to objects made of styrofoam?				100-24(17):09	2
H 33. (Observe.) Are there any walkers with wheels?				100-24(16):09	1
<b>Notes:</b>					
<b>Preventing the Spread of Disease</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 34. (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.) (N/O if no caregiver/children in room, or listed activities not observed.)				100-16(1)(a)-(i):09 100-16(2)(a)-(e):09	1, 2 1, 2
H 35. (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage. (N/O if no caregiver/children in room, or listed activities not observed.)				100-16(1)(a)-(i):09	1, 2
(Observe.) If the room has a handwashing sink:					
H 36. (Observe.) Is soap (cannot be bar soap) available for children to wash their hands?				100-16(2)(a)-(e):09	2
H 37. (Observe.) Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?				100-16(3):09	3
H 38. (Observe.) Are handwashing procedures posted at each sink, and followed?				100-16(5):09	3
H 39. (Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use? (N/A if there are no personal hygiene items.)				100-16(7):09	3
H 40. (Observe.) Are washable toys visibly dirty?				100-16(8):09	3

H 41. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?				100-16(9):09	3
<b>Notes:</b>					
<b>Feeding Children</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 42. (Observe feeding record for infants.) Are meals or snacks offered at least once every three hours?				100-15(2)	2, 3
H 43. (Observe.) Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared?				100-24(9):09	3
<b>Notes:</b>					
<b>Medications</b>				<b>Rule #</b>	<b>Level</b>
► (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)					
H 44. (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?				100-17(3):09	1, 2
H 45. (Observe.) Refrigerated medications stored in a leakproof container? ( N/A if there are no refrigerated medications.)				100-17(3):09	1, 2
H 46. (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?				100-17(2)(a)-(d):09	2
				100-17(2)(a)-(d):09	1
				100-17(2)(a)-(d):09	1
				100-17(2)(a)-(d):09	2
<b>Notes:</b>					
<b>Sleeping Equipment</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 47. (Observe.) Do mats and mattresses have a smooth, waterproof surface?				100-18(4):09	3
H 48. (Observe.) Do all cribs have tight fitting mattresses?				100-24(12)(a):09	1
H 49. (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart?				100-24(12)(b):09	1
H 50. (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail?				100-24(12)(c):09	1, 2
H 51. (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?				100-24(12)(d):09	1
H 52. (Observe.) Are toddler mats at least 2 inches thick?				100-18(4):09	3
H 53. (Observe.) Sleeping equipment in good repair?				100-18(5):09	2, 3
H 54. (Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?				100-18(8):09	2
H 55. (Observe.) Sheet and blanket or acceptable alternative provided for each child?				100-18(9):09	3

H 56. (Observe.) Sheets and blankets clearly assigned to one child?				100-18(9)(a)-(c):09	3
H 57. (Observe.) Does sleep equipment block exits?				100-18(11):09	1
<b>Notes:</b>					
<b>Meeting Children's Needs</b>	<b>Room:</b>			<b>Rule #</b>	<b>Level</b>
H 58. (Observe.) Do caregivers keep written record daily of each infant's eating and sleeping? Record completed within 1 hour of each feeding or nap, and includes the child's name, the food/beverages eaten, and the times child slept? (N/A if only toddlers in care.)				100-24(15):09	3
H 59. (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)? (N/O if no caregiver/children in room.)				100-24(18):09	2
<b>Notes:</b>					

<b>CAREGIVER INTERVIEW QUESTIONS</b>					
(To be asked of 1 caregiver in each infant/toddler room. N/A if no caregiver/children in a room.)					
<b>Name(s) of caregiver(s) interviewed:</b>				<b>Rule #</b>	<b>Level</b>
H 60. ► (Observe and ask.) Does the room meet one of the following criteria? (a) Two working sinks in the room: one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities. Or, (b) One working sink in the room which is used exclusively for diapering and hand washing, and all food/bottle preparation is done in kitchen and brought to the infants/toddlers by a non-diapering staff member.				100-4(5)(a)-(b):09	2
H 61. ► (Observe and ask.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the center?				100-24(1):09	1
H 62. ► (Ask if not <b>observed</b> .) High chairs have T-safety straps or devices, used whenever child is in the chair?				100-12(8):09	1
H 63. ► (Observe and ask.) Only one infant or toddler occupies any one piece of equipment at a time, unless equipment has individual seats for more than one child?				100-24(10):09	2, 3
H 64. ► (Observe and ask.) 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"/>				100-24(5)	1, 2

▶ (Observe and <b>ask</b> .) Do you have any baby food, formula, or breast milk brought from a child's home? If yes, is it:					
H 65. Labeled with the child's name?				100-24(6)(a)-(b):09	1, 3
H 66. Labeled with the date and time of preparation or opening of the container?				100-24(6)(a)-(b):09	1, 3
H 67. Kept refrigerated if needed?				100-24(6)(c):09	1, 3
H 68. 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)?				100-24(6)(d):09	1, 3
H 69. ▶ (Observe and <b>ask</b> .) Are heated bottles shaken and tested for temperature before children are fed?				100-24(8):09	1
H 70. ▶ (Observe and <b>ask</b> .) Do you have any children in your group who have food allergies? (N/O if no caregiver/children in room.)				100-15(4):09	1, 2
H 71. Are meals or snacks offered to toddlers at least once every three hours?				100-15(2):09	2, 3
H 72. ▶ ( <b>Observe</b> and <b>ask</b> .) 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.?				100-24(11):09	2
H 73. ▶ (Observe and <b>ask</b> .) 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?				100-18(6):09 100-18(7):09	2 2
H 74. ▶ (Observe, <b>ask</b> if necessary.) Sheets and blankets stored separately from other children's when not in use?				100-18(9)(a)-(c):09	3
H 75. ▶ (Observe and <b>ask</b> .) Sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe?				100-18(10):09	2, 3
H 76. ▶ ( <b>Observe</b> and <b>ask</b> .) How do you discipline children who misbehave? (Cannot include any of the following.) 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? Confining a child in a closet, locked room, or other enclosure?				100-8(11)(b)(i)-(ii):09 100-19(4)(a):09 100-19(4)(b):09 100-19(4)(c):09 100-19(4)(d):09 100-19(4)(e):09 100-19(4)(f):09	1 1 1 1 1 1 1
H 77. Where is the center's body fluid clean-up kit? When would you use it? How would you use it?				100-16(19)(a)-(c):09	2, 3
H 78. Is each infant and toddler allowed to eat and sleep on their own schedule? If the center has a meal schedule for infants or toddlers, what do they do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time?				100-24(14):09	2
H 79. 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.)				100-24(13):09	1

H 80.	Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?				100-24(19):09	2
H 81.	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.)?				100-24(20):09	2
H 82.	Do you ever prop bottles for children not old enough to sit upright and hold their own bottle?				100-24(3):09	2
H 83.	Do you always clean and sanitize high chair trays prior to each use?				100-24(4):09	2
<b>Notes:</b>						