

Utah Department of Health, Child Care Licensing  
**Out of School Time Program Announced Inspection Checklist A -- General Inspection Items**

Program Name:		Facility Phone #:	
Address:			Program ID #:
Director (or Designee):		Licensed Capacity:	
Licensing Specialist(s):			# of Classrooms:
Inspection Date:     /     /	Start Time:	End Time:	License Expiration Date:     /     /
Phone Interview Date:     /     /			
Licensor Notes:			

Owner / Director Introductory Items	
	Introduce any unknown Bureau staff to the Owner/Director.
	Give the Owner/Director a brief explanation of the inspection process.
	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.
	If the Program 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.

GENERAL INDOOR INSPECTION ITEMS	X = Compliance O = Noncompliance	
Posted / Entry Area Items	Rule #	Level
A 1. (Observe.) Child care license posted in a place readily visible to the public?	R430-2-10(2):06	3
A 2. (Observe.) Total # of children present exceed total licensed capacity?	R430-2-4(4)(c):06	1
A 3. (Observe.) Department's child care guide posted where parents can see it?	70-13(1):10	3
If food service is provided,		
A 4 (Observe.) Is current week's menu posted where parents can see it?	70-15(1)(d):10	3
A 5 (Observe.) If provider not on CACFP, is menu approved as required?	70-15(1)(b):10	3

A 6. ►(Observe and ask.) Facility address and emergency numbers posted near each phone?		70-10(1):10	1, 3
<b>Notes:</b>			
<b>General Indoor Environment</b>			
		<b>Rule #</b>	<b>Level</b>
A 7. ►(Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint indoors? If yes, built before 1978? If yes, documentation of testing and correction?		70-4(1):10	1, 2
A 8. (Observe.) Adequate light intensity throughout the facility for the safety of children and the type of activity?		70-4(9):10	3
A 9. (Observe.) Glass surfaces within 36" from the floor or ground, and in an area accessed by children, made of safety glass or have a protective guard?		70-4(10):10	2
A 10. (Observe.) Facility free of insects, rodents, and other vermin?		70-5(3):10	1, 2, 3
A 11. (Observe.) Facility has a working telephone?		70-8(9):10	1, 2, 3
A 12. (Observe.) Are children in shared areas of the facility supervised? (If no, check written policies for bathroom use.) (N/A if no children in shared areas of the facility.)		70-11(1):10	1
A 13. (Observe.) Are required caregiver to child ratios of 1 : 20 maintained for children in shared areas of the facility? (N/A if no children in shared areas of the facility.)		70-11(4):10 70-11(6):10	1, 2, 3 1, 2, 3
A 14. (Observe.) Are group size requirements of 40 children per group met in shared areas of the facility? (N/A if no children in shared areas of the facility.)		70-11(5):10	1, 2, 3
<b>Notes:</b>			
<b>Children's Restrooms</b>			
		<b>Rule #</b>	<b>Level</b>
A 15. Are restrooms clean and sanitary?		70-5(1):10 70-5(2):10	2, 3 1, 2
A 16. (Observe.) Is hot water accessible to children between 60 and 120 degrees?		70-12(6):10 70-16(1):10 70-16(2):10	2, 3 2 2
A 17. (Observe.) Is soap (cannot be bar soap) available for children to wash their hands?		70-16(2)(a)-(e):10	2
A 18. (Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing?		70-16(3):10	3
A 19. (Observe.) Is toilet paper accessible to children, and kept on a dispenser?		70-16(4):10	2
A 20. (Observe.) Are handwashing procedures posted at each sink, and followed?		70-16(5):10	3
A 21. (Observe.) Is restroom free of tripping hazards?		70-12(2):10	2
A 22. (Observe.) Restroom free of unstable heavy equipment a child could pull down?		70-12(3):10	2
(Observe all.) Are the following items inaccessible to children?			
A 23. Firearms, ammunition, and other weapons?		70-12(4)(a):10	2
A 24. Tobacco, alcohol, illegal substances, and sexually explicit material?		70-12(4)(b):10	1, 3
A 25. When in use, portable space heaters?		70-12(4)(c):10	1, 2
A 26. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)		70-12(4)(d):10	2
A 27. Poisonous plants?		70-12(4)(e):10	2, 3

A 28. Matches or cigarette lighters?		70-12(4)(f):10	2
A 29. Open flames?		70-12(4)(g):10	1
A 30. Razors or similarly sharp blades?		70-12(4)(h):10	2
A 31. (Observe.) Toxic and hazardous chemicals stored in a labeled container?		70-12(5):10	2
<b>Notes:</b>			
<b>First Aid &amp; Body Fluid Kits</b>		<b>Rule #</b>	<b>Level</b>
A 32. ►(Observe and <b>ask</b> .) Does the program have at least one readily available first aid kit, and a second for field trips?		70-10(3):09	3
A 33. (Observe all.) Does the first aid kit include:			
Disposable gloves?		70-10(3)(a)-(g):10	3
Assorted sizes of band aids?		70-10(3)(a)-(g):10	3
A gauze roll and pads?		70-10(3)(a)-(g):10	3
Adhesive tape?		70-10(3)(a)-(g):10	3
Antiseptic or a topical antibiotic?		70-10(3)(a)-(g):10	3
Tweezers?		70-10(3)(a)-(g):10	3
Scissors?		70-10(3)(a)-(g):10	3
A 34. ►(Observe and <b>ask</b> .) Is there a body fluid clean up kit that is restocked as needed?		70-16(17)(a)-(c):10	2
<b>Notes:</b>			
<b>Food Service &amp; Kitchen (N/A for this section if the program does not prepare or serve meals or snacks.)</b>		<b>Rule #</b>	<b>Level</b>
A 35. (Observe.) Kitchen clean and sanitary, except for normal daily food preparation?		70-5(1):10	2, 3
A 36. (Observe.) Evidence of insects, rodents, or other vermin?		70-5(3):10	1, 2, 3
A 37. (Observe.) Children's food served on dishes, or napkins, except for individual serving size items placed directly in children's hands? N/O if not observed.		70-15(3):10	
A 38. ►(Observe and <b>ask</b> .) Any food allergies/sensitivities posted in food preparation area? Are caregivers/cooks aware of them?		70-15(4):10	1, 2
A 39. (Observe.) Refrigerated medications stored in a leak proof container? (N/A if there are no refrigerated medications.)		70-17(3):10	2
<b>Notes:</b>			
<b>Medications (N/A for this section if the program does not administer medications, or if medications are stored in individual rooms.)</b>		<b>Rule #</b>	<b>Level</b>
A 40. ►(Observe and <b>ask</b> .) Are non-refrigerated medications inaccessible to children and stored in locked area or container? (N/A if there are no medications.)		70-17(3):10	2

A 41. (Observe all.) Are all over-the-counter and prescription medications: (N/A if there are no medications.) Labeled with the child's full name if brought in by a parent (if not purchased by the program for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?		
		70-17(2)(a)-(d):10
		70-17(2)(a)-(d):10
		70-17(2)(a)-(d):10
<b>Notes:</b>		

OWNER / DIRECTOR INTERVIEW QUESTIONS		X = Compliance	O = Noncompliance
Personnel & Staffing		Rule #	Level
A 42. Is the program director at least 21 years of age?		70-7(1):10	2
A 43. Is the program director listed on the license still the program director, and does s/he meet director qualifications? (If not already in BMI, get a copy of director's educational qualifications to scan.)		70-7(1)(a)-(c):10	2
A 44. Are all director designees at least 21 years of age?		70-8(6):10	2, 3
A 45. Are all caregivers at least 18 years of age?		70-7(2):10	1, 2
A 46. ► (Ask and <b>observe</b> .) Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no assistant caregivers.)		70-7(3)-(4):10	1, 2
A 47. How do you ensure caregivers under age 18 are never left unsupervised with children? (N/A if no caregivers under age 18.)		70-7(3)-(4):10	1
A 48. Are there always at least two caregivers with the children whenever there are more than 8 children present at the program?		70-11(3):10	1, 2
A 49. 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):09:09	1
A 50. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been investigated with a supported finding of abuse or neglect by the Department of Human Services?		6-6(4):09:09	1
<b>Notes:</b>			
Staff Supervision		Rule #	Level
A 51. How do you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?		70-8(11)(b)(iii):10	1

A 52. What do you train staff to do if they suspect a child has been abused or neglected?		70-8(11)(b)(i)-(ii):10	1, 3
A 53. What are staff trained to do when children misbehave?			
A 54. How do you ensure staff comply with this training when children misbehave?			
<b>Notes:</b>			
<b>Safety &amp; Sanitation</b>			
		<b>Rule #</b>	<b>Level</b>
A 55. Are bathroom surfaces cleaned and sanitized daily?		70-5(2):10	1, 2
A 56. How will you ensure that personal hygiene items such as toothbrushes and/or hair accessories are sanitized between each use if they are shared by children or used by staff on more than one child? (N/A if there are no personal hygiene items.)		70-16(7):10	2
A 57. Who cleans and sanitizes washable toys and materials? Are they cleaned and sanitized weekly, and as needed?		70-16(8):10	2
A 58. Are water play tables or tubs washed and sanitized daily, and do children wash hands prior to using them? (N/A if not used.)		70-16(10):10	2
A 59. What do you do when children's clothing becomes wet or soiled with body fluids? Do you rinse children's clothing at the facility? Is the clothing placed in a leak proof container labeled with the child's name, and given to the parent?		70-16(16)(a)-(b):10	2
A 60. Are there any trampolines inside the facility?		70-12(8):10	1
<b>Notes:</b>			
<b>Administration</b>			
		<b>Rule #</b>	<b>Level</b>
A 61. How do you ensure that children have privacy when using the bathroom?		70-4(4):10	2, 3
A 62. How do you ensure that the outdoor play area has a shaded area to protect children from excessive sun and heat?		70-6(7):10	2, 3
A 63. How do you ensure that either the program director or a designee with written authority to act on behalf of the program director is present whenever the program is open for care?		70-8(5):10	1, 2, 3,
A 64. How many hours each week is the program director on-site at the facility? Must be at least 50% of the time.		70-8(7):10	1, 2, 3
A 65. Does the program director also have caregiving duties? If yes, for how many hours per week, in addition to the time s/he spends managing the program?		70-8(8):10	3
A 66. 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?		70-8(10):10	3
Do you keep the following records on-site for at least six weeks:			
A 67. Medication permission and administration forms. (N/A if the program does not administer medications.)		70-9(4)(d):10	3
		70-17(4)(a)-(c):10	2
		70-17(7)(e):10	2
A 68. Incident, accident, and injury reports.		70-9(4)(e):10	
		70-13(4):10	3
A 69. Is food and drink brought from home labeled with child's name, and refrigerated if needed?		70-15(5):10	1, 3

A 70. What are your sign-in and sign-out procedures? Is each child signed in and out by the person dropping off or picking up, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks a child up? Are children allowed to sign themselves in and out of the program? If so, does the program have written permission from parent?		70-13(3)(a)-(e):10	1, 3
A 71. Do parents have access to the facility, and to their child's room/area, any time their child is in care?		70-13(2):10	3
A 72. If the program has menus approved by a dietician, what is the name of the dietician, and was the approval within the past 5 years?		70-15(1)(b):10	3
<b>Notes:</b>			
<b>Animals</b>		<b>Rule #</b>	<b>Level</b>
A 73. ► (Ask and <b>observe</b> .) Are children ever allowed to handle reptiles or amphibians?		70-22(6):10	2
Are there any animals at the facility? (N/A for remaining animal questions if the answer is no.)			
A 74. ► (Ask and <b>observe</b> .) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children?		70-22(2):10	1, 3
A 75. ► (Ask and <b>observe</b> .) Have any of the animals at the facility ever bitten anyone, or displayed any other dangerous or aggressive behavior?		70-22(4):10	1
A 76. ► (Ask and <b>observe</b> .) Are animals ever allowed in food preparation or eating areas?		70-22(5):10	2
<b>Notes:</b>			
<b>Off-Site Activities</b> (N/A if the program does not take children off-site.)		<b>Rule #</b>	<b>Level</b>
A 77. Do caregivers take children's emergency information and releases with them during off-site activities?		70-20(5)(b):10	1, 3
A 78. What identifying information do children carry with them during off-site activities? Does it include the name and phone number of the program, but not the children's names?		70-20(5)(f):10	1, 3
A 79. If you offer swimming activities, do caregivers remain at the pool with the children during the activity?		70-20(6):10	2
<b>Notes:</b>			