

Utah Department of Health, Child Care Licensing  
**Out of School Time Program Announced Inspection Checklist E -- Classrooms**

|                                 |                      |
|---------------------------------|----------------------|
| <b>Program Name:</b>            | <b>Program ID #:</b> |
| <b>Inspection Date:</b> /     / |                      |

| <b>All ROOMS INSPECTION ITEMS</b><br><br>(All of the lines are to be done for the first three rooms.<br><b>The highlighted numbers/columns are for the additional classrooms.</b><br>Use/copy this checklist in addition if more than 5 rooms) | X = Compliance<br>O = Noncompliance |        |        |        |        |                            |           |
|--|-------------------------------------|--------|--------|--------|--------|----------------------------|-----------|
|  | Class:                              | Class: | Class: | Class: | Class: |                            |           |
|  |                                     |        |        |        |        |                            |           |
|  | Staff:                              | Staff: | Staff: | Staff: | Staff: |                            |           |
|  |                                     |        |        |        |        |                            |           |
|  | Child:                              | Child: | Child: | Child: | Child: |                            |           |
|  |                                     |        |        |        |        |                            |           |
| Ratios & Supervision (N/O if no children in the room.)   |                                     |        |        |        |        | Rule #                     | Level     |
| E 1. (Observe.) Are all children in the group/area being directly supervised by a caregiver?   |                                     |        |        |        |        | 70-11(1):10<br>70-11(2):10 | 1, 2<br>1 |
| E 2. (Observe.) Are there enough caregivers to meet required caregiver to child ratios of 1 : 20?  |                                     |        |        |        |        | 70-11(4):10                | 1, 2, 3   |
| E 3. (Observe.) Are group size requirements of 40 children per group met? (N/O if no children in the room.)  |                                     |        |        |        |        | 70-11(5):10                | 1, 2, 3   |
| <b>Notes:</b>  |                                     |        |        |        |        |                            |           |
| <br>   |                                     |        |        |        |        |                            |           |
| Physical Environment   |                                     |        |        |        |        | Rule #                     | Level     |
| E 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?  |                                     |        |        |        |        | 70-4(1):10                 | 1, 2      |
| E 5. (Observe.) Working hand washing sink in the room? (For buildings licensed after 30 June 2010. N/A if building licensed before 30 June 2010.)  |                                     |        |        |        |        | 70-4(5):10                 | 2         |
| E 6. (Observe.) Hand sanitizer in gymnasiums and in classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010.)   |                                     |        |        |        |        | 70-4(6):10                 | 2         |
| F 7. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?   |                                     |        |        |        |        | 70-4(7):10                 | 3         |
| E 8. (Observe.) Glass surfaces within 36" from the floor or ground safety glass, or have a protective guard?   |                                     |        |        |        |        | 70-4(10):10                | 2         |
| E 9. (Observe.) Room appears clean and sanitary, except for normal daily messes?   |                                     |        |        |        |        | 70-5(1):10                 | 2, 3      |

|   |  |  |  |  |  |                |              |
|---|--|--|--|--|--|----------------|--------------|
| E 10. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?   |  |  |  |  |  | 70-5(4):10     | 2, 3         |
| <b>Notes:</b>   |  |  |  |  |  |                |              |
| <b>Indoor Gross Motor Play Equipment</b>  |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| E 11. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children 5½' in height or less? (N/A if no play equipment.)  |  |  |  |  |  | 70-12(7):10    | 1, 2         |
| E 12. (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? (N/A if no play surfaces between 3' and 5½'.)                                  |  |  |  |  |  | 70-12(7):10    | 1            |
| <b>Notes:</b>   |  |  |  |  |  |                |              |
| <b>Safety Hazards</b>   |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| E 13. (Observe.) Is the room free of tripping hazards such as unsecured flooring or cords?  |  |  |  |  |  | 70-12(2):10    | 2            |
| E 14. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?  |  |  |  |  |  | 70-12(3):10    | 2            |
| (Observe all.) Are the following items inaccessible to children?  |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| E 15. Firearms, ammunition, weapons?  |  |  |  |  |  | 70-12(4)(a):10 | 1            |
| E 16. Tobacco, alcohol, illegal substances, and sexually explicit material?   |  |  |  |  |  | 70-12(4)(b):10 | 1, 3         |
| E 17. When in use, portable space heaters, fireplaces, and wood burning stoves?   |  |  |  |  |  | 70-12(4)(c):10 | 1, 2         |
| E 18. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)   |  |  |  |  |  | 70-12(4)(d):10 | 2            |
| E 19. Poisonous plants?   |  |  |  |  |  | 70-12(4)(e):10 | 2, 3         |
| E 20. Matches or cigarette lighters?  |  |  |  |  |  | 70-12(4)(f):10 | 2            |
| E 21. Open flames?  |  |  |  |  |  | 70-12(4)(g):10 | 1            |
| E 22. Razors and similarly sharp blades?  |  |  |  |  |  | 70-12(4)(h):10 | 2            |
| E 23. (Observe.) Toxic and hazardous chemicals stored in a labeled container?   |  |  |  |  |  | 70-12(5):10    | 2            |
| E 24. (Observe.) Is sleep equipment ever placed where it blocks an exit? (N/A if placement of sleeping equipment is not observed.)  |  |  |  |  |  | 70-18(4):10    | 2            |
| <b>Notes:</b>   |  |  |  |  |  |                |              |
| <b>Feeding Children</b>   |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| E 25. (Observe.) Is children's food served in dishes or napkins, 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.) |  |  |  |  |  | 70-15(3):10    | 3            |

| Preventing the Spread of Disease   |   |  |  |  |  | Rule #                                | Level |
|--|---|--|--|--|--|---------------------------------------|-------|
| E 26.  | (Observe.) Children and caregivers wash hands thoroughly w/soap and warm running water at required times? (Before eating/feeding children, after toilet, after contact w/body fluids, after handling animals.) (N/O if no caregiver/children in room, or listed activities not observed.) |  |  |  |  | 70-16(1)(a)-(g):10<br>16(2)(a)-(d):10 | 2     |
| E 27.  | (Observe. N/O if no caregiver/children in room, or listed activities not observed.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage.   |  |  |  |  | 70-16(1)(a)-(g):10<br>16(2)(a)-(d):10 | 2     |
| (Observe all.) If the room has a handwashing sink:   |   |  |  |  |  |                                       |       |
| E 28.  | Is soap (cannot be bar soap) available for children to wash their hands? (N/A if no handwashing sink.)  |  |  |  |  | 70-16(2)(a)(d):10                     | 2     |
| E 29.  | Are only single use towels from covered dispenser or electric hand-drying device used after handwashing? (N/A if no handwashing sink.)  |  |  |  |  | 70-16(3):10                           | 2     |
| E 30.  | (Observe.) Are handwashing procedures posted at each sink, and followed? (N/A if no handwashing sink.)  |  |  |  |  | 70-16(5):10                           | 3     |
| E 31.  | (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.)   |  |  |  |  | 70-16(7):10                           | 2     |
| E 32.  | (Observe.) Are washable toys visibly dirty?   |  |  |  |  | 70-16(8):10                           | 2     |
| E 33.  | (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? (N/A if no toys in room.)  |  |  |  |  | 70-16(9):10                           | 2     |
| <b>Notes:</b>  |   |  |  |  |  |                                       |       |
|  |   |  |  |  |  |                                       |       |
| Medications  |   |  |  |  |  | Rule #                                | Level |
| ► (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:) |   |  |  |  |  |                                       |       |
| E 34.  | (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?  |  |  |  |  | 70-17(3):10                           | 2     |
| E 35.  | (Observe.) Refrigerated medications stored in a leak proof container? (N/A if there are no refrigerated medications.)   |  |  |  |  | 70-17(3):10                           | 2     |
| (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 program for all children)?            |   |  |  |  |  | 70-17(2)(a)-(d):10                    | 2     |
| Kept in the original or pharmacy container?  |   |  |  |  |  | 70-17(2)(a)-(d):10                    | 2     |
| Have the original label?   |   |  |  |  |  | 70-17(2)(a)-(d):10                    | 2     |
| Have child-safety caps?  |   |  |  |  |  | 70-17(2)(a)-(d):10                    | 2     |

|  |  |  |  |  |  |  |                |              |
|--|--|--|--|--|--|--|----------------|--------------|
| <b>Notes:</b>  |  |  |  |  |  |  |                |              |
| <b>Discipline (N/O if there are no children in the room.)</b>  |  |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| (Observe for all.) Do caregivers use any of the following discipline methods?  |  |  |  |  |  |  |                |              |
| E 37. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort?                      |  |  |  |  |  |  | 70-19(4)(a):10 | 1            |
| E 38. Restraining a child's movement by binding, tying, or any other form of restraint?  |  |  |  |  |  |  | 70-19(4)(b):10 | 1            |
| E 39. Shouting at children?  |  |  |  |  |  |  | 70-19(4)(c):10 | 1            |
| E 40. Any form of emotional abuse?   |  |  |  |  |  |  | 70-19(4)(d):10 | 1            |
| E 41. Forcing or withholding of food, rest, or toileting?  |  |  |  |  |  |  | 70-19(4)(e):10 | 1            |
| E 42. Confining a child in a closet, locked room, or other enclosure?  |  |  |  |  |  |  | 70-19(4)(f):10 | 1            |
| <b>Notes:</b>  |  |  |  |  |  |  |                |              |
| <b>Sleeping Equipment</b>  |  |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| E 43. (Observe.) Sleeping equipment in good repair?  |  |  |  |  |  |  | 70-18(1):10    | 3            |
| E 44. (Observe.) Sleeping equipment cleaned/sanitized as needed, but at least weekly?  |  |  |  |  |  |  | 70-18(2):10    | 2, 3         |
| <b>Notes:</b>  |  |  |  |  |  |  |                |              |
| <b>Daily Schedule and Activity Plan</b>  |  |  |  |  |  |  | <b>Rule #</b>  | <b>Level</b> |
| E 45. (Observe.) Is a daily schedule posted for each group that includes meal, snack, and outdoor play times?  |  |  |  |  |  |  | 70-20(1):10    | 3            |
| E 46. (Observe.) Do children have outdoor play every day, weather permitting?  |  |  |  |  |  |  | 70-20(2):10    | 3            |
| E 47. (Observe.) Meals or snacks offered at least once every three hours?  |  |  |  |  |  |  | 70-15(2):10    | 3            |
| E 48. (Observe.) Current activity plan that shows activities to support children's healthy, physical, socio-emotional, and cognitive-language development posted for each group? |  |  |  |  |  |  | 70-20(3):10    | 2            |
| E 49. (Observe.) Materials necessary to carry out the activity accessible to children?   |  |  |  |  |  |  | 70-20(4):10    | 2            |
| <b>Notes:</b>  |  |  |  |  |  |  |                |              |

| <b>Caregiver Interview Questions</b><br>(To be asked of 1 caregiver in each of the required rooms.)  |  |  |  |  |  | <b>Rule #</b>              | <b>Level</b> |
|--|--|--|--|--|--|----------------------------|--------------|
| <b>E 50.</b> ► (Observe and <b>ask.</b> ) Do your discipline methods include any of the following: (N/O if no children or caregiver in classroom.)   |  |  |  |  |  | 70-8(11)(b)(i)-(ii):10     | 1            |
| . Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort?  |  |  |  |  |  | 70-19(4)(a):10             | 1            |
| . Restraining a child's movement by binding, tying, or any other form of restraint?  |  |  |  |  |  | 70-19(4)(b):10             | 1            |
| . Shouting at children?  |  |  |  |  |  | 70-19(4)(c):10             | 1            |
| . Any form of emotional abuse?   |  |  |  |  |  | 70-19(4)(d):10             | 1            |
| . Forcing or withholding of food, rest, or toileting?  |  |  |  |  |  | 70-19(4)(e):10             | 1            |
| . Confining a child in a closet, locked room, or other enclosure?  |  |  |  |  |  | 70-19(4)(f):10             | 1            |
| <b>E 51.</b> ► (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.)  |  |  |  |  |  | 70-15(4):10                | 1, 2         |
| <b>E 52.</b> ► (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? |  |  |  |  |  | 70-18(2):10<br>70-18(3):10 | 2, 3<br>2    |
| <b>E 53.</b> ► (Observe and <b>ask.</b> ) Is sleep equipment ever placed where it blocks an exit?  |  |  |  |  |  | 70-18(4):10                | 2            |
| <b>E 54.</b> ► (Observe and <b>ask.</b> ) On days when care is provided for three or more hours, are meals or snacks offered at least once every three hours?  |  |  |  |  |  | 70-15(2):10                | 3            |
| <b>Notes:</b>  |  |  |  |  |  |                            |              |