

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

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

GENERAL RECORD REVIEW ITEMS	X = Compliance O = Noncompliance	
General Program Records	Rule #	Level
<b>B 1.</b> If there are animals at the facility, does program have current animal vaccination records?	70-9(1)(b):10 70-22(3):10	1, 3 2
<b>B 2.</b> Does program have copies of all current variances granted by the Department? (N/A if the program does not have any current variances.)	70-9(1)(d):10	bccl'
<b>B 3.</b> If yes, is the program meeting the conditions of the variance? (N/A if the variance does not have conditions.)		
<b>B 4.</b> Has a copy of the program's documentation for safety glass been submitted to the Department, if needed?	70-4(10):10	2
<b>Notes:</b>		
Review of Forms	Rule #	Level
<b>B 5.</b> Does program's child admission form include the following information for each child? Child's name. Child's date of birth. Date of enrollment. Parent's name, address, and phone number. Names of people authorized by the parent to pick up the child. Name, address and phone number of emergency contact person. Name, address, and phone for out of area emergency contact, if available. Current signed emergency medical treatment and transportation releases.	70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10 70-9(2)(a)(i)-(viii):10	2, 3 2, 3 2, 3 2, 3 2, 3 2, 3 2, 3 2, 3
<b>B 6.</b> Does the program's health assessment contain the following information about the child? Allergies. Food sensitivities. Acute and chronic medical conditions. Instructions for special or non-routine daily health care. Current medications. Any other special health instructions for the caregiver.	70-9(2)(b):10 70-14(4)(a)-(f):10 70-14(4)(a)-(f):10 70-14(4)(a)-(f):10 70-14(4)(a)-(f):10 70-14(4)(a)-(f):10	2, 3 1, 3   1, 3 1, 3

<p><b>B 7.</b> Does the program's medication permission form contain at least the following instructions to be completed by the parent? (N/A if the program does not administer medication.)</p> <ul style="list-style-type: none"> <li>The name of the medication.</li> <li>Written instructions for administration; including: <ul style="list-style-type: none"> <li>The dosage.</li> <li>The method of administration.</li> <li>The times and dates to be administered.</li> <li>The disease or condition being treated.</li> <li>The parent signature and the date signed.</li> </ul> </li> </ul>		<p>70-17(4)(a)-(c):10</p> <p>70-17(4)(a)-(c):10</p> <p>70-17(4)(a)-(c):10</p> <p>70-17(4)(a)-(c):10</p> <p>70-17(4)(a)-(c):10</p> <p>70-17(4)(a)-(c):10</p> <p>70-17(4)(a)-(c):10</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
<p><b>B 8.</b> Does the program's medication administration form contain at least the following information to be completed by the person administering the medication? (N/A if the program does not administer medication.)</p> <ul style="list-style-type: none"> <li>The date, time, and dosage of the medication given?</li> <li>Signature or initials of person who administered the medication?</li> <li>Any errors in administration or adverse reactions?</li> </ul>		<p>70-17(7)(e):10</p> <p>70-17(7)(e):10</p> <p>70-17(7)(e):10</p>	<p>2</p> <p>2</p> <p>2</p>
<b>Notes:</b>			
<b>Emergency &amp; Disaster Plan</b>			
<p><b>B 9.</b> Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan?</p>		70-10(6):10	3
<b>Emergency Drills</b>			
<p><b>B 10.</b> Does the program have a record of monthly fire evacuation drills for each month the program is open for the past 12 months?</p>		<p>70-10(8):10</p> <p>70-9(1)(a):10</p>	<p>1, 2, 3</p> <p>3</p>
<p><b>B 11.</b> Does the fire drill log include all of the following information for each drill?</p> <ul style="list-style-type: none"> <li>The date and time of the drill.</li> <li>The number of children participating.</li> <li>The name of the person supervising the drill.</li> <li>The total time to complete the evacuation.</li> </ul>		<p>70-10(9)(a)-(e):10</p> <p>70-10(9)(a)-(e):10</p> <p>70-10(9)(a)-(e):10</p> <p>70-10(9)(a)-(e):10</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>
<p><b>B 12.</b> Does the program have a record of drills for disasters conducted at least once every six months that the program is open?</p>		<p>70-10(10):10</p> <p>70-9(1)(a):10</p>	<p>1, 2, 3</p> <p>3</p>
<p><b>B 13.</b> Does the disaster drill log include all of the following information for each drill?</p> <ul style="list-style-type: none"> <li>The type of disaster.</li> <li>Date and time of the drill.</li> <li>Number of children participating.</li> <li>Name of the person supervising the drill.</li> <li>Any problems encountered.</li> </ul>		<p>70-10(11)(a)-(e):10</p> <p>70-10(11)(a)-(e):10</p> <p>70-10(11)(a)-(e):10</p> <p>70-10(11)(a)-(e):10</p> <p>70-10(11)(a)-(e):10</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
<p><b>B 14.</b> Do fire and disaster drill logs vary the days and times on which drills are held?</p>		70-10(12):10	3
<b>Notes:</b>			

General Personnel Records	Rule #	Level
B 15. Written documentation identifying the director designee(s)?	70-8(11)(a):10	3
B 16. If facility has 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.	70-12(9)(d):10	1
Since your last Announced Inspection, have any current employees voluntarily or involuntarily left your employment and been re-hired?		
B 17. ► (Ask.) Does program have a copy of the current CBS/LIS renewal form (Request for Annual Renewal of CBS/LIS Criminal History Information for Child Care) listing all current owners, directors, members of the governing board, employees, and non-parent volunteers?	70-9(1)(g):10	2, 3
	6-3(1):09:09	2, 3
Since your last Announced Inspection, have any current employees voluntarily or involuntarily left your employment and been re-hired?		
B 18. ► (Ask.) Does the program have a copy of the current "Disclosure and Consent Statement" for CBS/LIS listing all current owners, directors, members of the governing board, employees, and non-parent volunteers?	6-3(1):09:09	2
	70-9(1)(h):10	3
<p>Owners are anyone who has a 25% or greater share in the business, or anyone with less than a 25% share if they are in the program anytime during hours of operation. If a program's legal structure is a corporation, a state or local government, or a private non-profit agency, <b>and</b> the organization operates other programs in addition to the child care program (for example, a ski resort, a recreation center, or a domestic violence shelter), the owners and members of the governing board include any owners and board members who perform one or more of the functions listed below.</p> <ul style="list-style-type: none"> <li>A. They have unsupervised access to the children in care at the program, or are present in the program during hours of operation.</li> <li>B. They make decisions regarding the day-to-day operations of the program.</li> <li>C. They hire and fire child care staff.</li> <li>D. The child care staff report to them and/or they conduct personnel evaluations of the child care staff.</li> <li>E. They are involved in writing the center's policies and procedures.</li> </ul>		
B 19. ► (Ask.) Did the program include all owners, directors, members of the governing board, employees, and non-parent volunteers on their Staff Record Form? If no, list the missing individuals below. <b>The center must include these individuals on their CBS/LIS Renewal and Disclosure Forms.</b>		
Notes:		