



Bureau of Child Development, Child Care Licensing

Out of School Time Program Pre-License Inspection Checklist A

Facility ID #: _____

Phone #: _____

Center Name: _____		Inspection Date: ____/____/____	
Address: _____		Start Time: _____ AM PM End Time: _____ AM PM	
Capacity: _____ # of Classrooms: _____		Licensing Specialist (s): _____	
Director: _____		_____	
Owner/Director Introductory Items			
_____	Introduce any unknown CCL staff to the Owner/Director	_____	Explain the difference between cited and technical assistance findings.
_____	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.
<p>List the names of all persons who are required to have completed CBS/LIS for the license to be issued (owners, board members, and directors).</p> 			
DIRECTOR INTERVIEW QUESTIONS			O = Noncompliance
			Rule #
A 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 program director in his or her absence.)	70-8(6)	
A 2.	Will all caregivers be at least 18 years of age?	70-7(2)	
A 3.	Will assistant caregivers be at least 16 years of age, and will 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)	
A 4.	How will you ensure caregivers under age 18 are never left unsupervised with children? (N/A if no caregivers under age 18.)	70-7(3)-(4)	
A 5.	How will you ensure that there always at least two caregivers with the children whenever there are more than 8 children present at the program?	70-11(3)	
A 6.	How will you train staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	70-8(11)(b)(iii)	
A 7.	How will you supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	70-8(11)(b)(iii)	
A 8.	What will you train staff to do if they suspect a child has been abused or neglected?	70-8(11)(b)(i)-(ii)	
A 9.	What will staff trained to do when children misbehave?	70-8(11)(b)(i)-(ii)	
Notes: _____			

A 10. How will you ensure staff comply with this training when children misbehave?	70-8(11)(b)(i)-(ii)	
A 11. How will you ensure that caregivers never use any of the following discipline methods? 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 closet, locked room, or other enclosure.	70-19(4)(a)-(f)	
A 12. How will you ensure bathroom surfaces cleaned and sanitized daily?	70-5(2)	
A 13. While in care, will children use personal hygiene items such as toothbrushes and/or hair accessories? If yes, how will you ensure these items are sanitized between each use if shared by children or used by staff on more than one child?	70-16(7)	
A 14. How will you ensure washable toys and materials are cleaned and sanitized weekly, and as needed?	70-16(8) 70-24(23)(a)-(c)	
A 15. What will you do when children's clothing becomes wet or soiled with body fluids?	70-16(13)(a)-(b)	
A 16. How will you ensure that children have privacy when using the bathroom?	70-4(3)	
A 17. How will you ensure that either you or a designee with written authority to act on your behalf is present whenever the program is open for care?	70-8(5) 70-8(11)(a)	
A 18. How many hours each week will you be on-site at the facility?(Must be at least 50% of the time the program is open to children).	70-8(7)	
A 19. Will you have regularly scheduled caregiving duties? If yes: for how many hours per week, in addition to the time you spend managing the program?	70-8(8)	
A 20. What will be your sign-in and sign-out procedures? Will each child signed in and out of the program, including date and time? Will persons signing children in and out use identifiers? Will photo ID required if an unknown person picks up a child? Will children be allowed to sign themselves in and out of the program? If so, will the program have written permission from parent?	70-13(3)(a)-(e)	
A 21. Will parents have access to the facility, and to their child's room/area, any time their child is in care?	70-13(2)	
A 22. Will children ever be allowed to handle reptiles or amphibians?	70-22(6)	
Will there any animals at the center? (N/A for remaining animal questions if the answer is no.) A 23. How will you ensure that all animals at the facility are clean and free of obvious disease or health problems that could adversely affect children?	70-22(2)	
A 24. What will you do if any of the animals at the center ever bite anyone, or displayed any other dangerous or aggressive behavior?	70-22(4)	
A 25. Will animals ever be allowed in food preparation or eating areas?	70-22(5)	
A 26. How will you ensure that the temperature in the vehicles used to transport children is between 60-90 degrees Fahrenheit when children are being transported?	70-21(1)(e)	
Notes:		

GENERAL INSPECTION ITEMS		
Posted / Entry Area Items		
A 27. Department's child care guide posted where parents can see it?	70-13(1)	
A 28. Menus prepared and available?	70-15(1)(d)	
A 29. If the program is not participating in the CACFP, is the menu approved as required?	70-15(1)(b)	
A 30. Program's address and emergency numbers posted near each phone?	70-10(1) 70-8(9)	
General Items		
A 31. Peeling, flaking, chalking, or failing paint indoors? If yes, was the building built before 1978? If yes: is there documentation of testing and correction?	70-4(1)	
A 32. Adequate light intensity throughout the center for the safety of children and the type of activity?	70-4(9)	
A 33. 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)	
A 34. Facility free of insects, rodents, and other vermin?	70-5(3)	
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?		
A 35. Unstable heavy equipment a child could pull down?	70-12(3)	
A 36. Firearms, ammunition, and other weapons?	70-12(4)(a)	
A 37. Tobacco, alcohol, illegal substances, and sexually explicit material?	70-12(4)(b)	
A 38. When in use, portable space heaters?	70-12(4)(c)	
A 39. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	70-12(4)(d)	
A 40. Poisonous plants?	70-12(4)(e)	
A 41. Matches or cigarette lighters?	70-12(4)(f)	
A 42. Open flames?	70-12(4)(g)	
A 43. Razors or similarly sharp blades?	70-12(4)(h)	
A 44. Toxic and hazardous chemicals stored in a container that is labeled with its contents?	70-12(5)	
Children's Restrooms		
A 45. Are there at least two working toilets and two working sinks accessible to children in care?	80-4(2)	
A 46. If there are more than 50 children in attendance, is there an additional working sink and one additional working toilet for each additional group of 1-25 children?	70-4(3)	
A 47. Will children have privacy when using the bathroom?	70-4(4)	
Notes:		

A 48. Are restrooms clean and sanitary?	70-5(1) 70-5(2)	
A 49. How many water heaters/buildings are in the facility? If more than 1, check temperature for each heater/building. Is hot water accessible to children between 60 and 120 degrees?	70-12(7) 70-16(1) 70-16(2)	
A 50. Is liquid soap available for children to wash their hands?	70-16(2)(a)-(e)	
A 51. Will only single use towels from covered dispenser or electric hand-drying device used after handwashing?	70-16(3) ♪	
A 52. Is toilet paper accessible to children, and kept on a dispenser?	70-16(4) ♪	
A 53. Are handwashing procedures posted in each bathroom?	70-16(5) ♪	
First Aid & Body Fluid Kits		
A 54. Are there first aid supplies in the facility, including at least band-aids, antiseptic, and tweezers?	70-10(3)	
A 55. Is there a body fluid clean up kit that is restocked as needed?	70-16(14)(a)-(c)	
Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual rooms.)		
A 56. Where will non-refrigerated and refrigerated medications be stored?	70-17(3)	
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:		
A 57. (Observe.) Is the vehicle enclosed?	70-21(1)(a)	
A 58. ► (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?	70-21(1)(b)	
A 59. (Observe the registration sticker on the license plate.) Does the vehicle have a current vehicle registration and safety inspection?	70-21(1)(c)	
A 60. (Observe.) Is the vehicle maintained in a safe condition?	70-21(1)(d)	
A 61. (Observe.) Does the vehicle contain a first aid kit?	70-21(1)(f)	
A 62. (Observe.) Does the vehicle contain a body fluid clean up kit?	70-21(1)(g)	
Notes:		

INDIVIDUAL CLASSROOM INSPECTION ITEMS	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
	_____	_____	_____	_____	_____	_____	
Physical Environment							
A 63. Working hand washing sink in the room? (For buildings licensed after 30 June 2012).	_____	_____	_____	_____	_____	_____	70-4(5)
A 64. Hand Sanitizer in gymnasiums and classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010).	_____	_____	_____	_____	_____	_____	70-4(6)
A 65. Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	70-4(7)
A 66. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit?	_____	_____	_____	_____	_____	_____	70-4(10)
A 67. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	70-5(4)
Indoor Gross Motor Play Equipment							
A 68. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children are 5½' in height or less?	_____	_____	_____	_____	_____	_____	70-12(7)
A 69. (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?	_____	_____	_____	_____	_____	_____	70-12(7)
Safety Hazards							
A 70. (Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	70-12(2)
A 71. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	70-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?							
A 72. (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	70-12(4)(c)
A 73. (Observe.) Toxic or hazardous chemicals? (Insecticides, lawn products, flammable materials)	_____	_____	_____	_____	_____	_____	70-12(4)(d)
A 74. (Observe.) Razors or similarly sharp blades?	_____	_____	_____	_____	_____	_____	70-12(4)(h)
A 75. (Observe.) Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	_____	70-12(5)
Preventing the Spread of Disease							
(Observe all.) If the room has a handwashing sink: A 76. Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	70-16(2)(a)-(d)
Notes:							

A 77. Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?	_____	_____	_____	_____	_____	_____	70-16(3) ↘
A 78. (Observe.) Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	70-16(8)
A 79. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	70-16(9)
Sleeping Equipment (N/A if the program does not offer children the opportunity for rest)							
A 80. (Observe.) Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	70-18(1)
A 81. ► (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? (N/A if the program does not offer children the opportunity for rest)	_____	_____	_____	_____	_____	_____	70-18(2) 70-18(3)
A 82. ► (Observe and ask.) Is sleep equipment ever placed where it blocks an exit? (N/A if the program does not offer children the opportunity for rest)	_____	_____	_____	_____	_____	_____	70-18(4)
INDIVIDUAL CLASSROOM INSPECTION ITEMS	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
	_____	_____	_____	_____	_____	_____	
Physical Environment							
A 63. Working hand washing sink in the room? (For buildings licensed after 30 June 2012).	_____	_____	_____	_____	_____	_____	70-4(5)
A 64. Hand Sanitizer in gymnasiums and classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010).	_____	_____	_____	_____	_____	_____	70-4(6)
A 65. Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	70-4(7)
A 66. Indoor temperature can be maintained between 65 and 82 degrees Fahrenheit?	_____	_____	_____	_____	_____	_____	70-4(10)
A 67. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	70-5(4)
Indoor Gross Motor Play Equipment							
A 68. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children are 5½' in height or less?	_____	_____	_____	_____	_____	_____	70-12(7)
A 69. (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?	_____	_____	_____	_____	_____	_____	70-12(7)
Safety Hazards							
A 70. (Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	70-12(2)
Notes:							

A 71. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	70-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask : what are the contents?							
A 72. (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	70-12(4)(c)
A 73. (Observe.) Toxic or hazardous chemicals? (Insecticides, lawn products, flammable materials)	_____	_____	_____	_____	_____	_____	70-12(4)(d)
A 74. (Observe.) Razors or similarly sharp blades?	_____	_____	_____	_____	_____	_____	70-12(4)(h)
A 75. (Observe.) Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	_____	70-12(5)
Preventing the Spread of Disease							
(Observe all.) If the room has a handwashing sink: A 76. Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	70-16(2)(a)-(d)
A 77. Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?	_____	_____	_____	_____	_____	_____	70-16(3) ↴
A 78. (Observe.) Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	70-16(8)
A 79. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	70-16(9)
Sleeping Equipment (N/A if the program does not offer children the opportunity for rest)							
A 80. (Observe.) Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	70-18(1)
A 81. ➤ (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? (N/A if the program does not offer children the opportunity for rest)	_____	_____	_____	_____	_____	_____	70-18(2) 70-18(3)
A 82. ➤ (Observe and ask.) Is sleep equipment ever placed where it blocks an exit? (N/A if the program does not offer children the opportunity for rest)	_____	_____	_____	_____	_____	_____	70-18(4)
Notes:							

GENERAL RECORD REVIEW ITEMS		O = Noncompliance
General Center Records		Rule #
A 83. Does the center have ASTM documentation for cushioning under indoor stationary play equipment, if needed?		70-12(7)
A 84. Does the center have documentation for safety glass, if needed?		70-4(10)
Review of Forms		
A 85. Does programs's child admission form include the following information for each child? Child's name. Child's date of birth. 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 number for out of area emergency contact, if available. Current signed emergency medical treatment and transportation releases.		70-9(2)(a)(i)-(vii)
A 86. Does the programs'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) 100-14(4)(a)-(f)
A 87. 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, or has not administered medications in the past 6 weeks.) The name of the child. The name of the medication. Written instructions for administration; including: The dosage. The method of administration. The times and dates to be administered. The disease or condition being treated. The parent signature and the date signed.		70-17(4)(a)-(d)
A 88. Does the programs'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, or has not administered medications in the past 6 weeks.) The date, time, and dosage of the medication given? Signature or initials of person who administered the medication? Any errors in administration or adverse reactions?		70-17(7)(e)
Notes:		

Emergency Drills		
A 89. Does the fire drill log include all of the following information for each drill? Date and time of the drill, number of children participating, name of the person supervising the drill, and total time to complete the evacuation.	70-10(9)(a)-(e)	
A 90. Does the disaster drill log include all of the following information for each drill? Type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, and any problems encountered.	70-10(11)(a)-(e)	
General Personnel Records		
A 91. Does the center have a cleared initial CBS/LIS form for every required covered individual?	100-9(4)(b) 6-3(3)	
A 92. Does the center have a copy of a current valid Utah driver's license for all drivers who will transport children?	100-21(3)(a)	
Is there documentation of current first aid and CPR certification for the following Individuals:		
A 93. Enough individuals (including openers and closers) to ensure someone with current first aid and CPR certification is always present at the facility whenever the center is open?	100-9(4)(f) 100-10(2)	
A 94. Enough individuals to ensure there is always someone with current first aid and CPR certification present on every off-site activity.	100-9(f)(f) 100-20-(5)(d)	
A 95. Enough individuals to ensure that there is always someone with current first aid and CPR certification present in the vehicle that transports children?	100-9(4)(f) 100-21(2)	
A 96. If the program 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.	70-12(9)(d)	
Notes:		