**Training Module Licensing Inspection Check**

**Use this packet to fill in the licensing blanks on the *Class Set – B - packet*. \*\* = Needs an answer filled in.**

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| **Licensing Rules #7-24** |
| 1. The written policy, procedure, emergency, and disaster plan is available for review by parents, staff, and the department.

**\*\*Where is the plan located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Records are kept on-site for at least 6 weeks: Medication permission and administration forms, Incident, accident, and injury reports, Diapering, infant eating, and infant sleeping records.

**\*\*Where are the two-year-old charts located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Children are NOT admitted to attend without documentation of proof of current immunizations.
 |
| 1. Each child has a written and signed child health assessment including information about allergies, food sensitivities, medical conditions, daily health care, and medications.
 |
| 1. An emergency and disaster plan is reviewed annually and updated with date of last review/update noted on the plan.
 |
| 1. The director or caregiver left in charge is at least 21 years of age.
 |
| 1. Caregivers are at least 18 years of age.
 |
| 1. Assistant caregivers are at least 16 years of age and always work under the immediate supervision of a caregiver who is at least 18 years old.
 |
| 1. Assistant caregivers under 18 years old are never left unsupervised with the children.
 |
| 1. Orientation training is completed prior to assuming caregiver duties for each new director, assistant director, caregiver, assistant caregiver, and volunteer.
 |
| 1. Background screening information is submitted for all new employees or individuals working with children within 10 working days of beginning at the facility and then it is annually renewed.
 |
| 1. Entrances, exits, and steps are maintained in a safe condition, and free of ice, snow, and other hazards.
 |
| 1. Hot water accessible to children does not exceed 120 degrees.
 |
| 1. There are two working sinks in each room: One is used exclusively for food/bottle preparation and food hand washing and the other is used exclusively for hand washing after diapering and non-food activities.
 |
| 1. There is a working hand washing ONLY sink in the kitchen.
 |
| 1. The room is ventilated by windows that open and have screens or by mechanical ventilation.
 |
| 1. The indoor temperature is between 65 and 82 degrees Fahrenheit.
 |
| 1. There is adequate light intensity throughout the center for the safety of the children and the type of activity.
 |
| 1. The facility appears to be clean and sanitary except for normal daily mess.
 |
| 1. The facility is kept free of insects and other vermin.
 |
| 1. Ceiling, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury.
 |
| 1. The facility is free of tripping hazards both inside and outside.
 |
| 1. The facility is free of unstable heavy equipment that a child could pull down.
 |
| 1. Toxic or hazardous chemicals are stored in a container labeled with its contents and locked up.
 |
| 1. Sharp objects, which could cut or puncture skin, are placed out of a child’s reach.
 |
| 1. For age 4 and under, there are not ropes/cords long enough to encircle a child’s neck.
 |
| 1. For age 4 and under, plastic bags large enough for a child’s head to fit inside, latex gloves, and balloons are NOT used.
 |
| 1. For under age 3, choking hazards (objects less than 1-1/4” X 2-1/4”) that will fit inside a toilet paper tube are not made available.
 |
| 1. For age 4 and under, accessible outlets and surge protectors are covered or fitted with a safety device.
 |
| 1. Elevated designated play surface less than 18” tall are not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3’ in diameter surrounding use zone.
 |
| 1. Elevated designated play equipment that is 3’ to 5 ½’ in height is surrounded by 1” thick protective cushioning material.
 |
| 1. The outdoor play area is enclosed within at least a 4’ fence or wall or a solid natural barrier.
 |
| 1. There are not any gaps in the fence or barrier, or between the fence and the ground, greater than 5” by 5”.
 |
| 1. There are not any openings greater than 3-1/2” but less than 9” diameter anywhere in the outdoor play area, on the equipment or within 6” of the perimeter of the use zone.
 |
| 1. When in use, the outdoor play area is free of animal excrement, harmful plants, objects, or substance, and standing water.
 |
| 1. The outdoor play area has a shaded area to protect children from excessive sun and heat whenever there are children in the outdoor play area.
 |
| 1. Children in the outdoor play area have an outdoor source of drinking water whenever the outside temperature is 75 degrees or higher.
 |
| 1. There is not strangulation hazards on the stationary play equipment or adjacent to the use zone of any piece of stationary play equipment.
 |
| 1. There is not any crush, shearing, or sharp edge hazards on the stationary play equipment or cushioning.
 |
| 1. There are not tripping hazards, such as concrete footings, tree stumps, tree roots, or rocks, within the use zone of any piece of stationary play equipment.
 |
| 1. The outdoor play area and equipment is maintained to protect children’s safety. Ie. no missing, broken, or worn out components on equipment; all hardware on equipment secure; no mental rusted badly enough to cause equipment failure; no splintery wood, stable equipment.
 |
| 1. There is one working toilet and one working sink for every 15 children that are toilet trained.
 |
| 1. All children are directly supervised at all times both indoors and outdoors.
 |
| 1. Required caregiver to child ratios and group size are maintained for single age groups.
 |
| 1. Children on the playground are actively supervised to minimize the risk of injury to children.
 |
| 1. Parents have access to the center and to their child’s room / area any time their child is in care.
 |
| 1. There is a sign-in and sign-out procedure and persons signing children in and out use identifiers like a photo ID or PIN number.
 |
| 1. Staff is trained to know what to do when children misbehave.
 |
| 1. Staff is trained to ensure children are not subjected to emotional, physical, or sexual abuse while in care.
 |
| 1. Staff is trained to know that, according to Utah law, they are mandated reporters and, if they suspect any type of abuse, they are required to report it to CPS or the authorities.
 |
| 1. Children who misbehave are NOT handled in the following way: hitting, spanking, shaking, biting, pinching, or any other form of physical pain. 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.
 |
| 1. Parents are given a report of every incident, accident, or injury involving their child on the day it occurs.

**\*\*Where are the blank reports located?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. In addition to being given a written report, the parents are contacted immediately if a child is injured and the injury appears to be dangerous but not life threatening. If the injury is life threatening, call 911 first and then call the parents.
 |
| 1. The facility has a working telephone with the center’s address and emergency phone numbers posted near each phone.

**\*\*Where are the phone and list of phone numbers located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. There are first aid kits in the center which are maintained and filled with supplies including at least band-aids, antiseptic, and tweezers.

**\*\*Where is the first aid kit for the 3-5-year old located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. There is at least one staff member always when the children are in care holding a First aid and CPR license.
 |
| 1. Bathroom and kitchen surfaces are cleaned and sanitized daily.
 |
| 1. Toys and materials are cleaned and sanitized weekly and as needed ie: if it goes in the mouth or meets bodily fluid.
 |
| 1. If water play tables / tubs are used, they are washed and sanitized daily / after use. Children wash their hands prior to using them.
 |
| 1. When children become wet or soiled with body fluids, children’s clothing is changed promptly, placed in a leak proof container labeled with the child’s name, and given to the parents.
 |
| 1. Those who cook food do not change diapers or assist in toileting children.
 |
| 1. On the day of discover of any infectious diseases (ie: lice) among children or caregivers, the local health department is notified.

A parent notice is posted the same day of the infectious disease and it is left up for 5 days. |
| 1. There is a body fluid clean up kit that is restocked as needed.

**\*\*Where is the body fluid clean up kit located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Only single use towels from covered dispenser or electric hand-drying device are used after handwashing.
 |
| 1. Toilet paper is accessible to children and kept on a dispenser.
 |
| 1. **Handwashing procedures** are readily visible from each sink and followed.

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| 1. Run warm water over the hands before applying liquid soap.
 |
| 1. Scrub hands for 20 seconds
 |
| 1. Use a paper towel to turn off the faucet
 |
| 1. Dry hands with only a single use paper towel for a covered dispenser or an electronic hand drying device
 |

 |
| 1. Caregivers and children wash hands thoroughly w/ liquid soap and warm running water: Before handling or preparing food / bottles, before and after eating / feeding meals and snacks, before and after diapering, after using / helping a child use the toilet, before administering medication, after playing with or handling animals, after meeting body fluids (breast milk urine, vomit, blood, etc.), when coming in from outdoors, after cleaning / taking out the garbage.
 |
| 1. Stuffed animals, cloth dolls, and dress-up clothes used by the children are all machine washable. Pillows are machine washable or have removable machine washable covers.
 |
| 1. Upon arrival, a basic observation of each child is performed to assess their well-being.
 |
| 1. The center does not care for children who are ill upon arrival and, if the child develops an illness while in care, the center separates the child and contacts the parents to come and pick up the child within the next 30 minutes.
 |
| 1. It is a good idea to wear rubber gloves when: handling food, changing diapers, and anytime you come in contact with bodily fluid that is not yours.
 |
| 1. Tables are sanitized before and after eating.

**\*\*Where is the sanitizer for the tables stored?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. When a child brings food and drink from home, it is labeled with child’s name, and refrigerated if needed.
 |
| 1. The current week’s menu is posted.

**\*\*Where is the menu located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Meals or snacks are offered at least once every three hours.
 |
| 1. Children’s food is served on dishes, napkins, or sanitary high chair trays except for when an individual serving size is placed directly in the child’s hand.
 |
| 1. Staff is made aware of food allergies and sensitivities and these are posted.

**\*\*Where is the food allergies and sensitivities notice posted?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Medication is administered to children by a provider trained to administer medication.

Before administering, they wash their hands, check the medication label to confirm the child’s name, and compare instructions on the parent’s medical release form with the directions on the prescription label. |
| 1. Medication is inaccessible to children and stored in a locked area or container. Refrigerated medication is stored in a leak-proof container.
 |
| 1. All children, including infants and toddlers, have outdoor play every day, weather permitting.
 |
| 1. A daily schedule is posted for each group that includes meal, snack, nap/rest, and outdoor play times.

**\*\*Where is the schedule for the two-year-old group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. A current activity plan is posted for each group that shows activities to support children’s healthy physical, social-emotional, and cognitive-language development?

**\*\*Where is the activity plan for the 3-5-year old? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Materials necessary to carry out the activity plan are accessible to children.
 |
| 1. Physical development activities shall equal a daily total of 15 minutes for every 2 hours that the child is in care.
 |
| 1. Children’s screen time: 0-17 months old is not allowed. 18 months to 4 years old = 1 hour a day or 5 hours per week (max of 2 hours at a time). 5-12 year old = no more than 2 hours a day (combined center and home time).
 |
| 1. Children are to wash their hands after handling any type of animal.
 |
| 1. When having off-site activities, supervision and ratio must be maintained, a first aid kit is to be on hand, parent contact information is to be taken, the children are to carry the center’s contact information with them, and their name shall not be visible.
 |
| 1. Vehicles transporting children shall contain a first aid kit, body fluid clean up kit, and children’s emergency contact information.
 |
| 1. Before transporting children, a permission slip must be signed by the parent and kept on-site.
 |
| 1. Children are provided a daily opportunity for rest or sleep, at least 2 hours, in an environment that offers subdued lighting, low noise level, and freedom from distractions.
 |
| 1. A separate crib, cot, or mat is used for each child during nap time.
 |
| 1. Napping mats and mattresses have a smooth, waterproof surface.
 |
| 1. Sleeping equipment is in good repair.
 |
| 1. During rest time, sleeping equipment is clearly assigned to and used by only one child.
 |
| 1. Sleeping equipment is stored so surfaces the children sleep on do not touch or cleaned/sanitized prior to each use.

If sleeping equipment is clearly used by only one child, it is cleaned and sanitized weekly. Sleeping equipment not clearly assigned to a child is sanitized prior to each use. |
| 1. Sleeping equipment is spaced a minimum of 2’ apart when is used, or 1’ apart if children sleep head-to-toe.
 |
| 1. Sleeping equipment is not placed where it blocks an exit or a door.
 |
| 1. A sheet and blanket or acceptable alternative is made available to each child during nap time. These are clearly assigned to one child and stored separately from other children’s when not in use. Laundered as needed but at least once a week and prior to use by another child.
 |
| 1. Caregivers change children’s diapers at a diaper changing station only.
 |
| 1. The diapering station is equipped with railings to prevent a child from falling.
 |
| 1. Caregivers never leave children unattended on the diapering surface.
 |
| 1. The diapering surface is smooth, waterproof, and in good repair.
 |
| 1. Caregivers clean and sanitize the diapering surface after each diaper change and the sanitizing solution sits on the surface for three minutes before being wiped off and before placing another child on the diapering surface.

**\*\*Where is the sanitizer kept in the two-year-old room? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Caregivers wash their hands after each diaper change.
 |
| 1. Caregivers place soiled diapers in a container with plastic lining and tight-fitting lid.
 |
| 1. Children’s diapers are changed promptly whenever wet or soiled AND they are checked at least once every two hours.
 |
| 1. There is a written daily record for each infant/toddler documenting diaper changes with the child’s name, time of diaper change, and if the diaper was wet, soiled, or both? The record is completed within 1 hour of each diaper change?

**\*\*Where is the infant daily record located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Diapering procedures are posted** at each diapering station and are followed.

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| 1. Before you bring the child to the diaper changing area, wash your hands and gather all needed supplies placing them within close reach.
 |
| 1. Carry the child to the changing table keeping soiled clothing away from you and surfaces not easily disinfected.
 |
| 1. Unfasten the soiled diaper but leave it under the child.
 |
| 1. Lift the child’s legs and use the disposable wipes to clean the child, wiping from the front to the back, and using a fresh wipe each time.
 |
| 1. Put the soiled wipes into the soiled diaper.
 |
| 1. Fold the soiled diaper surface inwards and place into a plastic lined, hands free, covered container.
 |
| 1. If gloves were used, remove the gloves or clean both the caregiver’s and child’s hands with disposable wipes and place in the plastic lined, hands free, covered container.
 |
| 1. Slide a clean diaper under the child and, if necessary use a tissue to apply diaper cream \*\*make sure the child’s bottom is COMPLETELY dry BEFORE applying the cream.\*\*\* Put the tissue in the in the plastic lined, hands free, covered container
 |
| 1. Wash your hands and the wash the child’s hands before returning them to the group.
 |
| 1. Clean and sanitize the diaper changing surface. Let the sanitizer sit on the diaper changing surface for 3 minutes.
 |
| 1. Document the diaper change on the child’s chart.
 |

 |
| 1. Infant and toddler rooms (birth – 2-year-old) are NOT used as access or walk ways to other areas or rooms.
 |
| 1. High chairs that have T-safety straps or devices are used whenever a child is in the chair.
 |
| 1. Children who are not old enough to sit upright and hold their own bottle NEVER have the bottle propped up in their mouth.
 |
| 1. High chair trays and tables are cleaned and sanitized prior to each use.
 |
| 1. Solid foods for infants are cut into pieces no larger than ¼” in diameter, and solid food for toddlers are cut into pieces no larger than ½” in diameter.

**\*\*What is posted on the wall to show you the correct size to cut food?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Baby food, formula, or breast milk for infants brought from a child’s home is labeled with the child’s name and date and time of preparation or opening of the container.
 |
| 1. Food is 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) Formula, milk, and breast milk discarded after feeding or within two hours of initiating feeding.

Food that was placed on the table or served to the children is \_\_\_\_{110}\_\_\_\_\_\_\_\_ at the end of the meal and not saved for leftovers. |
| 1. Heated bottles are shaken and tested for temperature before being fed to children.
 |
| 1. All pacifiers, bottles, and non-disposable drinking cups are labeled with each child’s name and are not shared.
 |
| 1. Only one infant or toddler occupies any one piece of equipment at a time, unless equipment has individual seats for more than one child.
 |
| 1. Infants sleep in equipment designed for sleep (crib, bassinet, play pen) and NOT in bouncers, swings, car seats, etc.
 |
| 1. All cribs have tight fitting mattresses.
 |
| 1. All cribs have slats spaced no more than 2-3/8 apart.
 |
| 1. Do all cribs have at least 20 inches from the top of the mattress to top of the crib rail.
 |
| 1. Strings, cords, ropes, or other entanglement hazards are not strung across or near the crib rails.
 |
| 1. Infants are always placed on their backs for sleeping.
 |
| 1. Each infant and toddler is allowed to eat and sleep on their own schedule.
 |
| 1. Caregivers keep daily written records of each infants eating and sleeping and a record is completed within 1 hour of each feeding or nap, that includes the child’s name, the food/beverages eaten, and times child slept.
 |
| 1. 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).
 |
| 1. All awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes.
 |
| 1. Awake infants or toddlers are kept confined for no more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.). Walkers with wheels are NOT to be used.
 |
| 1. Mobile infants and toddlers have freedom of movement in a safe area.
 |
| 1. Safe toys are accessible to infants and toddlers to stimulate their healthy development and there are enough toys for each child in the group to be engaged in play with toys.
 |