



Bureau of Child Development, Child Care Licensing
Child Care Center Unannounced Inspection Checklist D

Facility ID #: _____

Phone #: _____

Center Name: _____		Inspection Date: _____	
Address: _____		Start Time: _____ AM PM End Time: _____ AM PM	
Capacity: _____ < Age 2: _____ # of Classrooms: _____		Licensing Specialist (s): _____	
Director: _____		_____	
5 working days before last Announced Inspection: ____/____/____			
Notes: 		Check in DAS before inspection	
		<input type="checkbox"/>	Director Qualifications: _____
		<input type="checkbox"/>	Director Qualifications Exp: _____
		<input type="checkbox"/>	Variances: _____
		<input type="checkbox"/>	Floor Plans: _____
Owner/Director Introductory Items			
_____	Introduce any unknown CCL 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.		
	Are Children ever unsupervised or routinely Cared for in the office, staff lounge, kitchens, etc? If yes: assess these rooms.		
ALL AGE ROOM/AREA INSPECTION ITEMS			Rule #
D 1.	Does the total # of children present at the center exceed total license capacity?		1-6(1)
D 2.	Does the total # of children under age 2 exceed the licensed capacity for children under age 2? (N/A if the facility does not enroll children under age 2).		1-6(1)
D 3.	Is the facility free of insects, rodents, or other vermin?		100-5(3)
PERSONNEL			
D 4.	Is the center director or designee always present?		100-8(5)

BACKGROUND SCREENING FORMS FOR ALL NEW OWNERS, DIRECTORS, EMPLOYEES, VOLUNTEERS, & BOARD MEMBERS

	Name	Start Date	CBS/LIS Received Date	X= Compliance O= Noncompliance	
		(mm/dd/yyyy)	(mm/dd/yyyy)	Rule #	
D 5. Does the center have a cleared initial CBS/LIS form, submitted within 5 days, for all staff hired since their last Announced inspection?	_____	__ / __ / ____	__ / __ / ____	100-9(4)(b) 6-3(3)	_____
	_____	__ / __ / ____	__ / __ / ____		
	_____	__ / __ / ____	__ / __ / ____		
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	_____	__ / __ / ____	__ / __ / ____		
	_____	__ / __ / ____	__ / __ / ____		

RATIOS & SUPERVISION	All Bath-rooms	Room:	Room:	Room:	Room:	Room:	Room:	Rule #
D 6. (Observe) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children are in the group/area)	_____	_____	_____	_____	_____	_____	_____	100-11(1) 100-11(2)
D 7. (Observe) 2 caregivers if more than 8 children or more than 2 infants present.	_____	_____	_____	_____	_____	_____	_____	100-11(3)
D 8. (Observe, ask about mixed age groups) Are there enough caregivers to meet required caregiver to child ratios? (N/O if no children in the room/area).	_____	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)
D 9. (Observe) Are children under age 2 combined with older children when there are more than 8 children present in the group? (N/A if the center does not enroll children under age 2. N/O if no children are in the room/area).	_____	_____	_____	_____	_____	_____	_____	100-24(1)
D 10. (Observe) For centers not built prior to 1/1/04 and licenced as a child care center continuously since then, are group size requirements met? (N/A if the center was built and licensed prior to 1/1/04. N/O if no children in the room/area).	_____	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)
D 11. (Observe) Are children left unattended on the diapering surface?	_____	_____	_____	_____	_____	_____	_____	100-23(3)
SAFETY HAZARDS								
D 12. (Observe) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?	_____	_____	_____	_____	_____	_____	_____	100-12(3)
(Observe all) Are the following items inaccessible to children? If there are stacks of bins, boxes, and containers, ask : What are the contents?								
D 13. Firearms, ammunition, weapons?	_____	_____	_____	_____	_____	_____	_____	100-12(4)(a)
D 14. Tobacco, alcohol, illegal substances, and sexually explicit material?	_____	_____	_____	_____	_____	_____	_____	100-12(4)(b)
D 15. When in use, portable space heaters, fireplaces, and wood burning stoves:	_____	_____	_____	_____	_____	_____	_____	100-12(4)(c)
D 16. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	_____	100-12(4)(d)
D 17. Poisonous Plants?	_____	_____	_____	_____	_____	_____	_____	100-12(4)(e)
D 18. Matches or cigarette lighters?	_____	_____	_____	_____	_____	_____	_____	100-12(4)(f)
D 19. Open flames?	_____	_____	_____	_____	_____	_____	_____	100-12(4)(g)
D 20. Sharp Objects, edges, corners or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	_____	100-12(4)(h)
D 21. Insects, rodents, and vermin?	_____	_____	_____	_____	_____	_____	_____	100-5(3)
Notes:								

D 22. Building and equipment in good repair?	_____	_____	_____	_____	_____	_____	_____	100-5(4)
D 23. For age 4 and under, ropes/cords long enough to encircle a child's neck, such as those found on window blinds or drapery cords? (N/A if all children are age 5 and older).	_____	_____	_____	_____	_____	_____	_____	100-12(4)(i)
D 24. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if all children are age 5 and older).	_____	_____	_____	_____	_____	_____	_____	100-12(4)(j)
D 25. Age 2 and under: choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if all children are over age 2).	_____	_____	_____	_____	_____	_____	_____	100-12(4)(k)
D 26. Elevated designated play surface less than 18" in height not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone? (N/A if no equipment with play surfaces less than 18").	_____	_____	_____	_____	_____	_____	_____	100-12(9)(a)
D 27. Elevated designated play surface that is 18" to 3' in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard 1292, in a 3' use zone? (N/A if no play surfaces 18" to 3' in height).	_____	_____	_____	_____	_____	_____	_____	100-12(9)(b)
D 28. Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked, cupboard, drawer, or a lockbox? (N/A if no medication kept at center).	_____	_____	_____	_____	_____	_____	_____	100-17(3)
D 29. Are cots and mats placed where they block exits?	_____	_____	_____	_____	_____	_____	_____	100-18(11)
DISCIPLINE								
D 30. (Observe) Does the caregiver use any inappropriate discipline methods? (N/O if no children in classroom). Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measures 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; or Confining a child in a closet, locked room, or other enclosure.	_____	_____	_____	_____	_____	_____	_____	100-19(4)(a) 100-19(4)(b) 10-19(4)(c) 100-19(4)(d) 100-19(4)(e) 100-19(4)(f)
Infant & Toddlers Rooms (complete in addition to the "All Ages" room items for each infant or toddler room)	Class:	Rule #						
D 31. (Ask if not observed) Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair: (N/A if no high chairs).	_____	_____	_____	_____	_____	_____	_____	100-12(8)
Notes:								

D 32. (Ask if not observed) Are infants placed to sleep in equipment designed for sleep (crib, bassinet, porta-crib, or play pen)? Are infants ever placed to sleep on mats/cots, in bouncers, car seats, swings, or other similar pieces of equipment? (N/A if the center does not enroll infants).	_____	_____	_____	_____	_____	_____	_____	100-24(11)
D 33. (Observe and ask) Are infants ever placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if the center does not enroll infants).	_____	_____	_____	_____	_____	_____	_____	100-24(13)
RATIOS & SUPERVISION	All Bath-rooms	Room:	Room:	Room:	Room:	Room:	Room:	Rule #
	_____	_____	_____	_____	_____	_____	_____	
D 6. (Observe) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children are in the group/area)	_____	_____	_____	_____	_____	_____	_____	100-11(1) 100-11(2)
D 7. (Observe) 2 caregivers if more than 8 children or more than 2 infants present.	_____	_____	_____	_____	_____	_____	_____	100-11(3)
D 8. (Observe, ask about mixed age groups) Are there enough caregivers to meet required caregiver to child ratios? (N/O if no children in the room/area).	_____	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)
D 9. (Observe) Are children under age 2 combined with older children when there are more than 8 children present in the group? (N/A if the center does not enroll children under age 2. N/O if no children are in the room/area).	_____	_____	_____	_____	_____	_____	_____	100-24(1)
D 10. (Observe) For centers not built prior to 1/1/04 and licenced as a child care center continuously since then, are group size requirements met? (N/A if the center was built and licensed prior to 1/1/04. N/O if no children in the room/area).	_____	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)
D 11. (Observe) Are children left unattended on the diapering surface?	_____	_____	_____	_____	_____	_____	_____	100-23(3)
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D 16. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	_____	100-12(4)(d)
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D 33. (Observe and ask) Are infants ever placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if the center does not enroll infants).	_____	_____	_____	_____	_____	_____	_____	100-24(13)
Notes:								