

### CHILD CARE CENTER INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:	<b>INSPECTION TYPE</b>	<b>Approved Capacity</b>																																																											
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:20px;"></td><td>Initial Application</td></tr> <tr><td></td><td>Conversion</td></tr> <tr><td></td><td>Mandatory Review</td></tr> <tr><td></td><td>Full</td></tr> <tr><td></td><td>Complaint Investigation</td></tr> <tr><td></td><td>Monitoring</td></tr> <tr><td></td><td>Other</td></tr> </table>		Initial Application		Conversion		Mandatory Review		Full		Complaint Investigation		Monitoring		Other	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">AGES</th> <th style="width:15%;">Licensed for</th> <th style="width:15%;"># Enrolled</th> <th style="width:15%;"># Present</th> </tr> </thead> <tbody> <tr><td>6 wks. – 17mos.</td><td></td><td></td><td></td></tr> <tr><td>18 mos. – 23 mos.</td><td></td><td></td><td></td></tr> <tr><td>2's</td><td></td><td></td><td></td></tr> <tr><td>3's</td><td></td><td></td><td></td></tr> <tr><td>4's</td><td></td><td></td><td></td></tr> <tr><td>5's ( pre-school)</td><td></td><td></td><td></td></tr> <tr><td>5-15 ( school-age)</td><td></td><td></td><td></td></tr> <tr><td><b>TOTAL</b></td><td></td><td></td><td></td></tr> <tr><td>Overnight</td><td></td><td></td><td></td></tr> <tr><td>Head Start</td><td style="text-align:center;">xxxxxxx</td><td></td><td style="text-align:center;">xxxxxxx</td></tr> </tbody> </table>		AGES	Licensed for	# Enrolled	# Present	6 wks. – 17mos.				18 mos. – 23 mos.				2's				3's				4's				5's ( pre-school)				5-15 ( school-age)				<b>TOTAL</b>				Overnight				Head Start	xxxxxxx		xxxxxxx
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FACILITY NAME:																																																													
ADDRESS:																																																													
PERSON(S) INTERVIEWED:																																																													
TITLE(S):																																																													
TELEPHONE:	E-MAIL:																																																												
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## PART 1 - MANDATORY REVIEW ITEMS

- INSTRUCTIONS: (1) Review each regulation that applies to the inspection being conducted.  
(2) The compliance status of an item listed under Part 2 may be recorded when deemed necessary.  
(3) Initial/Resumption/Conversion/Full Inspection - Complete both Part 1 and Part 2.

**C = In Compliance, D = Discussed, N = Not in Compliance, X = Not Inspected, NA = Not Applicable**

____.02.01E	License Conspicuously Displayed	____.07.06	Child Security
____.03.05B	Staffing Pattern Posted	____.08.01A	Child Supervision
____.03.06A	Notifications	____.08.02B	Qualified Staff in Charge of Groups
____.04.01	Capacity	____.08.03	Group Size and Staffing
____.05.01A	Building Safety	____.08.07	Playground Supervision
____.05.08B	Sanitary Facilities and Supplies	____.08.08	Rest Time Supervision
____.05.11	General Cleanliness	____.09.04F	No Soft Bedding with Cribs
____.05.12	Outdoor Activity Area	____.10.01A(4)	Emergency Escape Route Posted
____.06.05C	Director – Continued Training	____.10.01C	Emergency Contact Information
____.06.09B	Preschool Teacher – Continued Training	____.10.03	Safe Use of Materials and Equipment
____.06.10C	School-age Teacher – Continued Training	____.10.04	Potentially Hazardous Items
____.06.11C	Asst. Teacher – Continued Training	____.10.05	Rest Time Safety
____.06.12A(3)-(4)	Aides – Continued Training	____.12.04A	Food Safety
____.07.02	Abuse and Neglect Reporting		

## PART 2 – GENERAL COMPLIANCE REVIEW

INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under this Part 2.

### CHAPTER 02 LICENSE APPLICATION & MAINTENANCE

- \_\_\_\_.03C Maintaining a Continuing license  
\_\_\_\_.04B Conditional status

### CHAPTER 03 MANAGEMENT & ADMINISTRATION

- \_\_\_\_.01 Multi-site facilities  
\_\_\_\_.02 Admission to care

- \_\_\_\_.03 Program records  
\_\_\_\_.04 Child records  
\_\_\_\_.05 Staff records [exc. B]  
\_\_\_\_.06 Notifications [exc. A]  
\_\_\_\_.07 Change of operation

**PART 2 – GENERAL COMPLIANCE REVIEW, CON'T**

**INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under this Part 2.**

**CHAPTER 03 MANAGEMENT & ADMINISTRATION, CON'T**

\_\_\_\_.08 Variances

\_\_\_\_.09 Advertisement

**CHAPTER 04 OPERATIONAL REQUIREMENTS**

\_\_\_\_.02 Enrollment and Attendance

**CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT**

\_\_\_\_.01 Building Safety [exc. A]

\_\_\_\_.02 Accessibility

\_\_\_\_.03 Indoor Space

\_\_\_\_.04 Building Repair and Maintenance

\_\_\_\_.05 Lead-Safe Environment

\_\_\_\_.06 Ventilation and Temperature

\_\_\_\_.07 Water Supply

\_\_\_\_.08 Sanitary Facilities and Supplies [exc. B]

\_\_\_\_.09 Lighting

\_\_\_\_.10 Telephone and Communication

\_\_\_\_.13 Swimming Facilities

**CHAPTER 06 STAFF REQUIREMENTS**

\_\_\_\_.01 Minimum Staff Age

\_\_\_\_.02 Staff Orientation

\_\_\_\_.03 Suitability for Employment

\_\_\_\_.04 Staff Health

\_\_\_\_.05 Directors of All Child Care Centers [exc. C]

\_\_\_\_.06 Directors – Preschool Centers

\_\_\_\_.07 Directors – School Age Centers

\_\_\_\_.08 Directors – Combined Age Centers

\_\_\_\_.09 Child Care Teachers – Preschool [exc. B]

\_\_\_\_.10 Child Care Teachers – School Age [exc. C]

\_\_\_\_.11 Assistant Child Care Teachers [exc. C]

\_\_\_\_.12 Aides [exc. A(3)-(4)]

\_\_\_\_.13 Substitutes

\_\_\_\_.14 Support Personnel

\_\_\_\_.15 Volunteers

**CHAPTER 07 CHILD PROTECTION**

\_\_\_\_.01 Prohibition of Abuse, Neglect, Injurious Treatment

\_\_\_\_.03 Child Discipline

\_\_\_\_.04 Parental Access

\_\_\_\_.05 Authorized Release

**PART 2 – GENERAL COMPLIANCE REVIEW, CON'T**

**INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under this Part 2.**

**CHAPTER 08 CHILD SUPERVISION**

- \_\_\_\_.01 Individualized Attention/Care [exc. A]
- \_\_\_\_.02 Supervision by Qualified Staff [exc. B]
- \_\_\_\_.04 Variations in Group Size
- \_\_\_\_.05 Supervision during Water Activities
- \_\_\_\_.06 Supervision during Transportation

**CHAPTER 09 PROGRAM REQUIREMENTS**

- \_\_\_\_.01 Schedule of Daily Activities
- \_\_\_\_.02 Activity Plans for Infants and Toddlers
- \_\_\_\_.03 Activity Materials, Equipment, Furnishings
- \_\_\_\_.04 Rest Furnishings [exc. F]
- \_\_\_\_.05 Infant and Toddler Equipment
- \_\_\_\_.06 Storage

**CHAPTER 10 SAFETY**

- \_\_\_\_.01 Emergency Safety Requirements [exc. A(4) & C]
- \_\_\_\_.02 First Aid/CPR
- \_\_\_\_.06 Transportation

**CHAPTER 11 HEALTH**

- \_\_\_\_.01 Exclusion for Acute Illness
- \_\_\_\_.02 Infectious and Communicable Diseases
- \_\_\_\_.03 Preventing Spread of Diseases
- \_\_\_\_.04 Medication Administration/Storage
- \_\_\_\_.05 Smoking
- \_\_\_\_.06 Alcohol and Drugs

**CHAPTER 12 NUTRITION**

- \_\_\_\_.01 Food Service
- \_\_\_\_.02 Modified Diet
- \_\_\_\_.03 Food Sources
- \_\_\_\_.04 Food Storage and Preparation [exc. A]
- \_\_\_\_.05 Food Preparation Area and Equipment
- \_\_\_\_.06 Infant Feeding

**CHAPTER 13 CENTERS FOR CHILDREN WITH ACUTE ILLNESS**

- \_\_\_\_.03 Approved Plan of Operation
- \_\_\_\_.04 Director Requirements
- \_\_\_\_.05 Use of Health Consultant

**PART 2 – GENERAL COMPLIANCE REVIEW, CON'T**

**INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under this Part 2.**

**CHAPTER 14 ADOLESCENT CENTERS**

\_\_\_\_.01 Approved Plan

**CHAPTER 15 DROP-IN CENTERS**

\_\_\_\_.04 Approved Plan

\_\_\_\_.06 Admission Requirements

**CHAPTER 16 EDUCATIONAL PROGRAMS**

\_\_\_\_.06 Personnel Qualifications

\_\_\_\_.07 Educational Program

\_\_\_\_.08 Child Record

\_\_\_\_.09 Health, Fire Safety, Zoning

**CHAPTER 17 INSPECTIONS, COMPLAINTS & ENFORCEMENTS**

\_\_\_\_.02 Inspections

\_\_\_\_\_  
Signature of Facility Representative

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date