

Name of Facility:	ID#	OFFICE USE ONLY		
Address:			Inspector	
Date/Time of Visit:			Supervisor	
Owner/Operator:			Reason for visit	Initial Inspection: <input type="checkbox"/>
Director:				90 Day Re-inspection: <input type="checkbox"/>
Licensed capacity: Type of Provider: I R X				Other:
Number of staff present:		Substitute present:		
Number of Children: ___ Infants ___ One's ___ Two's ___ Three's ___ Four's ___ Five and up				

I. Criteria for the Approval of Health & Safety Requirements	Yes	No	N/A	Noncompliance Classification			Comments
				1	2	3	
A. Access							
1. Parents have unlimited access during normal hours of operation and whenever the provider delivers school readiness services (documentation							
2. AWI, the coalition or contractor acting on behalf of the coalition has unlimited access during normal hours of operation and whenever the provider delivers school readiness services.							
II. Health and Safety Requirements for the Prevention and Control of Infections Diseases.	Yes	No	N/A	Noncompliance Classification			Comments
A. Sanitation of physical premises and				1	2	3	
1. The provider's business and physical premises are clean and free from health hazards (indoor & outdoor).							
2. The provider's business and physical premises are free of vermin or insect infestation.							
3. Toys and equipment are clean, sanitary, and in good repair.							
B. Personal hygiene				1	2	3	
1. Employees, volunteers and children follow personal hygiene procedures (including use of soap & water when washing hands) for themselves, when assisting others who are using the restroom when diapering, before and after meals, upon entering the room, before and after water play, and after outdoor play.							
2. The provider has separate sinks for hand washing and food preparation.							
4. Safe drinking water is available at all times. If disposable cups are used they are discarded after each use.							
C. Sanitation of toileting and bathing facilities				1	2	3	
1. Each basin and toilet are in good operating condition and is accessible to children.							
2. Each basin and toilet are sanitized as needed and							
3. Toilets flushed after each use and potty chairs sanitized after each use.							
II. Health and Safety Requirements for the Prevention and Control of Infections Diseases.	Yes	No	N/A	Noncompliance Classification			Comments
C. Sanitation of toileting and bathing facilities				1	2	3	

4. Running water, toilet paper, disposable or single use cloth towels, and soap and trash receptacles within easy reach of children.							
5. If cloth towels are used, those towels are sanitized after each use and not shared.							
6. If hand drying machines are used, they are properly installed, maintained, and accessible.							
D. Diapering sanitation				1	2	3	
1. Diapers are checked often (at least every 2 hours) and changed when soiled.							
2. Designated diapering areas separate from feeding or food service.							
3. Diapering area has an impermeable surface that is sanitized after each use.							
4. Soiled disposable diapers disposed of in a plastic lined, securely covered container inaccessible to children.							
5. Soiled cloth diapers are emptied into a toilet and then placed in a plastic lined, securely covered container inaccessible to children.							
6. Diaper container is emptied and sanitized daily.							
E. Sanitation of napping and sleeping space				1	2	3	
1. Safe and sanitary bedding to include individual beds, cots, cribs, playpens, mattresses or floor mats is provided. Floor mats are at least 1 inch thick and covered with an impermeable surface. Mats, beds, cots, cribs, playpens, or mattresses are at least 18" apart.)							
2. If bedding or linens are shared, they are sanitized after each use.							
F. Childhood immunizations				1	2	3	
1. Current children's immunization (DH Form 680 or DH Form 681) or exemption forms and Student Health Examination (DH Form 3040) are collected within 30 days of enrollment and available during the child's enrollment.							
G. Communicable disease control policy &				1	2	3	
1. Provider has a written policy for observing and documenting a child for signs of communicable disease that requires the provider to notify a parent, and reflect that universal precautions are followed.							
2. Center-based (licensed exempt) or home-based (registered) only – Proof that the communicable disease control policy was given to the child's parent upon enrollment which includes a process for observing a child, documenting a child's illness, isolating a child, reporting a suspected outbreak to the county health department if signs of a communicable disease are observed, removing a child from the setting, and allowing a child to return.							
III. Health and Safety Requirements for Building and Physical Premises Safety	Yes	No	N/A	Noncompliance Classification			Comments
A. Safety of physical premises				1	2	3	

1. Potentially harmful items including cleaning supplies and flammable, poisonous, toxic, or hazardous materials are labeled.						
2. Potentially harmful items, as well as knives or sharp tools are stored in a location not accessible to a child. Ovens/ranges are not accessible to children.						
B. Fire safety				1	2	3
1. The building is equipped with operable smoke detectors, fire extinguisher and fire alarms as specified by the local fire marshal.						
2. The provider has an emergency evacuation plan that is posted in a conspicuous location, practiced and familiar to the children.						
3. Center-based (licensed exempt) or home-based (registered) only – Fire drills conducted at least monthly and documented (date and time of drill, number of participating children and adults, and time it takes to evacuate).						
4. Center-based (licensed exempt) or home-based (registered) only – Smoking on the premises prohibited.						
C. Electrical hazards				1	2	3
1. Electrical outlets are covered with safety caps.						
2. Electrical cords are kept in a location not accessible to a child or secured in a manner that prevents electric shock, strangulation, or other						
D. Safety of napping or sleeping space				1	2	3
1. Young infants not capable of rolling over on their own, are positioned on their back on a firm surface to reduce the risk of Sudden Infant Death syndrome.						
2. Children under the age of 1 year are provided with their own crib, port-a-crib, or playpen with						
E. Safety of outdoor play area				1	2	3
1. Outdoor play area is clean and free of litter, nails, glass, and other hazards.						
2. Center-based (licensed exempt) or home-based (registered) only – Outdoor play area is surrounded with safe, adequate fencing or walls at least 4-ft. high.						
3. Informal provider only – <i>4' fencing required only</i> If outdoor play area borders a street, road, or water hazard.						
4. Outdoor equipment is in good repair, maintained in a safe condition, and placed to ensure safe						
5. If the outdoor equipment is not portable by design, the equipment is securely anchored.						
6. Center-based (licensed exempt) or home-based (registered) only – If the outdoor equipment is not portable by design, a ground cover or other protective surface that is resilient and reduces injury to a child is in place.						

III. Health and Safety Requirements for Building and Physical Premises Safety	Yes	No	N/A	Noncompliance Classification			Comments
				1	2	3	
E. Safety of outdoor play area							
7. Center-based (licensed exempt) or home-based (registered) only – A person with a certified lifeguard certificate or equivalent is on duty and present when children are in or near a swimming pool exceeding 3 feet or swimming in an area of a beach or lake.							
8. If a wading pool is in use, an adult 18 years of age or older is supervising.							
F. Emergency preparedness							
1. Provider has a written emergency preparedness plan on file for a weather related emergency, fire, or any other natural disaster or emergency.							
2. Provider has access to a corded telephone on premises.							
3. When accompanying a child during a field trip, employee has other means of communication (cellular telephone, two-way radio device, or other instant communication).							
G. Transportation safety							
1. Center-based (licensed exempt) or home-based (registered) only – Provider has a written transportation safety policy which includes a current transportation log, updated vehicle inspection, use of functioning safety restraints and proof that required staff-to-child ratios are maintained.							
2. Center-based (licensed exempt) or home-based (registered) only – The transportation log is kept and available for review for at least 1 year.							
3. Center-based (licensed exempt) or home-based (registered) only – Vehicles are visually inspected before transporting a child, and visually re-inspected upon arrival to ensure that no child is left unattended in the vehicle.							
4. Informal provider only – Proper child safety restraints are used.							
6. Informal provider only – There is a written procedure to ensure that a child is not left unattended in a vehicle.							
H. First aid							
1. The provider, and the designated substitute, has a current first aid and Infant/child CPR certification.							
2. There at least one first aid kit on the premises. It is kept in a closed container labeled "First Aid" and contains band aids, soap, tweezers, gauze, adhesive tape, scissors, rubber gloves and basic first aid instructions.							
3. There is at least one first aid kit with an employee on field trips.							
H. First aid							
				1	2	3	

4. The provider has a written policy for documenting and reporting a child's injury, accident, incident, or health related observation and must also indicate the sharing of information with the parent same day.							
III. Health and Safety Requirements for Building and Physical Premises Safety	Yes	No	N/A	Noncompliance Classification			Comments
I. Medicine and allergies				1	2	3	
1. A child's medical and allergy (food, insect bites, or medicine) information is kept in child's file and posted in a conspicuous location and all employees are made aware.							
2. If prescription or non-prescription medication is dispensed to a child, it is done according to the written instructions on the prescription label or manufacturer's label.							
3. If non-prescription or prescription medication was dispensed to a child, the provider has documented written permission from the child's parent and proof that they received explicit permission from the child's parent to include date, time, and method to be given, prior to dispensing the medication. In addition, documented proof that medication was dispensed within one hour of requested time.							
4. Prescription and non-prescription medication is kept in the original container, has a child resistant cap, is stored separately, and is locked or made inaccessible to a child.							
6. The container for prescription medication is labeled with the name of the medication, the child, the prescribing physician, and directions for administering the medication.							
J. Disciplinary procedure				1	2	3	
1. The provider has written child disciplinary practices and has documented that all employees have been informed of practices and are required to comply.							
2. The provider has signed statements from parents of each child enrolled that they have been given the provider's written child disciplinary practices.							
K. Enrollment records				1	2	3	
1. The provider has enrollment information to include child's legal name, date of birth, parent/guardian information, emergency contact information, and who is authorized to pick up child.							
2. Daily attendance is maintained and available for review.							
IV. Health and Safety Requirements for the Supervision of Children	Yes	No	N/A	Noncompliance Classification			Comments
A. Supervision of children				1	2	3	
1. An adult, 18 years of age or older, supervises a child enrolled in the school readiness program at all times.							

2. An adult directly attends to a child at all times when the child is being diapered or clothed.							
3. There is sufficient staffing during nap time to ensure that employees stay in sight and sound of each child at all times.							
4. The operator of a center-based (licensed exempt) or large family child care home is 21 years of age or older.							
5. The operator of a family day care home is 18 years of age or older.							
6. The provider meets the ratios.							
B. Background Screening				1	2	3	
1. The provider has an Affidavit of Good Moral Character, local criminal records checks, statewide criminal and juvenile records checks, and an exemption through disqualification if applicable on all employees. Screening documents are available for review.							
2. All household members living in the home have been screened. Documents are available for review.							
V. Additional Quality Indicators	Yes	No	N/A	Noncompliance Classification			Comments
A. Environment				1	2	3	
1. Home based (Registered) only - Registration certificate is posted in a conspicuous location.							
2. Provider maintains proper ventilation and temperature (65°-82°) in the home at all times for the safety and comfort of the children. Windows that open have screens.							
3. Provider has age/developmentally appropriate toys accessible to children in sufficient quantity to provide choice of play experience (minimum 3 per child). Toys are safe and do not represent a choking hazard to young children.							
4. If animals are kept on the premises, all animals have required and current immunizations. Parents are informed of pets on premises.							
B. Nutrition				1	2	3	
1. If provider chooses to provide meals and snacks, they are of a quantity and quality that meets the daily nutritional needs of the children as shown in the USDA Food Guide Pyramid for Young Children.							
2. Menus/substitutions posted, dated, & accessible.							
3. Individual/Supervised feeding. Bottles are sanitary and labeled. No propped bottles and bottles given while child is in laying down position. Sufficient seating is accessible.							
V. Additional Quality Indicators	Yes	No	N/A	Noncompliance Classification			Comments
C. Developmentally Appropriate Practices				1	2	3	

1. Children are engaged in play activities and are not restricted in cribs, high chairs, play pens, etc. during awake hours.							
2. Children have a choice of at least two other activities when television and/or computer is being used.							
3. Planned activities are posted and followed.							
4. When weather permits, children are allowed at least one outdoor experience daily.							

Remarks/Action:

IF ADDITIONAL INFORMATION AND/OR TECHNICAL ASSISTANCE IS NEEDED, PLEASE CONTACT YOUR INSPECTOR TO ASSIST YOU WITH COMPLIANCE.

INSPECTOR'S NAME:

INSPECTOR'S TELEPHONE NUMBER:

Received by

Date

For training opportunities or additional information check the Early Learning Coalition of Orange County Website:
www.elcoc.org