***Note:*** *This is an example of an initial checklist, which DCYF uses to inspect and license a school-age child care program. This example checklist does not include any changes made to the form after July 16, 2018.*



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| **School Age Checklist** | INSPECTION TYPE |
| VISIT DATE |

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| **I. PROVIDER INFORMATION** | | | | | | | | | | | | |
| PROVIDER NAME | | | | | | PROVIDER ID | | | | ISSUE DATE | | |
| DOING BUSINESS AS | | | | | | ANNIVERSARY DATE | | | | EXPIRATION DATE | | |
| FACILITY TYPE | | TELEPHONE NUMBER | | | | EMAIL ADDRESS | | | | | | |
| FACILITY ADDRESS | | | | CITY | | | | | STATE | | | ZIP CODE |
| PRIMARY CONTACT PERSON | | | | | | | CAPACITY | | | | LICENSING TYPE | |
| LICENSE STATUS | REFERRAL STATUS | | | | | | AGE RANGE  From:  To: | | | | | |
| **II. WORKER ASSIGNMENT** | | | | | | | | | | | | |
| LICENSOR | | | EMAIL ADDRESS | | | | | TELEPHONE NUMBER | | | | |
| LICENSING SUPERVISOR | | | EMAIL ADDRESS | | | | | TELEPHONE NUMBER | | | | |
| **III. HOURS OF OPERATION** | | | | | | | | | | | | |
| DAYS OF OPERATION  Mon  Tue  Wed  Thu  Fri  Sat  Sun | | | | | HOURS OF OPERATION  a.m. through  p.m. | | | | | | | |

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| **1. Special Needs** | | | |
| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** |  | **Code** |
| **0050** | **Special needs accommodations** | Special needs accommodations requirements are complete |  |
| Submit a written plan, signed by the parent/guardian that describes how the child's needs will be met |  |
| Written plan and documentation must be kept in the child’s file and a copy sent to the department |  |
| Documentation of staff training for each written plan |  |
| Written plan(s) updated annually |  |

| **2. Licensing Process** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **1035** | **Fire inspection/certification** | Complies with state and local fire code – if applicable |  |
| **1250** | **License application packet--Contents** | The license application packet is complete |  |
| **1350** | **Liability insurance coverage** | Insurance coverage requirements are met |  |
| **1360** | **Lead and arsenic hazards** **--Tacoma smelter plume** | Lead or arsenic evaluation agreement – if applicable |  |
| **1370** | **Private well and water system** | Water testing and appropriate action taken when water source interrupted or contaminated – if applicable |  |

| **3. Recordkeeping, Reporting and Posting** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | |  |
| **Section** | **Requirement** | | **Code** |
| **2175** | **Materials that must be posted** | All required items are posted |  |
| **2375** | **Parent/guardian policies (handbook)** | The parent/guardian handbook is complete |  |
| **2400** | **Program/operations policies** | Program/operations policies are complete |  |
| **2425** | **Staff policies** | Staff policies requirements are met |  |
| **2450** | **Off-site activity policy** | Off-site activity policy is complete |  |

| **4. Fire and Emergency Preparedness** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **2575** | **Combustible and flammable materials** | Combustible material removed from building or stored in closed metal container |  |
| **2600** | **Furnaces, other heating devices, and appliances with hot surfaces** | Inaccessible to the children – if applicable |  |
| Paper, rubbish, or combustible material kept at least 3 feet away from furnace or other heating devices – if applicable |
| **2625** | **Electrical motors** | Free of accumulated dust or lint – if applicable |  |
| **2675** | **Open flame devices, candles, matches and lighters** | Inaccessible to the children and not used during operating hours |  |
| **2700** | **Emergency flashlight** | Working flashlight available - extra batteries if applicable |  |
| **2725** | **Portable heaters and generators** | Not in use inside the licensed space during operating hours |  |
| **2775** | **Telephone** | Working telephone with backup power source |  |
| **2850** | **Disaster plan** | Written plan and all requirements are followed |  |
| **2875** | **Fire, disaster training for staff and volunteers** | Training is provided and documentation is on file |  |
| **2975** | **Additional method to sound an alarm** | Proof of additional method to sound an alarm |  |
| **3000** | **Fire extinguishers** | Fire extinguisher requirements are followed – if applicable |  |

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| **5. Health** | | | |
| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **3200** | **Health plan** | Health plan is complete |  |
| **3325** | **Medication storage** | All medications are stored correctly |  |
| **3375** | **Medication permission** | Medication permissions and required documentation are on file |  |
| **3625** | **Handwashing procedure** | Staff follow and teach children proper handwashing procedures |  |
| **3635** | **When handwashing is required** | Staff and children wash their hands as required |  |
| **3650** | **Hand sanitizers** | Hand sanitizer requirements are followed |  |
| **3700** | **Carpets** | Cleaned twice each calendar year – if applicable |  |
| **3850** | **Cleaning laundry** | Laundry cleaned as required |  |
| **3875** | **Cleaning and sanitizing toys** | Toys cleaned after contact with bodily fluids, at least weekly or when visibly soiled |  |
| **3925** | **Cleaning, sanitizing and disinfecting table** | Equipment and environment cleaned; sanitized or disinfected as required |  |
| **3950** | **Pest control** | Pest control procedure used as needed – if applicable |  |
| **4000** | **Lead, asbestos, arsenic and other hazards** | Action taken to prevent child exposure to lead, asbestos, arsenic or other hazards – if applicable |  |
| **4025** | **Drugs and alcohol** | Illegal drugs, alcohol or drugs that would impair ability to care for children are prohibited |  |
| Follow the school district drug free zone policy – if applicable |  |
| **4050** | **No smoking** | No smoking requirements are followed |  |
| **4075** | **First-aid kit** | First aid kit in licensed space, on off-site trips and in vehicle when transporting children |  |
| First aid kits are complete |  |
| **4100** | **Poisons, chemicals and other substances** | Stored inaccessible to the children |  |
| Material safety data sheet is kept on site |  |

| **6. Indoor Environment** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **4200** | **Toys, equipment, and recalled items** | Equipment, toys or other items in good and safe working condition |  |
| Recalled items have been removed |  |
| **4225** | **Indoor licensed space--Minimum space** | 35 square feet per child; only the space intended for use by children in care is used |  |
| **4250** | **Indoor temperature** | The indoor temperature must be no less than 65 degrees and no higher than 75 degrees or 82 degrees during the summer – if applicable |  |
| **4275** | **Fans, air conditioning or cross ventilation** | Fans and air conditioners inaccessible or have a protective barrier – if applicable |  |
| **4300** | **Window coverings** | Window covering requirements are followed – if applicable |  |
| **4350** | **Electrical outlets, cords and power strips** | Electrical outlets requirements are followed – if applicable |  |
| Electrical cords are not torn or frayed, are in good working order and plugged directly into an outlet or into a surge protector plugged into an outlet |
| Electrical cords do not pose tripping hazard |
| Power strips with surge protectors are inaccessible to the children |
| Extension cords used only for a brief or temporary purpose and plugged into an outlet or into a surge protected power strip |
| **4360** | **Area lighting** | Must have adequate illumination – if applicable |  |
| **4375** | **Lighting safety** | Ceiling-mounted light fixtures have shatter-resistant covers or shatter-resistant light bulbs – if applicable |  |
| No bare light bulbs in play space, or outdoor lights used indoors and halogen lamps are inaccessible to the children – if applicable |  |
| **4475** | **Emergency exit pathways** | Emergency exit pathways requirements must be followed |  |
| **4550** | **Windows** | Protective guard must not block outdoor light – if applicable |  |
| **4625** | **Toileting facility** | Toileting facility requirements must be followed – if applicable |  |
| A diaper changing area must be provided to meet the diapering needs of the children when necessary |
| **4635** | **Handwashing sinks** | Located in or immediately outside rooms used for toileting and food prep area – if applicable |  |
| Must have soap, warm water, paper towels or hand drying device – if applicable |  |
| Handwashing procedures posted – if applicable |  |
| **4650** | **Bathroom floors** | Washable surface, resistant to moisture, cleaned & disinfected at least daily – if applicable |  |
| **4700** | **Water temperature** | 60 to 120 Degrees Fahrenheit – if applicable |  |
| **4725** | **Guns and other weapons** | Guns and other weapons prohibited on the premises |  |
| **4750** | **Storage for each child's belongings** | Separate storage for each child |  |

| **7. Pets and Animals** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **4800** | **Pet and other animal policy** | Inform children's parent/guardian and have a pet/animal policy if pet or other animals are on the premises |  |
| **4850** | **Pet or other animal health and safety** | Must have current immunizations, show no signs of disease, and have veterinarian documentation that pet is nonaggressive |  |
| Follow school district policy – if applicable |  |
| **4875** | **Pets or other animals interacting with children** | Interacting with pets or other animals requirements are followed |  |
| **4900** | **Pet and other animal wastes** | Animal waste and litter must be disposed of immediately |  |
| Must not be disposed of in sink used by children |  |

| **8. Outdoor Environment** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **4925** | **Licensed outdoor space** | Licensed outdoor space requirements are followed – if applicable |  |
| **4950** | **Playground equipment--Ground cover--Fall zones** | Play equipment and ground cover requirements are followed – if applicable |  |
| **5000** | **Play equipment** | Play equipment is developmentally appropriate, in safe condition and inspected at least weekly for hazards; unsafe equipment is repaired immediately or made inaccessible until repaired – if applicable |  |
| **5050** | **Bouncing equipment prohibited** | No trampolines, rebounders or inflatable equipment |  |
| **5100** | **Outdoor supervision** | Program staff within sight or hearing of the children |  |
| Staff to child ratio maintained |  |
| **5125** | **Outdoor areas and daily physical activities** | Area promotes a variety of age and developmentally appropriate active play for the children – if applicable |  |
| At least 20 minutes for every 3 hours unless conditions pose a health and safety risk to the children |  |

| **9. Bodies of Water** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **5150** | **Water safety and activity** | Maintain staff to child ratio of 1:10; certified lifeguard on duty |  |
| Not allow use of hot tub, spa tank, or whirlpool |  |
| **5175** | **Wading pools--Defined--Supervision** | All wading pool and supervision requirements are followed when a wading pool is used by the children |  |
| **5200** | **Swimming pools defined--Barriers and supervision** | All swimming pool barrier requirements are followed – if applicable |  |
| Maintain the swimming pool according to manufacturer's specifications, including cleaning and sanitizing – if applicable |  |
| All swimming pool permission and supervision requirements are followed |  |
| **5225** | **Bodies of water or water hazards on the licensed premises** | All bodies of water or water hazards on the licensed premises requirements are followed – if applicable |  |
| **5250** | **Bodies of water outside and near licensed space** | Written safety plan for bodies of water outside or near licensed space |  |
| Keep children from bodies of water that pose a drowning hazard |  |

| **10. Supervision, Capacity and Ratio** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **5600** | **Staff-to-child ratio** | Maintain a 1:15 staff to child ratio |  |
| **5625** | **Capacity** | All children on the premises or being transported counted in capacity |  |
| All children within the age range on the license counts in ratio |  |
| **5725** | **Groups** | Must have clearly defined licensed space for each group |  |
| Group size must not exceed 30 children |  |
| Qualified staff must supervise each group |  |
| Total number of children does not exceed capacity of the space |  |
| **5750** | **Supervising children** | Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance |  |
| Program staff must be aware of what children are doing, available and able to promptly assist or redirect |  |
| Electronic communication or surveillance device must not replace direct supervision |  |
| Program staff must be within sight or hearing of the children |  |

| **11. Nurture and Guidance** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **6000** | **Interactions with children** | Program staff must follow all requirements regarding interactions with children |  |
| **6025** | **Prohibited interactions** | Program staff must follow all requirements regarding prohibited interactions |  |
| **6050** | **Guidance and discipline** | Guidance and discipline must be consistent, fair and positive |  |
| Only the licensee or trained staff may discipline a child |  |
| Must have a written guidance and discipline policy |  |
| **6075** | **Positive options for discipline** | Positive guidance methods must be used |  |
| **6100** | **Separating a child from the group** | A child separated only long enough to allow the child to regain control; child must remain under direct supervision of program staff person |  |
| **6125** | **Preventing harmful or aggressive acts** | Steps taken to protect children from harmful acts of others |  |
| **6150** | **Prohibited actions** | Program staff must follow all requirements regarding prohibited actions |  |
| **6200** | **Physical restraint--Prohibited uses or methods** | All requirements regarding prohibited uses or methods of physical or mechanical restraints are followed |  |
| **6225** | **Physical restraint--Holding method allowed** | All requirements regarding the use of a holding method are followed |  |
| **6250** | **Notice and documenting use of physical restraint** | All requirements regarding notice and documentation of the use of physical restraint are followed |  |
| **6275** | **Abuse and neglect--Protection and training** | Program staff must report suspected or actual abuse or neglect and must be trained on mandatory reporting requirements as defined in RCW 26.44.020; and RCW 26.44.030 |  |

| **12. Program** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **6400** | **Off-site activities--Parent or guardian permission** | Written permission for each child to engage in off-site activities |  |
| **6425** | **Off-site activity supervision** | Must at all times provide supervision, and be able to promptly assist or redirect the children's activities |  |
| **6450** | **Off-site activity--Emergency information and supplies** | Off-site activity-emergency information and supplies requirements are followed |  |
| **6475** | **Transportation** | All requirements regarding transporting children are followed |  |
| **6575** | **Activities to promote child growth and development** | Must provide daily activities that support each child's developmental stage |  |
| **6600** | **Equipment and play materials** | Must provide equipment and play materials that are washable, clean, nonpoisonous and free of toxins |  |
| **6625** | **Art materials** | All prepackaged art materials must be labeled “nontoxic” and as conforming to or meeting “ASTM D-4236.” |  |
| **6650** | **Screen time** | Screen time must be educational, have child-appropriate content and be developmentally and age appropriate |  |
| **6675** | **Screen time—Limitations** | Screen time – limitation requirements are followed |  |
| **6775** | **Diversity** | All diversity requirements are followed |  |

| **13. Food Service and Nutrition** | | | |
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| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **7500** | **Food and milk must meet USDA guidelines** | Food and milk served according to current USDA ‑ child and adult care food program (CACFP) charts |  |
| **7515** | **Menus and dietary restrictions** | Menus must be posted |  |
| Have written instructions and post child’s dietary restrictions |  |
| **7525** | **Parent or guardian-provided food** | Written food plan completed/signed by parent and program staff |  |
| **7530** | **Food sources** | All food is from approved food sources |  |
| **7575** | **Drinking water** | Safe drinking water is provided |  |
| **7580** | **Drinking fountains** | Drinking fountains must be cleaned and sanitized – if applicable |  |
| **7625** | **Meal and snack schedule** | All meals and snacks are served according to required schedule |  |
| **7650** | **Serving foods** | All serving food requirements are followed |  |
| **7680** | **Safe food handling** | Staff must follow the preparation, cooking and serving guidelines in the current edition of the WA state DOH food workers manual |  |
| **7700** | **Washing dishes** | Automatic dishwasher, using the sanitizing cycle or hand wash method by emersion in hot soapy water, rinse, sanitize and air dry |  |
| **7725** | **Food containers and utensils** | Containers used in the microwave are labeled for microwave use |  |
| Disposable serving containers, dishes and utensils are sturdy and used only once |  |
| Keep sharp utensils and utensils that may cause serious injury inaccessible to children when not in use |  |
| **7750** | **Food preparation area** | All food preparation area requirements are followed – if applicable |  |
| **7800** | **Food storage** | Food is stored safely |  |
| **7825** | **Satellite kitchens** | Must have copy of permit issued by local health jurisdiction |  |
| Written policy on handling food from satellite kitchen |  |

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| **14. Staff records** | | | | | | | | | | | |
|  | **DEL**  **Orientation** | **Program**  **Orientation** | **Background**  **Check** | **TB Test** | **HIV/**  **AIDS** | **BBP**  **training** | **CPR** | **First aid** | **Food worker’s card** | **STARS Training** | |
| Basic | 10  Hrs |
| **Section** | 1125 | 5800 | 1200 | 1750 | 1850 | | 1825 | 1825 | 7675 | 1775 | 1800 |

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| **Staff Name** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |
|  |  |  |  |  |  |  | Date Expired | Date Expired | Date Expired |  |  |

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| **15. Staff Qualifications** | | | |
| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **1710** | **Program Director** | Meet requirements and qualifications |  |
| **1715** | **Site Coordinator** | Meet requirements and qualifications |  |
| **1720** | **Lead Teachers** | Meet requirements and qualifications |  |
| **1730** | **Program assistants** | Meet requirements and qualifications |  |
| **1735** | **Volunteers** | Meet requirements and qualifications |  |

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| **16. Children’s Records** | | | | | | | | |
|  | **Enrollment application** | **Immunizations or exemption** | **Health history** | **Persons authorized to pick up child** | **Emergency contact** | **Parent/ guardian information** | **Medical provider or written plan** | **Dental provider or written plan** |
| **Section** | **2050** | **3250-3300** | **2050** | **2050** | **2050** | **2050** | **2050** | **2050** |
| **Child Number** |  |  |  |  |  |  |  |  |
| Child #1 |  |  |  |  |  |  |  |  |
| Child #2 |  |  |  |  |  |  |  |  |
| Child #3 |  |  |  |  |  |  |  |  |
| Child #4 |  |  |  |  |  |  |  |  |
| Child #5 |  |  |  |  |  |  |  |  |
| Child #6 |  |  |  |  |  |  |  |  |

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| **17. Records** | | | |
| **Codes:** C = Compliance D = Discussed N = Non Compliance NA = Not Applicable | | | |
| **Section** | **Requirement** | | **Code** |
| **2050** | **Child records--Contents** | Meets requirements |  |
| **2000** | **Recordkeeping--Records available to the department** | Must keep all required records for a minimum of 5 years and current records kept in licensed space. |  |
| **2025** | **Child records--Confidentiality** | Children’s records are maintained in a confidential manner |  |
| **2075** | **Staff records** | Completed staff files |  |
| **2125** | **Child attendance records--Staff to child ratio records** | Daily attendance records kept for each child with required signature |  |

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| **18. Summary, Comments and Recommendations:** |
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| **19. Signatures:** | |
| Compliance Agreement:  Yes  No | Date: |
| Licensee Signature: | Date: |
| Licensor Signature: | Date: |
| Health Specialist Signature: | Date: |