

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.



School Age Checklist

INSPECTION TYPE
VISIT DATE

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 <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		HOURS OF OPERATION a.m. through p.m.		

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			
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	

2. Licensing Process		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
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		
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		
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

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			
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	

6. Indoor Environment			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	Requirement		Code
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			
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			
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			
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	

9. Bodies of Water			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	Requirement		Code
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			
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			
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			
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			
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	

14. Staff records											
Section	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
Staff Name											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>

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	

16. Children's Records								
Section	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	

18. Summary, Comments and Recommendations:

EXAMPLE

19. Signatures:

Compliance Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Licensee Signature:	Date:
Licensors Signature:	Date:
Health Specialist Signature:	Date: