# Child Care Center & School Age Feasibility Review Checklist

<table>
<thead>
<tr>
<th>Facility name:</th>
<th>Name of individual completing this form:</th>
<th>Date:</th>
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Complete the following information regarding your facility and return to your licensor. Write N/A if an item does not apply to your facility.

### Outdoor play areas
- Route – safe and reachable method
- Supervision
- Water safety – certified lifeguard
- Fence
- Licensing approval
- Other

### Bathrooms
- Toilet Ratios: based on WAC requirements
- Toilet location – hand washing sink
- Age appropriate toilet and sink height
- Vented to the outside
- Urinals
- Privacy needs
- Other

### Sewage and liquid waste
- Septic approval, as built, design, location and maintenance plan
- Septic location – playground not to interfere with access to, or operation of, on-site sewage system including the drain field and venting not located on the playground
- Other

### Public water system
- Public water system approved by and maintained in compliance with the Department of Health or Local Health Jurisdiction
- Potable water approved for child care center use
- Other

### Classrooms
- Capacity
- Flooring
- Other

### Water supply
- Local Department of Health approval
- Water temperature
- Other

### Lights, fixtures, bulbs
- Emergency lighting, fire marshal requirement
- Covered or shielded
- Other

### Water fountains
- Hand washing sinks, attached
- Other

### Storage
- Individual belongings
- Food
- Toxics
- Other

### Sinks
- Hand washing, classrooms, kitchen
- Food and bottle preparation
- Utility
- Other

### Premises
- Other

### Exits
- Other

### Diaper changing
- Location, next to hand washing sink
- Flooring, moisture impervious
- Sink location, hand washing
- Barrier
- Other

### Kitchen
- Access to children, supervision for kitchen activities
- Hood vented to the outside or restricted menu
- Storage
- Dishwasher
- Separate hand washing sink
- Other

### Laundry
- Access to children
- Dryer ventilated to outside

### Janitorial closet
- Storage, combustibles, flammables
- Vented to outside of building

10.9.4.7 Ctr SA Feasibility Checklist
Rev. 08/29/2018
Electrical Outlets
- Tamper resistant-listed
- Other

Windows
- Screened if opened
- Other

Heaters
- Shielded
- Other

Stairs and elevated play areas
- Handrails, child height
- Guardrails
- Other

Other
- Other

Screened if opened
- Other

Electrical Outlets
- Tamper resistant-listed
- Other

Windows
- Screened if opened
- Other

Heaters
- Shielded
- Other

Stairs and elevated play areas
- Handrails, child height
- Guardrails
- Other

Other
- Other

Screened if opened
- Other

Comments:

WAC 110-300A-0040; WAC 110-305-1035; WAC 110-305-1050
Do I have to follow any other regulations or have any other inspections?

Prior to becoming licensed by us to operate a child care center, you need to:
- Have a certificate of occupancy issued by your local building department and
- Be inspected by the state fire marshal.

You are responsible for complying with any local building ordinances. Local officials are responsible for enforcing city ordinances and county codes, such as zoning and building regulations. Contact your local building jurisdiction to determine if local ordinances are different than our standards.

If you encounter conflicts or differing interpretations, contact us immediately. We must notify the local planning office of your intent to operate a child care center within the local jurisdiction. Other state agencies such as Labor and Industries, the State Fire Marshall and the Department of Health have regulations that apply to child care centers. You are responsible to contact those agencies to obtain their regulations. The other agencies are responsible for monitoring and enforcing their regulations.

WAC 110-300-0400; WAC 110-300A-3010; WAC 110-305-1250; WAC 110-305-1275; WAC 110-305-3200
What are the requirements for applying for a license to operate a child care center?

The application package for licensure must include the following attachments, among other documents:
- Floor Plan of the facility drawn to scale
- A copy of your Health Care Plan reviewed and signed by a physician, physician’s assistant or registered nurse
- A copy of your policies and procedures that you give to parents and
- A copy of your occupancy permit

You must submit your application ninety or more calendar days before the date:
- You expect to open your new center
- You expect to relocate your center
- You expect to change licensee, or
- You expect a change in your license category

DCYF will not issue a license to you until the Health Specialist and the State Fire Marshal’s Office have inspected and approved your center.

Licensee: Phone: Email:
Licensor: Phone: Email: