

Child Care Center Buyer Assessment Guide

The completion of the checklist does not guarantee the pass of inspection but serves as a starting point for reaching compliancy.

Directions:

Mark **Met** beside items that are ready.

Mark **Not Met** beside items that need to be adjusted or completed before the licensing visit.

Mark **Unsure** besides items that may need further clarification.

Mark **Not Applicable** for items that do not pertain to the child care center.

Facility:	Date:
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Activities 591-1-1.03	Met	Not Met	Unsure	NA
- Variety of age-appropriate toys and learning materials - Daily planned activities that support children's development - Current lesson plans onsite & accessible - Daily schedules are posted in each classroom - Variety of classroom learning centers				
Bathrooms 591-1-1-.06	Met	Not Met	Unsure	NA
- Adequate number of toilets and sinks - Child accessible toilet and sinks or steps/platforms are provided - Bathrooms have ventilation to the outside of the building, such as an opened-screened window or functioning exhaust fan. - Bathrooms are fully enclosed with floor-to-ceiling walls and full doors - Bathrooms are clean and cleaned daily - Bathrooms for two-year-olds are adjacent to child care areas - Soap, paper towels and other necessary supplies are available and within arm's reach of children				
Children's Health 591-1-1-.07	Met	Not Met	Unsure	NA
Children do not wear pacifiers or other hazardous items around their necks or be attached to their clothing				

Children's Records 591-1-1-.08	Met	Not Met	Unsure	NA
• Child file maintained during enrollment and one year after disenrollment. • Current immunization records or applicable documentation on file for each child enrolled.				
Criminal Records and Comprehensive Background Checks 591-1-1-.09	Met	Not Met	Unsure	NA
• All directors, employees, and provisional employees have a valid Comprehensive Records Check Determination, including an application and fingerprint submission, completed within 12 months before the hire date. • A new Comprehensive Records Check is required if an individual has been out of the child care industry for six months or more.				
Diapering Areas and Practices 591-1-1-.10	Met	Not Met	Unsure	NA
• Adequate ventilation in the diapering area • Handwashing sink located next to the diapering area • Warm running water available • Diaper-changing surface is smooth and nonporous, containing no holes, quilting, or seams, and is cleaned after each use • Guardrails or a safety strap provided on the changing table • Children are never left unattended on the changing table • Diapering and food service areas are separate • Diaper-changing surface is used only for diaper changing • Hazardous items are kept out of children's reach • Soap, paper towels, and other necessary supplies are available				
Discipline 591-1-1-.11	Met	Not Met	Unsure	NA
Requirements: • Teachers use positive, pleasant and calm tone of voice when talking to children. • Discipline practices protect the physical and mental health of children. • Children are protected from physical and sexual abuse. • Corporal punishment is not used. • Children are not shaken, jerked, pinched, or handled roughly. • Children are not subjected to verbal abuse, humiliation, or degrading treatment. • Children are not isolated in a dark room, closet, or unsupervised area. • Mechanical or physical restraints are not used. • Medication is not used as a form of discipline. • Bathroom use is not restricted as a form of discipline. • Children are not punished for toileting accidents.				

- Children are not force-fed and food is not withheld as punishment. - Children are not forced to nap, and naps are not withheld as punishment. - Children are not permitted to discipline, shame, or humiliate other children. - Children are not confined to swings, highchairs, or other equipment for discipline or convenience.				
Equipment and Toys 591-1-1-.12	Met	Not Met	Unsure	NA
- Toys and play materials are accessible to children - Plentiful variety of age-appropriate toys, materials, and equipment that keep children actively engaged throughout the day - Furniture and equipment are securely assembled and anchored - Equipment used safely - Equipment used according to manufacturer instructions - No hazardous, broken, or dirty equipment, toys, or furniture - All battery operating toys are working.				
First Aid and CPR 591-1-1-.14	Met	Not Met	Unsure	NA
- Certified pediatric First Aid and CPR staff are present in each child care area. - Pediatric First Aid and CPR certification completed within 45 days of employment. - Current certification documentation on-site. - Training includes emergency care for infants and children. - At least 50% of staff present are trained in pediatric First Aid and CPR. - Director maintains current pediatric First Aid and CPR certification. - Complete first aid kit available in each building and vehicle; inaccessible to children.				
Food Service and Nutrition 591-1-1-.15	Met	Not Met	Unsure	NA
- Infants are held during feeding. - Bottles are not propped. - Infants' heads are elevated during feeding. - Food for children under 1 year of age is cut into pieces ¼ inch or smaller. - Food for toddlers is cut into pieces ½ inch or smaller.				
Governing Body and Licenses 591-1-1-.16	Met	Not Met	Unsure	NA
- Director completed a Department-approved 40-hour director's training course. - Separate license or permit maintained for each center location.				

Hygiene 591-1-1-.17	Met	Not Met	Unsure	NA
• Children are clean, dry, and comfortable. • Children follow proper handwashing procedures at all required times. • Staff follow proper handwashing procedures at all required times.				
Kitchen Operations 591-1-1-.18	Met	Not Met	Unsure	NA
• Kitchen light fixtures are shielded. • Perishable and potentially hazardous foods are stored at 40°F or below. • Food served promptly after cooking. • Required dishwashing and sanitizing equipment available and operational.				
License Capacity 591-1-1-.19	Met	Not Met	Unsure	NA
• 35-square-foot space requirement per child is met				
Medications 591-1-1-.20	Met	Not Met	Unsure	NA
• Complete parental authorization on file. • Medication is not administered beyond the authorized two-week period. • Medication is in its original container and labeled with the child's name. • Complete medication administration records are maintained. • Medication is kept out of children's reach. • Medication refrigeration requirements are met.				
Personnel Records 591-1-1-.24	Met	Not Met	Unsure	NA
• Personnel files are maintained for the director, employees, provisional employees, students-in-training, volunteers, and support staff during employment and for one year after employment ends.				

Physical Plant - Safe Environment 591-1-1-.25	Met	Not Met	Unsure	NA
- Hazardous items are stored safely and out of children's reach. - Facility is clean, free of debris, in good repair, and maintained to prevent rodents and pests. - Unused electrical outlets are covered. - Electrical outlets in use are not accessible to children. - Heating and cooling units are not accessible to children. - Unapproved areas are not used for child care. - Floor coverings are secure, smooth, odor-free, and washable or cleanable. - Each child's personal belongings are stored separately in labeled cubbies, lockers, or racks. - Doors to areas not approved for child care, except kitchens, are latched or locked to prevent children from entering.				
Physical Plant – Structural / Mechanical 591-1-1.25	Met	Not Met	Unsure	NA
- Current Certificate of Occupancy and Fire Safety approval on file, as required. - Center complies with all applicable fire, building, zoning, and safety regulations before licensure. - Well water and sewage systems are approved by the local health department and meet approved capacity requirements. - Indoor temperature is maintained between 65°F and 85°F.				
Playgrounds 591-1-1-.26	Met	Not Met	Unsure	NA
Fencing - Fence is 4 feet tall or higher, with taller fencing preferred to help prevent fence settling to less than 4 feet over time. - Approved materials include chain-link with closed, bent top wires, wood fence with no gaps or splinters, PVC/plastic picket fence with opening less than 3 ½ inches, wrought iron fence with openings less than 31/2 inches. - Unapproved materials include farm wire, barbed wire, livestock panels, chicken wire, and plastic or wood lattice. - Fence is free of hazards and in good repair. - Fence has no gaps of more than 3 ½ inches. - Fence gates are kept closed.				
Playground Equipment - Playground equipment is age appropriate. - Playground equipment is free of hazards and in good repair. - Playground equipment does not obstruct staff supervision of children.				

• Climbing and swinging equipment must be securely anchored and cannot be placed over hard surfaces, such as dirt, concrete, or grass. • Playground equipment is spaced for easy, safe movement around it and meets all specific fall zone requirements for slides, steps, climbing equipment, and swings. • No trampolines of any kind are present.				
Playground Surface • Resilient surfacing that meets ASTM F1292 requirements is provided in all fall zones of playground equipment and raked and fluffed as needed to maintain placement, depth, and resiliency. • Playground area is free of litter and hazards and is kept clean. • Playground space meets the minimum requirement of 100 square feet per child. • Route to the playground is safe and free of hazards. • Shade is available on the playground.				
Safe Sleeping and Resting Requirements 591-1-1-.30	Met	Not Met	Unsure	NA
Cribs • Adequate number of Consumer Product Safety Commission (CPSC) and ASTM International approved cribs available. • Cribs are in good repair and free of hazards. • Crib mattresses are firm, tight-fitting, at least 2 inches thick, not quilted, no seams, non-porous, waterproof, and clean. • Crib sheets are tight-fitting and changed daily.				
Sleeping Cots and Mats • Cots or mats are provided for children aged 2 and older, or for children who can climb out of a crib. • Cots and mats are appropriately sized, in good repair, washable, waterproof, and at least 2 inches thick. • Each child is assigned an individual cot or mat. • Sheets and covers are labeled for individual use and laundered weekly. If not labeled, they are laundered daily. • Cots and mats are stored to prevent child access and maximize available play space, and covered if stacked together within the classroom.				
Safe Sleep • Infants are placed on their backs for sleep, including infants who can roll over. • No items are placed in the crib with a sleeping infant. • No objects are attached to the crib while an infant is sleeping. • Sleep sacks fit properly. Swaddling, weighted sleep sacks, and microfleece sleep sacks are only permitted with a physician's written statement. • Positioning devices and monitoring devices are not used unless supported by a physician's written statement. • Infants do not sleep in swings, bouncers, car seats, or other equipment. Infants sleep only in an approved crib.				

Infant Sleeping Area - Room temperature is maintained between 65°F and 85°F. - Adequate lighting is available to observe each child's breathing and skin color.				
Staff 591-1-1-.31	Met	Not Met	Unsure	NA
- Center complies with all applicable laws and regulations. - Personnel do not commit criminal acts in the presence of children.				
Staff: Child Ratios 591-1-1-.32	Met	Not Met	Unsure	NA
- In centers licensed for 19 or more children, children under age 3 are separated from children age 3 and older. Adequate Ratio/Group Size - Infants: 1:6 (12) - One-year-olds: 1:8 (16) - Two-year-olds: 1:10 (20) - Three-year-olds: 1:15 (30) - Four-year-olds: 1:18 (36) - Five-year-olds: 1:20 (40) - Ages 6 and older: 1:25 (50)				
Supervision 591-1-1-.32	Met	Not Met	Unsure	NA
- Children are always supervised. - Teachers always maintain watchful oversight of all children, remaining alert and positioned to maximize their ability to hear and see the children and to respond quickly when needed to ensure children's safety. - Staff actively supervise all children to prevent injuries and problems before they occur, when at all possible. - During meals and snacks, staff remain seated within arm's reach of all children aged 36 months and younger who are eating, always. - Additional floaters and staff support have been scheduled, as needed, to ensure all supervision requirements can be met throughout the day and especially during high-risk activities, such as meals and snacks.				
Staff Training 591-1-1.33	Met	Not Met	Unsure	NA
- The director and the person responsible for food preparation have completed at least 4 hours of training in nutrition planning, food preparation, food service, dishwashing, and food storage. - Directors are aware of orientation, annual staff training, and Pediatric CPR/First Aid requirements for all staff members and have a record keeping system in place to accurately track staff training. - New directors must have an approved credential/experience, and current First Aid/CPR.				

- The Director has completed a 40-hours Director's Training course that has been approved by the Department - Program orientation policies and procedures have been established to ensure staff know Core Rules and Supervision requirements to keep children safe prior to caring for children.				
Swimming Pools and Water-related Activities 59-1-1-.35	Met	Not Met	Unsure	NA
- Pools inaccessible when not in use. - Required supervision and ratios maintained. - Certified lifeguard present. - Swim test documentation or swim certificate on file. - Parent authorization on file.				
Transportation 591-1-1-.36	Met	Not Met	Unsure	NA
Vehicle - Annual vehicle safety inspection is completed. - Vehicle interior is clean, safe, and in good repair. - Vehicle seating capacity is not exceeded. - Approved transportation checklist is used for each trip and maintained in each vehicle. - A fire extinguisher is available in each vehicle and kept out of reach of children.				
Information for Each Child Transported - Child's full name. - Pick-up location and time. - Drop-off location and time. - Name of the person authorized to receive the child. - Center name. - Driver's name.				
Emergency medical information for each child is available in the vehicle and includes: - Child's full name. - Date of birth. - Medical needs or special health conditions. - Prescribed medications. - Allergies. - Physician's name and phone number. - Preferred medical facility or hospital. - Parent or guardian contact number.				
Safety - All children are secured in an age- and size-appropriate child restraint system or seat belt during transportation. - Transportation requirements are followed by all transportation provided by the center or on the center's behalf. - A licensed driver and vehicle are always available for emergency transportation. - Transportation training is state approved and completed by required staff. - Routine travel-time does not exceed 45 minutes				

Supervision & Ratios • Children are always supervised during transportation. • Children are released only to an authorized person and are not dropped off without a responsible adult present. • Children are not required to cross the street to board or exit a vehicle. • Adequate staff are present to maintain required supervision and staff-to-child ratios. • Adequate staff are present when transporting more than 36 children under age 5.				
Pick-up and Drop-off Documentation • Children are listed individually by first and last name. • Attendance records include a method for tracking loading, unloading, and absences. • Transportation date, arrival time, and departure time are documented. • Completed transportation checklist is submitted to the director or designated staff member. • A responsible staff member conducts the first vehicle check immediately after all children have unloaded. • A designated staff member conducts a second vehicle check immediately following the first check. • If a second staff member is not available, the first staff member reports completion of the vehicle checks by telephone to the director or designated staff member.				

