



Child Care Center Abbreviated 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.		

Fiene Indicators			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
1010	Center Director Qualifications	Center director meets requirements/qualification	
1020	Program Supervisor Qualifications	Program supervisor meets requirements/qualifications	
2030	Staff Interaction with Children	Interactions between the staff and children are nurturing, respectful, supportive, and responsive	
2040	Behavior Management	Behavior management and guidance practices are fair, reasonable, consistent and related to the child's behavior needs and stage of development	
		Prevent and prohibit corporal punishment, verbal abuse, use of inappropriate physical restraints, or the using or withholding of food or liquids as punishment	
		Any physical restraint method must be documented in an incident report, placed in the child's individual record and a copy given to the parent	
2090	Child Ratio/Group Size	Ensure children are within continual visual and auditory range	
		Maintain required staff-to-child ratios indoors, outdoors, on field trips and during rest periods Group size: _____ Staff/child ratio: _____	
		Conduct group activities within the group size according to the age of the children	

Staff Records										
Staff Name	App	Background Check	TB Test	Program Orientation	Disaster Plan	HIV/AIDS/BBP Training	CPR Card	First Aid	STARS Training	
									Basic	10 hrs
WAC Citation	7050 (1) (a)	7050 0060 (3)	7050 (6)(e)	7050 (6)(d)(i)	5030 (6)(a)	7050 (6)(d)(iii)	7050 (6)(d)(iv)	7050 (6)(d)(iv)	7050 1060	7050 1070
Compliance Code										
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	<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	<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	<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	<input type="checkbox"/>	<input type="checkbox"/>

Children's Records										
Child's Information	Enrollment Application	Health History	Individual Health Plan	Medical Consent	Medication Authorization	Medication Dispensed	Physical Exam Date	Health Care Providers	Immunizations	Parent Communication
WAC Citation	7010 (1)(a)	7010 (1)(d)	7010 (1)(e)	7010 (1)(f)	7010 (1)(h)	7010 (1)(j)	7010 (3)(a)	7010 (3) (f) (g)	7010 (4)(a)	2080
Compliance Code										
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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Postings		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
7080	Required Posting	Child care center license
		Duty hours with staff names, and operating hours
		Typical activities schedule and meal times
		Meal and snack menus
		Fire safety record and evacuation plans including diagram of exit routes
		Emergency telephone numbers
		Nondiscrimination poster
		Required postings for staff:
		▪ Hand-washing practices
		▪ Diaper-changing procedures
▪ Disaster preparedness plan		

Postings (continued)			
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Section	Requirement		Code
7080	Required Posting (continued)	Written lesson plans (2010)	
		Center and health care policies and procedures (3010)	
		Notice to parents that copies of recent licensing checklists, monitoring checklists and compliance agreements for any deficiencies are available for review	
Record Keeping			
2080	Parent Communication (written)	Enrollment/admission	
3170	Food Service Standards	At least one person with a Washington state food handler's permit to monitor food handling and service	
		Staff cooking full meals must have a food handler's permit	
5030	Disaster Plan	Written disaster plan developed and implemented	
		Plan is annually reviewed and signed by director and staff	
		Plan is reviewed and signed by parents when children are enrolled	
		Monthly fire drill evacuation conducted and documented	
		Quarterly disaster drills conducted and documented	
7010	Children's Files	Confidential files on premises for each child in care that include:	
		▪ Registration information	
		▪ Health history/individual child care plan	
		▪ Medications given	
		▪ Authorizations	
		▪ Copies of illness or injury reports	
▪ Certificate of immunization status (CIS)			
7030	Attendance Records	Daily attendance record with signature on file	
7050	Personnel Records and Policies	Employment application	
		Background check for all staff	
		Complete owner, staff and volunteer personnel records on premises	
		Written documentation of training and staff meetings to include:	
		▪ Staff orientation	
		▪ Ongoing training; including annual infant safe sleep if applicable	
		▪ Blood borne pathogen training (including HIV/AIDS)	
		▪ CPR/first aid	
		▪ Food handler card (if applicable)	
		▪ STARS training	
		▪ Staff meeting	
▪ Child abuse, neglect and exploitation			
▪ Tuberculosis (TB) testing			
Background Clearance Requirements			
170-06	Background clearance requirements	Background clearance requirements	
Reporting			
6040	Child Abuse and Neglect	Immediate reporting of suspected child abuse, neglect, or exploitation and children are protected from child abuse and neglect as required in	

		RCW 26.44.030	
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Day Care Insurance RCW 43.215.533			
RCW	Day Care Insurance	Proof of Insurance	
Medication and First Aid/CPR			
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Section	Requirement		Code
1100	First Aid/CPR	First Aid/CPR requirements met	
3070	Medication	Original container/labeling requirements met	
		Medication stored inaccessible to children	
		Internal and external medication stored separately	
		Medication stored according to specific manufacturers or pharmacists directions	
		All controlled substances in locked container	
5010	First Aid Supplies	First aid supplies adequate, available in center and in vehicles and conform with center policies	
		First aid supplies are appropriately stored and inaccessible to children	
General Safety and Sanitation			
3020	Hand-Washing Procedures for Staff	Warm water and soap present	
		Hands washed at required times	
3040	Hand-Washing Procedures for Children	Warm water and soap present	
		Hands washed at required times	
4110	Infant safe sleep practices	Infant safe sleep practices are followed	
4120	Diaper Changing Procedure	Diaper changing table with barrier and area is impervious to moisture and cleanable	
		Diaper changing area cleaned and sanitized between children	
		Soiled diapers disposed of in hands-free covered containers	
		Diaper-changing area adjacent to a hand-washing sink	
5020	Safe Environment	Free from injury hazards included but not limited to: burns, drowning, choking, cuts, entrapments, falls, gun shots, hearing loss, objects falling, pinches, poisons, punctures, crushed, shocked, trapped or tripped	
		Child-height handrails	
		Guardrails for stairs, elevated play areas	
		Electrical outlets protected with tamper-resistant receptacles or non-removable covers	
		Shielded light bulbs and tubes	
		Windows screened (if applicable)	
		Sleeping equipment or indoor climbing structures are not next to windows unless safety glass installed	
		Shielded heater (if applicable)	
		Portable heaters prohibited	
		Entrance/exit doors monitored	
		Telephone accessible to staff	
		Flashlight/emergency lighting device	

General Safety and Sanitation (continued)			
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Section	Requirement	Code	
5040	Clean and Sanitized Environment	Surfaces must be easily cleanable using approved cleaning solution according to cleaning schedule	
		Building, equipment and premises maintained in a clean and sanitary manner	
		Premises free from rodents, insects and other pests	
		Written policies must include cleaning and sanitizing procedures	
Window Blind Pull Cords RCW 43.215.360			
RCW	Window Blind Pull Cords	Window blind cords do not form a loop	
Program, Activities and Routines			
2010	Play Materials, Equipment and Materials	Children have adequate supply of accessible, culturally relevant, age-appropriate learning materials	
		Children have a current daily schedule of activities and lesson plans that are developed to meet the children's developmental, cultural, and individual needs	
		Include at least one (1) activity daily for each of the following:	
		Child-initiated activity (free play)	
		Staff-initiated activity (organized play)	
		Individual choices for play	
		Creative expression	
		Group activity	
		Quiet activity	
		Active activity	
		Large- and small- muscle activities	
		Indoor and outdoor play	
		Plan for smooth transitions by establishing familiar routines and using transitions as a learning experience	
		Afford staff classroom planning time	
2130	Outdoor Play Area	A safe outdoor or equivalent play area is provided	
		Square footage of play area: Minimum 75 useable square feet per child	
		Outdoor or equivalent play area used daily	
		A variety of age-appropriate outdoor play equipment is provided: <ul style="list-style-type: none"> ▪ Climbing ▪ Pulling ▪ Pushing ▪ Riding ▪ Balancing 	
		Equipment and ground cover arranged to prevent child injury	
		Maintenance of playground equipment to prevent child injury	

Summary, Comments and Recommendations:

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Signatures:

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