



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Category(s): Licensed Provider

License-Exempt Provider

Type of Assessment: Preliminary  Renewal  Monitoring/Visit  Extension  New Site

Announced

Unannounced

Follow-up

Date of Previous Visit: \_\_\_\_\_

Capacity: Occupant Load \_\_\_\_\_

Actual Enrollment \_\_\_\_\_

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ Toddlers \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_

K-3 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ K-4 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_

K-5 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ Before/After-School \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_

\* Teachers (Name of assigned staff per Age-Group):

Type of Child Care:

Day Care Center

Group C.C. Home

License-Exempt

Family C.C. Home

Infant/Toddler

Pre-Service Training: # of Newly Approved Provider: \_\_\_\_\_

# of Provider Completed: \_\_\_\_\_

C.C. License#: \_\_\_\_\_ Date of issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CCDF Certificate#: \_\_\_\_\_ Date of issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Grouping Clause Monitoring Inspection:

(1) Electrical

(3) Emergency

(5) Outdoor

(7) Health

(9) Other

(2) Signage

(4) Sanitary

(6) Capacity

(8) Documents

<b><i>HEALTH &amp; SAFETY</i></b>	<b><i>YES</i></b>	<b><i>NO</i></b>	<b><i>COMMENT</i></b>
<b>(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.</b>			
(1-a) Fuse box is covered and out of children's reach.			
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.			
<b>(2) All updated facility's required documents are posted at visitor's view.</b>			
(2-a) Provider's required documents are valid and posted in a conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.			
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.			
(2-d) Emergency contact numbers are posted near the working telephone (land-line).			
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.			
(2-f) Children's allergy information is posted in the appropriate area.			
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.			
(2-h) Alternate staff schedule are posted at the designated room.			
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>			
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.			
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.			
(3-b) Emergency drills are conducted and recorded monthly.			
(3-c) Disaster drills are performed and noted every six months.			
(3-d) Recorded drills are accessible for visitors' review.			
(3-e) First-Aid kit is available and accessible.			
(3-f) Medical items in the kit are valid/updated.			
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.			
(3-h) Extinguishers are securely place in a safe and convenient space.			
(3-i) Smoke detectors are properly installed at each needed area.			
(3-j) Facility is furnished with workable smoke alarms.			
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.			
(3-l) Families are informed with the provider's EPRP procedures.			
(3-m) Children's emergency contact information is updated and reviewed monthly.			

<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
<b>(3-n)</b> In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.			
<b>(4)</b> <b>Facility's indoor is clean and odor free.</b> Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.			
<b>(4-a)</b> All cleaning chemical are stored out of the children's reach.			
<b>(4-b)</b> Facility is furnished with age appropriate items that are in good and safe condition.			
<b>(4-c)</b> Facility are equipped with sufficient number of comfort room (as to the occupant load).			
<b>(4-d)</b> Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.			
<b>(4-e)</b> Children's toothbrush is covered individually and stored separately in standing position.			
<b>(4-f)</b> All children's items are disinfected daily or as necessary.			
<b>(5) Outdoor playground is well maintained,</b> outdoor items are organized, yard is clean and odor free.			
<b>(5-a)</b> Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.			
<b>(5-b)</b> Playground is far from the main road.			
<b>(5-c)</b> Playground is shaded and enclosed.			
<b>(5-d)</b> Outdoor items are age appropriate.			
<b>(5-e)</b> Non-child-proved equipment is stored out of the children's reach.			
<b>(6) Staff/child ratio are met.</b> There are sufficient numbers of staffs with the group of children.			
<b>(6-a)</b> In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.			
<b>(7) Provider obtained enrolled children's health information.</b> Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.			
<b>(7-a)</b> Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			
<b>(7-b)</b> Developmentally delayed children ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.			
<b>(7-c)</b> Children that scored in the <b>gray area or at risk of developmentally delay</b> are given the opportunities for improvement with their limitation.			
<b>(7-d)</b> Daily health check to all enrolled children are performed, recorded and accessible.			

<i><b>HEALTH &amp; SAFETY</b></i>	<i><b>YES</b></i>	<i><b>NO</b></i>	<i><b>COMMENTS</b></i>
(7-e) Comfortable room is provided for enrolled children that are sick.			
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.			
(7-g) Provider has updated health or food handler certificate.			
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).			
(7-h) Provider is subject to the Open-door policy.			
<b>(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.</b>			
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.			
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.			
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.			
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.			
(8-e) New provider(s) is not left alone with a group of children until he/she completed the pre-service requirement and get completion notice from the program.			
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.			
(8-g) Provider(s) has met the required annual training hours.			
(8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.			
(8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).			
(8-h) Documents and information on all enrolled children are updated.			
(8-i) <b>Daily</b> , the CCDF children enrolled have <b><u>timed-in and out</u></b> on their CCDF attendance sheet when being dropped and picked up.			

Additional Notes:

**Acknowledgement:**

I, \_\_\_\_\_, hereby acknowledged the Child Care staff(s) visit, information on the discrepancies found are explained, and I will address the deficiencies within the crucial time given by the Child Care staff(s).

Provider's Signature/Date: \_\_\_\_\_

Inspected & Reported By: \_\_\_\_\_  
Print & Sign

\_\_\_\_\_  
Date

Reviewed & Concurred By: \_\_\_\_\_  
Gordon B. Salas  
*CCLP Supervisor*

\_\_\_\_\_  
Date