

**Regulations Compliance Review Licensing  
 Preschool Checklist Cover Sheet**

Name of Program:		Street Address:	
City:	County:	Zip Code:	
Email Address:		Telephone Number:	
Date and Time of Initial Visit:		Dates and Times of Follow-Up Visits:	

License Number \_\_\_\_\_ License Capacity: \_\_\_\_\_

Ages of Children Served: \_\_\_\_\_ to \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

Days of Operation: \_\_\_\_\_

If Provisional Inspection, date of compliance: \_\_\_\_\_

Alternative Compliance Requested:  Yes  No

Type of Inspection:  Provisional  Provisional to Operating  Annual  Semi-Annual

Amendment (Describe): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Licensee's / Director's Statement:**

I certify that all information I provided to the Department of Health and Human Services, Division of Public Health is, to the best of my knowledge, true and correct.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director / Licensee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Child Care Inspection Specialist**

**Evaluation Complete:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Child Care Inspection Specialist**

	In Compliance	Not In Compliance	Not Applicable	Not Observed
<b><u>5-004.03 Posting of License and Availability of License Record Information: pg. 12</u></b>				
License, application status, or amendment is displayed in a prominent place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License record information and inspection reports are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-004.06 Notification of Changes: Change: pg. 13-14</u></b>				
Of location, building, or building usage reported to Department 90 days before date of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In hours/days/age of children reported to department five working days before date of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In director reported to Department within two working days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-004.06 Notification of Change: If located in a private residence a change in household members: pg.13-14</u></b>				
13 and older is reported to the Department five days before date of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 or younger is reported to the Department within two working days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.01 Licensee Requirements: Licensee ensures: pg. 17-18</u></b>				
Preschool is administered/managed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preschool is in compliance with all state statutes and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorized inspections are permitted during hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who manages day-to-day operations is on site and licensee has written duties/responsibilities for Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preschool has sufficient resources to provide a safe, healthy, and nurturing environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.02 Director Requirements: Director: pg. 18-19</u></b>				
Is responsible for day-to-day operations of Preschool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is responsible for compliance with rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is on site a sufficient time period to attend to the management of Preschool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When absent from Preschool, has a designee in charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has written personnel policies specific to job description/responsibilities available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has written personnel policies available which were specific to position qualifications/skills/knowledge/abilities/physical demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses own ability/staff ability to provide care for children with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides orientation to new staff including training on Preschool regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules training/continuing education for all staff and maintains appropriate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures that staff identify and review incidents, accidents, complaints and concerns and monitor patterns and trends in overall operation and take action to alleviate problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops and implements written procedures that require the reporting of any evidence of physical abuse, neglect, or sexual abuse of any child in care a Preschool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately reports suspected child abuse of a child in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not knowingly allow an individual who is a registered sex offender on the premises except to pick up and drop off his/her own child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures parents have access to their children at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures that staff-to-child ratio is maintained and capacity is not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Develops and uses written criteria to assess the ability of staff to safely give or apply medication(s)

**5-006.03A Criminal History Record Checks: Licensee: pg. 19-21**

Must complete pre-employment criminal history record checks on him/herself, each staff member or volunteer age 19 or older, and on each household member age 19 or older (if Preschool is located in a private residence)

**5-006.03B Registry Checks: Applicant/licensee, staff, volunteers, and household members (if Preschool is located in a private residence), are not listed as a perpetrator on: pg. 21-22**

Child Abuse/Neglect Central Registry, age 13 and older

Adult Protective Services Central Registry, age 18 and older

Nebraska State Patrol Sex Offender Registry

**5-006.03C Report of Law Enforcement Contact: Licensee: pg. 21-22**

If individual or partner, must complete a Report of Law Enforcement Contact on themselves annually

Must obtain a completed Report of Law Enforcement Contact for each staff, volunteers, and household members (if Preschool is in a private residence), age 19 years or older, and update annually

**5-006.03D Notification of Law Enforcement Contact: pg. 22**

As soon as licensee/director is aware of occurrence of law enforcement contact on self, staff, volunteers, and household members (if Preschool located in a private residence) a report is made to the Department and requests a criminal history records check on that individual within 5 working days

**5-006.03E Investigations and Repeat Registry Checks: pg. 22-23**

Licensee reports staff/volunteers who are being investigated for abuse, neglect, or sexual abuse of a child/vulnerable adult

Individuals under investigation for abuse, neglect, or sexual abuse of a child/vulnerable adult are not left alone with children

**5-006.03 F Health Information Report: Licensee/Director: pg. 23**

Licensee/Director obtains completed Health Information Reports within 30 days of hire and updates annually for self and all staff who are responsible for the supervision of children more than 20 hours a week

**5-006.05B Non-Certificated Teachers: Teacher hired: pg. 23-24**

Before 5/20/13 meets qualifications

After 5/20/13 has high school diploma or GED and meets qualifications or has Department approved written plan in place and is completed within six months

**5-006.06 Substitute, Uncompensated Parent Helper, and Volunteer Qualifications: pg. 24**

Substitutes are the appropriate age for the position they are assuming and are of good moral character

Substitutes working more than 20 hours/week and counted in the staff-to-child ratio meet requirements for position

Support staff are at least 16 years of age and of good moral character

Volunteers/unpaid parents are not counted in staff-to-child ratio, are supervised by Director or teacher at all times, and are not left alone with children other than their own

**5-006.07 Director Orientation and Training: Director: pg. 24-25**

Director completed Department approved Director orientation within 30 days of starting employment

**5-006.07A Safety Training-Directors: pg. 25**

Director must complete child abuse/neglect and reporting within 3 years of provisional license date or date of hire, and every 5 years

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**5-006.07B Nebraska's Early Learning Guidelines Training-Directors: pg. 25**

Preschools licensed before May 20, 2013, Director must complete one domain by May 20, 2017, or within 4 years of hire date, and one domain annually

Preschools licensed on or after May 20, 2013, Director must complete one domain within 4 years of provisional/hire date, and one domain annually

**5-006.08A Safety Training-Teachers: pg. 25**

50% of all teachers must have completed

**5-006.08B Nebraska's Early Learning Guidelines Training-Teachers: pg. 25**

By May 20, 2019, 75% of all teachers must complete one domain

**5-006.08C Evidence of Teacher Training: Director: pg. 25-26**

Director maintains all teacher's training record of orientation, annual training, ELG, and CPR/First Aid

**5-006.09A Orientation: pg. 26**

Director maintains a record of orientation of staff/volunteers prior to having direct responsibility for care of children

Job duties and responsibilities

Infection control practices

Information on abuse/neglect of children and reporting requirements

Preschool regulations

Evacuation plans in event of fire

Safety plans in event of tornado

Emergency preparedness in event of disaster

Preschool's method of interaction with children

Preschool's discipline policies for children

**5-006.09B Transportation Training: Driver: pg. 26-27**

Driver hired on/after 5/20/13 has completed required training within 90 days of employment

Driver hired before 5/20/13 has completed required training within one year

Driver has current CPR and First Aid certification

**5-006.09C Annual Training of Direct Care Staff: Staff who work: pg. 27**

21 or more hours a week obtains 12 clock hours of in-service training

20 or fewer hours a week obtains 6 clock hours of in-service training

May 2016: 50% of all teachers have completed Safety Training

**5-006.09D CPR and First Aid Training: pg. 28**

At least one staff member with current CPR and First Aid training is on the premises at all times children are in care

**5-006.10 Employee Records Requirements: Employee records are: pg. 28**

Available

Updated

Maintained for one year after employee separation

**5-006.10A Staff Records: Records include: pg. 28**

Name, address, telephone number, and Social Security Number

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Date of hire/termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Law Enforcement Contact updated annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Information Report updated annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of staff qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of annual in-service training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Child Abuse/Neglect and/or Adult Protective Services Registry checks conducted prior to hire with no adverse finding in the record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation staff read and understands regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of orientation training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Nebraska State Patrol Sex Offender Registry check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.10B Substitute Records: Records include: pg. 28-29</u></b>				
Name, address, telephone number, and Social Security Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Law Enforcement Contact updated annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation substitute meets qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Child Abuse/Neglect and/or Adult Protective Services Registry checks conducted prior to hire with no adverse findings in the records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation substitute has read and understands the regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Nebraska State Patrol Sex Offender Registry check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.10C Uncompensated Parent Helpers &amp; Volunteer Records: Records include: pg. 29</u></b>				
Name, address, and telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Law Enforcement Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Child Abuse/Neglect and/or Adult Protective Services Registry checks conducted prior to hire with no adverse findings in the record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written schedule of volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Nebraska State Patrol Sex Offender Registry check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.11 Child's Record: Child's record: pg. 29</u></b>				
Is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is completed before enrollment, for children enrolled on or after May 20, 2013 and is kept current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes child's name, birthday, enrollment date, and date care ceased (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes parent/guardian's employment address/telephone number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes name of individuals to whom the child can be released	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes who will be responsible for the child in an emergency if parent/guardian cannot be reached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has consent to contact a physician in emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has current health status, allergies, or intolerances and clear instructions in event of exposure to allergies/intolerances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.12 Parent Information Brochure: pg. 29</u></b>				
Record of signed and dated receipt of Parent Information Brochure available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**5-006.13 Description of Preschool Services and Policies: Receipts signed by: pg. 29-30**

Parent(s) of enrolled children of Description of Services, Preschool Policies (except Personnel Policies) are available for Department review

Staff for Description of Services, Preschool Policies, and Personnel Policies are available for Department review

**5-006.13A Description of Services: pg. 30**

Description of Services which includes; ages of children served, days/hours of operation, child development program, special services (if provided), expectation of parents, and name/address/telephone number of Preschool's owner/authorized representative

**5-006.13B Preschool Policies: pg. 30**

Preschool policies available for Department review and include; illness exclusion, condition for suspension or termination of care, fees/contract information for parents, verification of individuals other than parents approved to remove child from care, parent grievance/questions/concerns

Personnel policies available for review and include staff qualifications, training requirements, discipline procedures, immunization requirements, and exclusion of ill staff

**5-006.14A Licensed Capacity: pg. 30**

Licensed capacity is not exceeded

If non-compliance Preschool exceeded licensed capacity by \_\_\_ children.

**5-006.14B Staffing Requirements: pg. 31**

Preschool in compliance with required staff-to-child ratio

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present.

**5-006.14C Staff-to-Child Ratio: Preschool maintains accurate: pg. 31**

Staff attendance records

Daily child attendance records

**5-006.15A Notification to Parents: pg. 31**

Parents of all enrolled children are notified on the same day licensee is informed of any reportable communicable disease

Licensee posts notice of outbreak in conspicuous place

**5-006.15B Confidentiality: pg. 31**

Licensee does not release name of ill children without permission

**5-006.15C Health Authority: pg. 31**

Licensee follows health authority's directives

**5-006.16 Children Excluded Due to Illness: Preschool: pg. 31-32**

Enforces written policy for exclusion due to illness

Makes policy for exclusion available to the Department

Makes policy for exclusion available to parents

**5-006.17 Immunizations: pg. 32**

Immunization record is available for review

Immunization record is obtained within 30 days of enrollment

Immunization record is up-to-date

Certification by accepted medical personnel that immunization was not appropriate for child

Written statement by parent/guardian with reason for not immunizing children

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**5-006.18 Supervision of Children: Staff: pg. 32**

Know whereabouts and are within sight or sound of all children at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are alert, attentive, and responsive to the needs of all children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect or remove children from harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.18A Permission for Off-Premises Supervision: pg. 32**

Parents are informed when children are taken outside premises of Preschool and supervised by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of written parent permission to take children off Preschool premises is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.19 Discipline: pg. 32**

Only licensee, director, or designated substitutes discipline children in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5-006.19A Prohibited Forms of Discipline: Children are not disciplined by: pg. 32-33**

Spanking, slapping, pinching, punching, striking with any object, biting or handling roughly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using soap, hot sauce, unpleasant food, or non-food items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement in locked rooms, closed rooms, or closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denial of food or forced napping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of derogatory remarks, abusive or profane language, yelling/screaming, or threats of physical punishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of mechanical restraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.19B Child Behavior That Cannot Be Disciplined: pg. 33**

Children are not disciplined for toilet accidents, refusal to take medications or refusal to eat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5-006.19C Use of Time Out: pg. 33**

Child's time out is in a safe/lighted/well-ventilated area and within direct vision of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child's time out does not exceed 1 minute per year of child's age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended time out is approved as a part of a behavior management plan developed by a licensed certified professional qualified to identify the special needs of a child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.19D Use of Physical Hold: Physical Hold: pg. 33**

Is not used for reason other than child hurting self, others, or property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not prevent child from breathing or speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ends when child is calm and can show reasonable control of his/her behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.19D1 Notification and Documentation: pg. 33-34**

Parent of child is notified of physical hold within 24 hours if used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written documentation of physical hold available for review and includes name of child, date of incident, description of incident, and names of involved staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.19E Use of Restraints: pg. 34**

Staff who participate in restraining a child must be trained in de-escalation and use of restraints by certified trainer accepted by the Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written documentation of restraint use available for review and includes child's name, date of incident, description of incident and names of involved staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.20 Prohibited Language, Materials, and Actions: pg. 34**

Children are not exposed to profanity, sexually explicit material, acts of violence, or acts or racism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5-006.21 Child Development Program: pg. 34**

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Written program available for review by parent/Department and includes approaches to learning, creative arts, health and physical development, language and literacy development, and social and emotional development

**5-006.21A Toys, Equipment and Reading Materials: pg. 35**

Preschool has enough age-appropriate equipment, toys, and reading materials offered to children and replaced as needed

**Wading and Swimming:**

**PRESCHOOL DOES NOT ALLOW CHILDREN TO WADE OR SWIM ON OR OFF PREMISES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.**

**5-006.22 Wading and Swimming Activities: pg. 35**

Children are accompanied, adequately supervised, and kept safe during wading/swimming while in care

**5-006.22A Prohibited Water Sources: pg. 35**

Children are not allowed to use a natural body of water, hot tub, spa, sauna, livestock tanks, or decorative ponds

**5-006.22B Wading: pg. 35**

Children are accompanied/directly supervised during wading or other water play

Wading pools are drained and sanitized daily and inaccessible to children when not in use

**5-006.22C Permission for Non-Preschool-Supervised Activities Off the Premises: pg. 35**

Written/signed statement from parents available that allow children to leave premises to go swimming and acknowledges that licensee is not responsible for supervision

**5-006.22D Permission for Preschool-Supervised Activities Off the Premises: pg. 35**

Written/signed/dated statement from parent available giving permission to take child swimming off the premises which includes; location of swimming pool, whether children can be in water over their head, and is updated annually

**5-006.22E Licensure of Swimming Pools: pg. 36**

Preschool only takes children to swim in a pool licensed by the Department

**5-006.22F Water Safety: pg. 36**

An individual who has completed a swimming water safety course is at swimming pool deeper than 4 feet

Required staff-to-child ratio maintained

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present

**Pool on Premises:**

**NONE ON PREMISES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.**

**5-006.22G Pool on the Premises Not Used by Preschool: pg. 36**

Pool is enclosed by fence which is at least 4 feet high and flush with the ground

Pool has non-climbable walls

When pool is covered, the manufacturer's recommended cover is used

Rescue equipment readily available

Children are accompanied/directly supervised when pool is located in play area

**5-006.22H Pool on the Premises Used by Preschool in Care: pg. 36**

Pool has a permit issued by the Department

If swimming pool is deeper than 4 feet an individual with certified water safety training is on premises



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Maintains staff-to-child ratio

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present

**Transportation:**

**PRESCHOOL DOES NOT PROVIDE TRANSPORTATION SERVICES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.**

**5-006.23 Transportation: pg. 36-37**

Children are not left alone in vehicle

Smoking does not occur in vehicle

Doors are locked when vehicle is in motion

Driver is age 19 or older and has current and valid driver's license for the type of vehicle used to transport

Vehicles are properly registered, insured, contain first aid kit, and parent contact information for each child transported

Number of children transported does not exceed manufacturer's seating capacity

Children are properly restrained in vehicle

Car seats are federally approved, correct for the child's age & developmental level

Written parental permission to transport is available for review

Children are not transported to location without prior knowledge of parent

Children are not transported to avoid violation of capacity and/or staff-to-child ratio

Required staff-to-child ratio is maintained

If non-compliance: \_\_\_ children in care; \_\_\_ staff needed; \_\_\_ staff present

**5-006.23 Transportation: If Preschool Provides Transportation Services: Transportation policy: pg. 36-37**

Is available to staff who transport, parents, and Department

Describes restraints and safety equipment, procedures to ensure children are never left alone in a vehicle at any time, emergency procedures in the event a child becomes ill/the vehicle breaks down/ is involved in an accident/or other emergencies

**Medications:**

**PRESCHOOL DOES NOT GIVE/APPLY MEDICATIONS. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.**

**5-006.24A Giving or Applying Medication: Staff give/apply pg. 37**

Medications know the Five Rights

The right drug, to the right child, in the right dose, by the right route, and at the right time

**5-006.24B Competence to Give or Apply Medication: pg. 37-38**

Documentation of Director's assessment of ability of staff to give or apply medication available

Parents or any licensed health care professional are responsible for determining if Preschool staff are competent to give/apply medication

**5-006.24C Confidentiality: pg. 38**

Staff do not disclose information about children's medication, physical or mental condition

Preschool advises parents in writing of use of private method to inform center of medication needs

**5-006.24D Written Permission and Instructions: Staff: pg. 38**

Give or apply medication with prior written permission from a parent

Comply with parent instructions or inform parent the medication will not be given/applied

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Inform parents of errors in the giving/applying of medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not exceed dosage printed on the label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not give expired medication to children and return/destroy it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.24E Unusual Circumstances: Medication given/applied: pg. 38**

As needed (PRN) has written statement from prescribing health care professional describing what symptoms need to exist in order for medication to be given/applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By a route other than oral, topical, inhalant, or instillation has written statement from prescribing health care professional allowing medication to be given and description of route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.24F Hand Washing: pg. 38**

Staff properly wash hands before giving/applying medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the handling of bodily fluids is involved, staff properly wash hands after giving/applying medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.24G Storage: pg. 38-39**

All prescription/nonprescription medications, including emergency medications are kept in locked storage at all times children are in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerated medications are in separate locked storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications are kept in original container, stored according to instruction, clearly labeled for named child, and returned to parent when no longer needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over the counter, non-toxic topical ointment is kept out of reach of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.24H Record-Keeping: pg. 39**

Written record of time and amount of medication given or applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5-006.25A Telephone: pg. 3**

A working telephone is available at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency numbers prominently posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.25B Fire and Tornado Drills: Written documentation of: pg. 39**

Fire drills conducted with children each month preschool is in session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tornado drills conducted 2 times per year between March and September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.25C Fire and Tornado Safety Diagrams: pg. 39**

Fire and tornado safety diagrams include layout of Preschool area and prominently posted/visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and tornado safety diagrams explain the evacuation of children with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire safety diagram includes evacuation routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tornado safety diagram identifies safe locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.25D Disaster Preparedness: pg. 39-40**

Written Disaster Preparedness Plan available for review and includes; evacuation/moving children to safe location, notification of parents of emergency, reunification of child/parent after evacuation, and evacuation and reunification of children with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5-006.25E Notification to the Department of Emergencies: Licensee/Director notifies Department within 24 hours of: pg. 40**

A death of child or accident/injury to child that requires medical attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any child missing/lost/left unsupervised on/off premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any damage to facility or inability to comply with regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.25F First Aid Kit: First Aid Kit: pg. 40**

Is available on premises and inaccessible to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With poisons/medications in locked storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes fever thermometer, soap, bandages, gauze, first aid tape, scissors, disposable gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.26 Environmental Services: pg. 40</u></b>				
Every area and building on the entire Preschool premises complies with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preschool is provided in a safe, clean, and comfortable environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.26A Housekeeping and Maintenance: pg. 41-42</u></b>				
Preschool and grounds are clean, safe, in good repair, and free of lead-based paint surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms, walls, floors, and/or ceilings are clean, dry, in good repair, and free of odor from sewage/mold/mildew, other unsanitary conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating/ventilation/lighting are adequate to protect health of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensee equips and maintains premises to prevent entrance/harborage/breeding of rodents/flies/insects/vermin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors opening to the outside self-close and ventilation windows screened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage/rubbish is disposed of to minimize odor, transmission of disease, and prevent attraction of rodents, insects, flies, and vermin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indoor and outdoor garbage containers are water-tight, have tight fitting covers, are fly/rodent proof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage is not burned on premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpeting in bathroom(s) is removable, washable, and non-shag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.26B Maintenance of Equipment, Fixtures, Furnishings and Toys: pg. 41</u></b>				
Process in place for routine and preventive maintenance of materials, equipment, fixtures, furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toys, equipment, fixtures, and furnishings are clean, safe, and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toys, equipment, fixtures, and furnishings do not have sharp edges, rust, and/or loose parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture and equipment do not block exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.27 Environmental Safety: pg. 41</u></b>				
Environment is safe and hazard-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.27A Smoking: pg. 41</u></b>				
Smoking does not occur indoors in the Preschool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.27A Smoking: If located in a private residence: pg. 41</u></b>				
Smoking does not occur in Preschool during hours of operation when one or more children who are not occupants of the residence are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior to enrollment parents of enrolled child(ren) are informed that smoking occurs in the Preschool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.27B Alcohol and Controlled Substances: pg. 41-42</u></b>				
Alcohol is not present in any area used for Preschool while children are in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use/possession of unlawful controlled substances are not on Preschool premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled substances not legally prescribed are not on Preschool premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>5-006.27B Alcohol and Controlled Substances: If located in a private residence: pg. 41-42</u></b>				
Alcohol is not consumed in area used for Preschool when children in care present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use/possession of unlawful controlled substances are not on Preschool premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled substances not legally prescribed are not on Preschool premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Regulations Compliance Review Licensing  
 Preschool Checklist Cover Sheet**

**Animals and Pets:**

**PRESCHOOL DOES NOT HAVE ANIMALS ON PREMISES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.**

**5-006.27C Animals/Pets: pg. 42**

Animals in Preschool do not negatively affect children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pets are examined annually by licensed veterinarian and documentation is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of all recommended vaccinations available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have provisions to prevent the acquisition and spread of fleas, ticks, and other parasites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensee complies with local pet ordinances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.27D Prohibited Animals: pg. 4**

Exotic/unusual animals are not on premises during hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animals that have bitten someone without provocation are not on premises during hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animals determined to be dangerous by Health Authority are not on premises during hours of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.27E Environmental Safety Requirements: pg. 42-43**

Surfaces are smooth, free of sharp edges, mold, or dirt and other conditions that pose a risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning agents and/or poisonous materials are kept locked while child(ren) in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications, both prescription and non-prescription are kept in locked storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications required to be refrigerated are kept in locked storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets within the reach of children under the age of 6 are covered with safety caps/ground fault interrupters/or have safety outlets installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable towelettes/drinking containers/personal care items/towels and washcloths are not shared by children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and adequate storage for personal items of staff and children are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covered and waterproof containers for soiled or wet clothing are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and adequate storage for personal items of staff and children is not located where food/medications are located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deep freezers that can't be opened from the inside are locked or stored in locked room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firearms/potentially hazardous weapons/weapon accessories/ammunition are not on Preschool premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-006.27E Other Environmental Safety Requirements: If in a private residence: pg. 42-43**

Firearms/potentially hazardous weapons/weapon accessories/ammunition are stored in locked storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firearms are stored unloaded and separately from ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5-007.01 Activity Space:**

Activity space has furnishings to accommodate all activities, age-appropriate needs of all children, is available to all children, and contains at least 35 square feet of space per child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5-007.02B Water Supply: pg. 44**

Drinking water is provided by sanitary drinking fountains or disposable cups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot and cold water are available at all washing/bathing stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water is at least 100 degrees but no more than 120 degrees Fahrenheit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soap is available at hand washing sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Non-Public Water & Non-Public Sewage System:**

**PRESCHOOL HAS A PUBLIC WATER AND/OR PUBLIC SEWAGE SYSTEM. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.**

**5-007.02B Water Supply: Non-Public Water: pg. 44**

- Water is tested annually and results are available for review
- Contaminated water supply not used
- Drinking water is obtained from Department approved source or commercial source

**5-007.02C Sewer Requirements: Non-Public Sewage System: pg. 44-45**

- Open sewage discharge not on premises
- Sewage disposal system conforms to Department of Environmental Quality regulations

**5-007.03 Outdoor Play Area: pg. 45**

- Outdoor play area available, clean, safe, contains no accident hazards, debris, or stagnant water

**5-007.03A Outdoor Play Equipment: pg. 45**

- Climbing apparatus, swings, and slides are located away from traffic areas in the play area
- Stationary equipment is securely anchored unless designed to be portable
- Swing seats are made of pliable material

**5-007.03B Playground Surfaces: pg. 45**

- Playground surface under climbing equipment has resilient material

**5-007.04 Toilets and Sinks: pg. 45**

- Sufficient number of operable toilets and sinks for children's use
- Toilet rooms fully enclosed
- Sinks readily available to each toilet area
- Sanitary dispensing and disposal units for paper towels are available and installed at heights convenient for children's use
- Toilets/sinks are conveniently located, clean, operable, in good repair and designed for children with special needs, if applicable
- Toilets/sinks are of suitable height or safe stepstools are provided

**5-007.04A Toilets and Sinks: pg. 45**

- Doors opening to the toilet room directly from a food service area are self-closing and tight fitting

**5-007.04B Toilets and Sinks: pg. 45**

- Adults and children wash hands after using bathroom prior to resuming work or play

**5-007.05 Fire Safety: pg. 45**

- Licensee maintains fire safety approval

**Neb. Rev. Stat. §71-1911.03 Proof of Child Care Liability Insurance:**

- The licensee obtains and maintains required liability insurance coverage

**Neb. Rev. Stat. §§ 71-1912 Proof of Fingerprinting:**

- A prospective child care staff member, hired **after October 1, 2019**, shall submit to a national criminal history record check prior to employment

# Regulations Compliance Review Licensing Preschool Checklist Cover Sheet

*Child Care Staff Member* means an individual who is not related to all of the children for whom child care services are provided and:

- A. Who is employed by a child care provider for compensation, including contract employees or self-employed individuals;
- B. Whose activities involve the care or supervision of children for a child care provider or unsupervised access to children who are cared for or supervised by a child care provider; or
- C. Who is residing in a family child care home and who is eighteen years of age or older.

New employees **after October 1, 2019**, must have a national criminal history fingerprint check and will continue to complete APS/CPS Central Registry Checks, criminal history check for individuals who have lived in Nebraska less than 12 months, and sex offender registry checks for individuals under 18 years old

   

A child care staff member who was employed by a child care provider **prior to October 1, 2019**, or who resided in a family child care home **prior to October 1, 2019**, shall submit to a national criminal history record information check **by October 1, 2021**, unless the staff member ceases to be a child care staff member **prior to October 1, 2021**

   

A child care staff member shall be required to undergo a national criminal history record check not less than once during a **five year period**

   

**Other Comments:**