

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

Name of Program:		Street Address:	
City:	County:	Zip Code:	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

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	In Compliance	Not In Compliance	Not Applicable	Not Observed
<u>3-004.03 Posting of License and Availability of License Record Information: pg. 12</u>				
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"/>
<u>3-004.06 Notification of Changes: Change: pg. 14</u>				
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"/>
Change in Director reported to Department within two working days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-004.06 Notification of Changes: If located in a private residence change in household members: pg. 14</u>				
13 and older is reported to Department five working days before date of change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 or younger is reported to Department within two working days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.01 Licensee Requirements: Licensee ensures: pg. 18</u>				
Center is administered/managed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center 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"/>
Center has sufficient resources to provide a safe, healthy, and nurturing environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.02 Director Requirements: Director: pg. 18-19</u>				
Is responsible for day-to-day operations of the Center	<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 Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When absent from Center, 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 are 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 for new staff including training on Child Care Center 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, concerns, 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/implements written procedures that require the reporting of any evidence of physical abuse, neglect, or sexual abuse of any child in care at the Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately reports suspected child abuse, neglect, or sexual 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"/>

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Ensures that parents have access to their children at all times

Ensures that staff/child ratio is maintained and capacity is not exceeded

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

3-006.03A Criminal History Record Checks: Licensee: pg. 19-20

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 the Center is located in a private residence)

3-006.03B Registry Checks: Applicant/licensee, staff, volunteers, and household members (if Center is located in a private residence), are not listed as a perpetrator on: pg. 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

3-006.03C Report of Law Enforcement Contact: Licensee: pg. 22-23

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

Must obtain a completed Report of Law Enforcement Contact for each staff and volunteers, age 19 years or older, and update annually

3-006.03D Notification of Law Enforcement Contact: pg. 23

As soon as licensee/Director is aware of occurrence of law enforcement contact on self, staff, volunteers, and household members (if 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

3-006.03E Investigations and Repeat Registry Checks: pg. 23

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

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

3-006.03F Health Information Report: pg. 23

Licensee/Director obtains completed Health Information Report 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

3-006.04 Director Qualifications: pg. 24

If the Director is qualified under a Department approved plan, the requirements of the plan have been met

3-006.05B Non-Certificated Teachers: Teacher hired: pg. 24-25

Before 5/20/13 meets qualifications

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

3-006.06 Substitute, Support Staff, Volunteer, and Parent Helper Qualifications: pg. 25

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 are 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

Volunteer/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

3-006.07 Parents Participating in Parent Training/Education: Parents: pg. 25

Are not counted in staff-to-child ratio

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Are not left alone with children other than own children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supervised by Director or teacher at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.08 Director Orientation and Training: pg. 25</u>				
Director completed approved Director orientation within 30 days of starting employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.08A Safety Training-Directors: pg. 26</u>				
Director must complete within 3 years of provisional license date or date of hire, and every 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.08B Child Care Management Training-Directors: pg. 26</u>				
Director must complete within 5 years of hire date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.08C Nebraska's Early Learning Guidelines Training Directors: pg. 26</u>				
Centers licensed before May 20, 2013, Director must complete one domain by May 20, 2017, or 4 years from hire date, and one domain annually until complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centers licensed on or after May 20, 2013, Director must complete one domain within 4 years of hire date and one domain annually until complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.09A Safety Training-Teachers: pg. 27</u>				
50% of all teachers must have completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.09B Nebraska's Early Learning Guidelines Training-Teachers: pg. 27</u>				
By May 20, 2019, 75% of all teachers must complete one domain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.09C Evidence of Teacher Training: pg. 27</u>				
Director maintains all teacher's training records of orientation, safety training, ELG, annual training, and CPR/First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.10A Orientation: Orientation includes: pg. 27-28</u>				
Director maintains a record of orientation of staff/volunteers prior to having direct responsibility for the care of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infection control practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on abuse, neglect of children and reporting requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care Center regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation plans in event of fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety plans in event of tornado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency preparedness in event of disaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center's method of interaction with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center's discipline policies for children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.10B Nutrition and Food Safety Training: Documentation of: pg. 28</u>				
4 clock hours of food training for all food personnel within 30 days of employment if hired after May 20, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 clock hours of food training for all food personnel each year, effective May 20, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.10C Transportation Training: pg. 28</u>				
Driver hired on/after 5/20/13 has completed required transportation training within 90 days of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver hired before 5/20/13 has completed required transportation training within one year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver has current CPR and First Aid certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3-006.10D Annual Training of Direct Care Staff: Staff who work: pg. 28

21 or more hours a week obtains 12 clock hours of in-service training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 or fewer hours a week obtains 6 clock hours of in-service training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.10E CPR and First Aid Training: pg. 29

At least one staff member with current CPR and First Aid training is on the premises at all times children are in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.11 Employee Records Requirements: Employee records are: pg. 29

Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained for one year after employee separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.11A Staff Records: Records include: pg. 29-30

Name, address, telephone number, and Social Security Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 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 checks	<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"/>

3-006.11B Substitute Records: Records include: pg. 30

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	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation that staff has read and understands regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal history record checks	<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"/>

3-006.11C Volunteer Records: Records include: pg. 30

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	<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 checks	<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"/>

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3-006.12 Child's Record: Child's record: pg. 30-31

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, birthdate, enrollment date, and date care ceased (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes parent/guardian's home address/telephone number	<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"/>

3-006.13 Parent Information Brochure: pg. 31

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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3-006.14 Description of Center Services and Policies: Receipts signed by: pg. 31

Parent(s) of enrolled children of Description of Services, Center Policies (except personnel policies) are available for Department review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff for Description of Services, Center Policies and Personnel Policies are available for Department review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.14A Description of Services: pg. 31

Description of Services which includes; ages of children served, days/hours of operation, child development program, special services (if provided), parent training/education (if provided), expectation of parents, and name/address/telephone number of Center's owner/authorized representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.14B Center Policies: pg. 31-32

Center policies available for Department review and includes; 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel policies available for review and include staff qualifications, training requirements, staff discipline procedure, staff immunization requirements, and exclusion of ill staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.15A Licensed Capacity: pg. 32

Licensed capacity is not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If non-compliance Center exceeded licensed capacity by ___ children.				

3-006.15B Staffing Requirements: pg. 32

Staff are awake and alert to the needs of children at all times including nap and rest times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each room where children are receiving care is staffed by at least one teacher who is directly involved with the care of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During nap time at least one teacher is in the room where children are napping and the staff/child ratio is maintained on the Center premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required number of staff is on premises at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.15C Staff-to-Child Ratio (Center wide): pg. 32

Center in compliance with required staff-to-child ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If non-compliance: ___ children in care; ___ staff needed; ___ staff present.				

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3-006.15C Staff-to-Child Ratio: Center maintains accurate: pg. 32

Staff attendance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily child attendance records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.16A Notification to Parents: pg. 33

Parents of all enrolled children are notified on the same day licensee is informed of any reportable communicable disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensee posts notice of outbreak in conspicuous place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.16B Confidentiality: pg. 33

Licensee does not release names of ill child(ren) without permission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.16C Health Authority: pg. 33

Licensee follows health authority's directives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.17 Children Excluded Due to Illness: Center: pg. 3

Enforces written policy for exclusion due to illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes policy for exclusion available to the Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes policy for exclusion available to parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.18 Immunizations: pg 33-34

Immunization record is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunization record is obtained within 30 days of enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunization record is up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification by accepted medical personnel that immunization was not appropriate for child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written statement by parent/guardian with reason for not immunizing child(ren)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.19 Supervision of Children: Staff: pg. 34

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 child(ren) from harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.19A Permission for Off-Premises Supervision: pg. 34

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

3-006.19B Permission for Child to Leave Premises: pg. 34

Documentation of written parental permission for child to leave the Center premises to participate in activities not provided by the Center which includes parent understands licensee is not responsible for supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.20 Discipline: pg. 34

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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3-006.20A Prohibited Forms of Discipline: Children are not disciplined by: pg. 34-35

Spanking, slapping, pinching, punching, shaking, 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"/>

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Use of mechanical restraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.20B Child Behavior That Cannot Be Disciplined: pg. 35</u>				
Children are not disciplined for toilet accidents, refusal to take medication or refusal to eat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.20C Use of Time Out: pg. 3</u>				
Child's time out is in a safe/lighted/well-ventilated area 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"/>
<u>3-006.20D Use of Physical Hold: Physical hold: pg. 35</u>				
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 shows reasonable control of his/her behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.20D1 Notification and Documentation: pg. 35-36</u>				
Parents of children notified of physical hold within 24 hours	<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"/>
<u>3-006.20E Use of Restraints: pg. 36</u>				
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 name of staff involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.21 Prohibited Language, Materials, and Actions: pg. 36</u>				
Children are not exposed to profanity, sexually explicit material, acts of violence, or acts of racism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.22 Child Development Program: pg. 36</u>				
Written Child Development Program available for review by parent/Department and includes; indoor play, outdoor play, napping/rest periods, individual/group playtimes, fostering language and social development by talking, interacting, modeling appropriate language and behavior reading/exploring books, and daily reading with children of age-appropriate literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.22A Toys, Equipment, and Materials: pg. 37</u>				
Center has enough age-appropriate toys, equipment, and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child(ren) under 3 years do not have access to items that are a choking hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.22B Beds, Cribs, and Sleeping Surfaces: (toddlers, pre-school, and school-age): pg. 37</u>				
Center provides acceptable beds/cots/cribs/playpens/sofas/sleeping bags/waterproof mats at least one inch thick and 45 inches long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cribs/Play Pens do not contain soft objects/bumper pads/toys/loose bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blankets (if used) are secured under the mattress and reach no higher than the child's chest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cribs/Play Pens/Cots/Mats are separated by 3 feet of space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cribs/Play Pens/Cots/Mats are disinfected daily or marked for individual use and disinfected weekly and as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top level of bunk beds are not used for child 5 years or younger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waterbeds are not used for child 3 years of age or younger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

Infant Care:

CENTER DOES NOT PROVIDE INFANT CARE TO CHILDREN UNDER 18 MONTHS OF AGE. THE FOLLOWING REGULATIONS RELATED TO INFANT CARE ARE NOT APPLICABLE.

3-006.22B Beds, Cribs, and Sleeping Surfaces: (infants under 18 months): pg. 37

Cribs or Play Pens are used for infants under 12 months of age for sleeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center does not use cots, cushions, futons, mats, or pillows for infant 12 months and under	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cribs are federally approved, equipped with tight-fitting mattress and fitted sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play Pen mattresses are designed for that play pen and covered with fitted sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cribs/Play Pens do not contain soft objects/bumper pad/toys/loose bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cribs/Play Pens are clean, in good repair, and do not contain lead-based paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.23 Infant Care: pg. 38

Specific Center staff are assigned to all infants in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional and physical needs of infants are met consistently/promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infant cries are investigated immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infants are held, talked to and engaged in daily play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infants under 6 months are held while being fed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infants not able to hold bottle are held while being fed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infant bottles are not propped or left with a sleeping infant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High chairs are equipped with three-point safety straps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed statement by parent describing formula and feeding schedule is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infants are placed on back for sleeping or medical note indicating another infant sleeping position is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.23A Infant Care Rooms: Infant care room: pg. 38

Is limited to 12 or fewer children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With 1 – 4 infants has at least 1 staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With 5 – 8 infants has at least 2 staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With 9 – 12 infants has at least 3 staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains sufficient equipment to remove infants during emergencies if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.23B Diapering and Toileting: pg. 38-39

Diapering procedures are established and followed by all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet/soiled diapers are changed immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diapers are checked on frequent/regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual washcloths/towelettes are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet/soiled diapers are stored/disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diaper changing surfaces are sanitized or changed after each use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diaper changing surfaces with disposable sheeting are disinfected daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet training is conducted in agreement with parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potty chairs are not in play or eating areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff properly wash hands after helping each child with toileting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children properly wash hands after toileting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

Overnight Care:

CENTER DOES NOT PROVIDE CARE BETWEEN THE HOURS OF 9:00 P.M. AND 6 A.M. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE

3-006.24 Overnight Care: pg. 39

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Center staff follow parent guide for bathing child | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Center staff are awake and alert to the needs of children through the night | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mattresses are waterproof | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Wading and Swimming:

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

3-006.25 Wading and Swimming Activities: pg. 39

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Children are accompanied, adequately supervised and kept safe during wading/swimming while in care | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

3-006.25A Prohibited Water Sources: pg. 39

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Children are not allowed to use a natural body of water, hot tub, spa, sauna, livestock tanks, or decorative ponds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

3-006.25B Wading: pg. 39

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Children are accompanied/directly supervised during wading or other water play | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wading pools are drained and sanitized daily and inaccessible to children when not in use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3-006.25C Permission for Non-Center-Supervised Activities Off the Premises: pg. 39

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Written/signed statement from parents available that allows child(ren) to leave premises to go swimming and acknowledges that licensee is not responsible for supervision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|

3-006.25D Permission for Center-Supervised Activities Off the Premises: pg. 39

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Written/signed/dated statement from parent available giving permission to take child(ren) swimming off the premises which includes location of pool, whether child(ren) can be in water over their head, and is updated annually | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

3-006.25E Licensure of Swimming Pools: pg. 40

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Center only takes children to swim in a pool licensed by the Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|

3-006.25F Water Safety: pg. 40

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| An individual who has completed a swimming water safety course is at swimming pool deeper than 4 feet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Required staff-to-child ratio maintained | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

Pool on Premises:

NONE ON PREMISES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.

3-006.25G Pool on the Premises Not Used by Children in Care: pg. 40

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Pool is enclosed by fence which is at least 4 feet high and flush with the ground | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pool has non-climbable walls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When pool is covered, the manufacturer's recommended cover is used | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rescue equipment readily available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Children are accompanied/directly supervised when pool is located in play area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3-006.25H Pool on the Premises Used by Children in Care: pg. 40

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Pool has a permit issued by the Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

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

Maintains required staff-to-child ratio

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

Transportation:

CENTER DOES NOT PROVIDE TRANSPORTATION SERVICES. THE FOLLOWING REGULATIONS ARE NOT APPLICABLE.

3-006.26 Transportation: pg. 41

Children are not left alone in vehicle

Smoking does not occur in vehicle

Doors are locked when vehicle is in motion

Driver is age 18 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 child's age and 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.

Children younger than school-age are not transported in bus without required restraint system

3-006.26 Transportation: If transportation is provided the transportation policy: pg. 41

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/vehicle breaks down/involved in an accident/or other emergencies

Medications:

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

3-006.27A Giving or Applying Medication: Staff give/apply: pg. 41-42

Medications know the Five Rights

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

3-006.27B Competence to Give or Apply Medication: pg. 42

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

Director assesses the ability of staff to give/apply medication

3-006.27C Confidentiality: pg. 42

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

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

3-006.27D Written Permission and Instructions: Staff: pg. 42

Give or apply medication with prior written permission from a parent

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

Comply with parent instructions or inform parent the medication will not be given/applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inform parents of errors in the giving/applying of medication	<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 child(ren) and return/destroy it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.27E Unusual Circumstances: Medication given or applied: pg. 42</u>				
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"/>
<u>3-006.27F Hand Washing: pg. 43</u>				
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"/>
<u>3-006.27G Storage: pg. 43</u>				
All prescription/non-prescription 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 instructions, 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"/>
<u>3-006.27H Record-Keeping: pg. 43</u>				
Written record is kept of time and amount of medication given/applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.28 Food Service: Meals and snacks: pg. 43</u>				
Are served to all children in attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate to age or development of child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addresses children's allergies/food intolerances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets USDA requirements and a weekly menu is provided upon request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If provided by parent, is supplemented to meet USDA guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child's diet is not required to meet USDA guidelines a physician's statement is available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.28A Meals and Snacks: pg. 43</u>				
Center offers required number of meals/snacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.29 Food Safety: Center ensures: pg. 43</u>				
Food Code is followed when food is prepared or served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Code is followed when food is prepared at another location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center ensures that formula prepared on site is from commercially prepared products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>3-006.29A Storage of Breast Milk and Formula: pg. 44</u>				
All prepared formula or breast milk is refrigerated and clearly labeled with the child's name, date received, date expressed, and date frozen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unfrozen breast milk is discarded after 48 hours and frozen breast milk is kept in freezer for no more than three months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formula provided by the licensee is made from commercially prepared products and unused prepared formula is discarded as indicated by the label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

3-006.30A Telephone: pg. 44

A working telephone 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"/>

3-006.30B Fire and Tornado Drills: pg. 44

Written documentation of fire drills conducted with children each month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least one fire drill per year is completed during naptime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written documentation of tornado drills conducted 4 times March through September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least one tornado drill per year is completed during naptime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.30C Fire and Tornado Safety Diagrams: pg. 44

Fire and tornado safety diagrams include layout of child care area and are 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"/>

3-006.30D Disaster Preparedness: pg. 44

Written Disaster Preparedness Plan available for review and includes; evacuation/moving children to safe location, and 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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3-006.30E Notification to the Department of Emergencies: Licensee/Director notifies Department within 24 hours of: pg. 45

A death of child or accident/injury to a 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 regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.30F First Aid Kit: First Aid Kit: pg. 45

Is available on premises and is 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, and disposable gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.31 Environmental Services: pg. 45

Every area and building on the entire Child Care premises complies with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care is provided in a safe, clean and comfortable environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.31A Housekeeping and Maintenance: pg. 45-46

Center and grounds are clean, safe, in good repair, and free of exposed lead-based paint surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms, walls, floors, and ceilings are kept clean, dry, in good repair, and free of odor from sewage/mold/mildew, or 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 are self-closing 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, and 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"/>

Regulations Compliance Review Licensing

Child Care Center Cover Sheet

Carpeting in bathroom(s) is removable, washable, and non-shag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpeting is not in food preparation area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls and ceilings in food preparation/storage rooms are smooth, cleanable, and light color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls subject to splash are smooth and washable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.31B Maintenance of Equipment, Fixtures, Furnishings, and Toys: pg. 46

Equipment, fixtures, furnishings, and toys are clean, safe, and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment, fixtures, furnishings, and toys do not have sharp edges, rust, 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"/>
Process in place for routine and preventive maintenance of equipment, fixtures, furnishings, and toys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.32 Environmental Safety: pg. 46

Environment is safe and hazard-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.32A Smoking: pg. 46

Smoking does not occur indoors in the Child Care Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3-006.32A Smoking: If located in a private residence: pg. 46

Smoking does not occur in Center 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 Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3-006.32B Alcohol and Controlled Substances: pg. 47

Alcohol is not present in any area used for child care while children in care are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use/possession of unlawful controlled substances not allowed on Center premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlled substances not legally prescribed not on Center premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Animals and Pets:

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

3-006.32C Animals/Pets: pg. 47

Animals in Center 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"/>
During food preparation/serving, pets are not allowed in food preparation/serving/food storage areas	<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"/>

3-006.32D Prohibited Animals: pg. 47

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 or attacked 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"/>

3-006.32E Other Environmental Safety Requirements: pg. 47-48

Surfaces are smooth, free of sharp edges, mold, 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 children are in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Medications, both prescription and non-prescription, are kept in locked storage

Medications required to be refrigerated are kept in locked storage

Electrical outlets within reach of children under the age of 6 are covered with safety caps/ground fault interrupters or have safety outlets installed

Disposable towelettes/drinking containers/personal care items/towels and washcloths are not shared by children

Clean and adequate storage for personal items of staff and children are provided and not located where food/medications are stored

Covered and waterproof containers for soiled or wet clothing are available

Deep freezers that cannot be opened from the inside are locked or stored in locked room

Firearms/potentially hazardous weapons/weapon accessories/ammunition are not on Center premises

3-006.32E Other Environmental Safety Requirements (If Center located in a private residence): pg. 47-48

Firearms/potentially hazardous weapons/weapon accessories/ammunition are stored in locked storage

Firearms are stored unloaded and separately from ammunition

3-007.01 Activity Space: pg. 48

Activity space has furnishings to accommodate all activities/age-appropriate needs of all children/ is available for all children, and contains at least 35 square feet of space per child

3-007.02B Water Supply: pg. 49

Drinking water is provided by sanitary drinking fountains or disposable cups

Hot and cold water are available at all washing/bathing stations

Water temperature at least 100 degrees but no more than 120 degrees Fahrenheit

Soap is available at hand washing sinks

Non-Public Water & Non-Public Sewage System:

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

3-007.02B Water Supply: Non-Public Water: pg. 49

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

3-007.02C Sewer Requirements: Non-Public Sewage System: pg. 49-50

Open sewage discharge not on premises

Sewage disposal system conforms to Department of Environmental Quality regulations

3-007.03 Fenced Outdoor Play Areas: Outdoor Play Area: pg. 50

Directly adjoins the facility

Accommodates 25% of license capacity with 50 square feet per child

Is clean, safe, contains no accident hazards, debris, or stagnant water

Is free of barnyard animals or fowl

Is free of animal waste

3-007.03A Fenced Outdoor Play Area: pg. 50

Fence, toys, or equipment is free of rust, and sharp/hazardous edges

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3-007.03B Non-adjacent Outdoor Play Area: pg. 50

Department approved plan for non-adjacent outdoor play area in place

3-007.03C Outdoor Play Equipment: pg. 50

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

3-007.03D Playground Surfaces: pg. 50-51

Playground surface under climbing equipment is resilient material

3-007.04 Toilets and Sinks: pg. 51

Sufficient number of operable toilets and sinks for children's use

Toilet rooms fully enclosed

Sinks readily available to each toilet and diapering area

Sanitary dispensing and disposal units for paper towels are available and at heights convenient for children's use

Toilets/sinks are conveniently located, clean, operable and in good repair

Toilets/sinks are designed for children with special needs, (if applicable)

Toilets/sinks are of suitable height or safe stepstools are provided

3-007.04A Toilets and Sinks: pg. 51

Doors opening directly to a food service area are self-closing and tight-fitting

3-007.04B Toilets and Sinks: pg. 51

Adults and children properly wash hands prior to resuming work or play

3-007.05 Fire Safety: pg. 51

Licensee maintains fire safety approval

3-007.06 Sanitation:

Licensee maintains sanitation 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

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

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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: