



# PRELICENSING CHILD CARE CENTER

State Form 49450 (R3 /12-06) / BCC 0042

**BUREAU OF CHILD CARE**  
**DIVISION OF FAMILY RESOURCES**  
MS02, 402 West Washington Street, Room W386  
Indianapolis, IN 46204-2739

**TO:** Child Care Licensing Manager  
Bureau of Child Care  
Division of Family Resources  
Indiana Family and Social Services Administration

**FROM:** Registered Child Care Manager  
Bureau of Child Care  
Division of Family Resources  
Indiana Family and Social Services Administration

SUBJECT		
Identification number	Plan review number	
Ages requested <input type="checkbox"/> Infants <input type="checkbox"/> Toddlers <input type="checkbox"/> Twos <input type="checkbox"/> Three to Five <input type="checkbox"/> School Age		
Name		
Address ( <i>number and street, city, state, and ZIP code</i> )		
Telephone number  (       )		
Directions		
Date of inspection ( <i>month, day, year</i> )	Start time	End time
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Surveyor		

In order to approve the above for use as a \_\_\_\_\_, the following must be complied with:

*(Check items that indicate noncompliance.)*

## **STRUCTURE**

- Rule 470 IAC 3-4.7-2(a)  1. That all new construction shall have plan releases from both the Department of Fire and Building Services (DFBS) and the ISDH prior to construction and licensing.
- Rule 470 IAC 3-4.7-114(b)  2. That if the center uses a private water supply or well instead of a public water supply, the center shall supply written records of current test results indicating that the water supply is safe for drinking. The water system must meet the water quality and construction standards of the IDEM.
- Rule 470 IAC 3-4.7-114(f)  3. That all plumbing fixtures shall discharge into a public sanitary sewer whenever available within a reasonable distance or if soil conditions prohibit the construction of an approved on-site system.
- Rule 470 IAC 3-4.7-114(g)  4. That all sewage disposal and any sewage treatment system shall meet the requirements of ISDH.

## **DESIGN AND CONSTRUCTION**

- Rule 470 IAC 3-4.7-99(c)  5. That the administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.
- Rule 470 IAC 3-4.7-99(d)  6. That the interior finish, including walls and ceilings, of the child care center shall comply with the rules of the FPBSC under 675 IAC.
- Rule 470 IAC 3-4.7-99(e)  7. That walls shall be of washable materials.
- Rule 470 IAC 3-4.7-99(f)  8. That floors and steps shall be smooth and of washable, non-slippery material.
- Rule 470 IAC 3-4.7-99(g)  9. That the center must firmly secure and keep all carpeting clean.
- Rule 470 IAC 3-4.7-99(h)  10. That the center shall not use small rugs for floor covering.
- Rule 470 IAC 3-4.7-111(b)  11. That the center provide space for each child's personal belongings to keep that separate from other children's belongings.
- Rule 470 IAC 3-4.7-119(a)  12. That the center shall provide office space separated from the area used by the children.
- Rule 470 IAC 3-4.7-119(d)  13. That an area separated from the office space and areas used by the children shall be provided for the use of the staff. This area must be a room in child care centers licensed after the effective date of this rule.
- Rule 470 IAC 3-4.7-143(b)  14. That each infant and toddler room shall have floor-to-ceiling walls on all sides and full doors.
- Rule 470 IAC 3-4.7-143(c)  15. That no one shall use the infant or toddler rooms as throughways.

## HEAT, LIGHT, VENTILATION, AND AIR CONDITIONING

- Rule 470 IAC 3-4.7-106(b)(1)  16. That all food service areas shall have a minimum of seventy (70) foot-candles.
- Rule 470 IAC 3-4.7-106(b)(2)  17. That all food storage areas, including refrigerators, shall have a minimum of twenty (20) foot-candles.
- Rule 470 IAC 3-4.7-106(b)(3)  18. That desks, table top work areas, reading areas, locked medication storage areas, and art rooms shall have a minimum of fifty (50) foot-candles.
- Rule 470 IAC 3-4.7-106(b)(4)  19. That gymnasium, large muscle equipment areas, bathrooms, locker rooms, and diaper changing areas shall have a minimum of thirty (30) foot-candles.
- Rule 470 IAC 3-4.7-106(b)(5)  20. That hallways, corridors, stairwells, storage rooms, and food storage areas shall have a minimum of twenty (20) foot-candles.
- Rule 470 IAC 3-4.7-106(b)(6)  21. That rest and nap areas shall have a minimum of five (5) foot-candles in all areas.
- Rule 470 IAC 3-4.7-106(d)  22. That the child care center shall be ventilated.
- Rule 470 IAC 3-4.7-106(e)  23. That the center shall maintain a temperature of not less than sixty-eight (68) degrees Fahrenheit.
- Rule 470 IAC 3-4.7-106(f)  24. That all child care centers initially licensed after the effective date of this rule shall maintain a temperature not more than seventy-eight (78) degrees Fahrenheit.
- Rule 470 IAC 3-4.7-106(g)  25. That all outside doors and windows shall be screened with sixteen (16) gauge mesh screen when open.

## TOILET FACILITIES

- Rule 470 IAC 3-4.7-113(a)  26. That the child care center shall provide a minimum of one (1) sink and one (1) flush toilet per fifteen (15) children two (2) years of age and older. Infant and toddler restrooms count only for their rooms.
- Rule 470 IAC 3-4.7-113(b)  27. That when the licensing capacity exceeds sixty (60) children, the center may substitute one (1) urinal for a toilet in the school age area only.
- Rule 470 IAC 3-4.7-113(c)  28. That school age children of the opposite sex shall not use the same restroom.
- Rule 470 IAC 3-4.7-113(d)  29. That partitions shall separate toilets for school age children if there is more than one (1) toilet in a room.
- Rule 470 IAC 3-4.7-113(e)  30. That stalls used by school age children shall have doors.
- Rule 470 IAC 3-4.7-113(f)  31. That if fifteen (15) or fewer school age children are present, only one (1) toilet and sink is required for their use.
- Rule 470 IAC 3-4.7-113(g)  32. That the center shall locate the toilet for children two (2) years of age no more than ten (10) feet from their room/area.
- Rule 470 IAC 3-4.7-113(h)  33. That toilet paper on a dispenser shall be available and within reach of the children by each toilet.
- Rule 470 IAC 3-4.7-113(i)  34. That mild soap shall be available, dispensed in a sanitary manner, and within reach of the children by each sink.

## **TOILET FACILITIES (continued)**

- Rule 470 IAC 3-4.7-113(j)  35. That disposable towels in a dispenser or electrical hand dryers that operate at a maximum temperature of one hundred twenty (120) degrees Fahrenheit shall be within reach of the children by the sinks. If the center uses electrical hand dryers, they must provide one (1) for each sink.
- Rule 470 IAC 3-4.7-113(k)  36. That toilet facilities for staff shall be furnished, separate from those facilities used for children. Staff shall not use children's toilets.
- Rule 470 IAC 3-4.7-113(l)  37. That the center must seal all hand washing sinks to the wall.
- Rule 470 IAC 3-4.7-113(m)  38. That the center must seal all walls and floors in restrooms.
- Rule 470 IAC 3-4.7-113(n)  39. That all items in the restroom must be sanitizable.
- Rule 470 IAC 3-4.7-113(o)  40. That if toilets and sinks are not child-sized, the center must provide safe, sanitizable steps or platforms for each toilet and sink.
- Rule 470 IAC 3-4.7-113(p)  41. That the center shall control toilet and bathroom odors by ventilation and sanitation. If a screened window is not present, there shall be mechanical exhaust vents. Existing centers shall have ventilation added if sanitation measures fail to control odors.

## **WATER SUPPLY AND PLUMBING**

- Rule 470 IAC 3-4.7-114(a)  42. That the center shall maintain a safe and sanitary water supply.
- Rule 470 IAC 3-4.7-114(c)  43. That the center shall provide hot and cold running water at all hand washing sinks.
- Rule 470 IAC 3-4.7-114(d)  44. That the center shall use an antiscald valve approved by ISDH to maintain water temperature between one hundred (100) degrees Fahrenheit and one hundred twenty (120) degrees Fahrenheit on all hot water supplied to sinks, bathing, and washing facilities used by children.
- Rule 470 IAC 3-4.7-114(e)  45. That if water faucets have hoses connected to them that are not in use, such faucets must have vacuum breakers (back-flow preventives).
- Rule 470 IAC 3-4.7-114(h)  46. That all plumbing fixtures shall be in good repair.
- Rule 470 IAC 3-4.7-114(i)  47. That all plumbing equipment shall meet the requirements of the FPBSC under 675 IAC, ISDH, and IDEM.

## **DRINKING WATER**

- Rule 470 IAC 3-4.7-115(a)  48. That drinking water shall be freely available to all children during all hours.
- Rule 470 IAC 3-4.7-115(b)  49. That drinking fountains or disposable cups for individual use shall be provided and dispensed in a sanitary manner.
- Rule 470 IAC 3-4.7-115(c)  50. That drinking fountains shall have a guarded angled stream with water pressure regulated so that the stream rises at least two (2) inches above the guard but does not splash on the floor.

## **KITCHEN AND FOOD PREPARATION AREAS**

- Rule 470 IAC 3-4.7-116(a)  51. That the center shall operate the kitchen, all food preparation areas, and all food service areas in compliance with 410 IAC 7-20, a copy of which shall be in the kitchen at all times for reference.

## KITCHEN AND FOOD PREPARATION AREAS (*continued*)

- Rule 470 IAC 3-4.7-116(b)  52. That the kitchen must have at least three (3) floor-to-ceiling walls. The fourth serving wall and all doors must be a minimum of three (3) feet in height.
- Rule 470 IAC 3-4.7-116(c)  53. That walls and ceilings must meet the requirements of 410 IAC 7-20 and FPBSC under 675 IAC.
- Rule 470 IAC 3-4.7-116(d)  54. That the kitchen and other food preparation areas shall be separate from areas used for any other purpose.
- Rule 470 IAC 3-4.7-116(e)  55. That the center shall locate the kitchen in a way to prevent usage as a throughway. No one shall use the kitchen as a throughway to other rooms or areas during food preparation and dish washing.
- Rule 470 IAC 3-4.7-116(f)(1)  56. That the kitchen shall not be used for children's activities or naps.
- Rule 470 IAC 3-4.7-116(f)(2)  57. That the kitchen shall not be used as a dining or recreational area for adults.
- Rule 470 IAC 3-4.7-116(f)(3)  58. That the kitchen shall not be used as an office.
- Rule 470 IAC 3-4.7-116(g)  59. That the center shall not allow unauthorized persons in the kitchen.
- Rule 470 IAC 3-4.7-116(h)  60. That counter surfaces shall be smooth, free from breaks or chip, and sealed to the wall.
- Rule 470 IAC 3-4.7-116(i)  61. That all food preparation surfaces and eating surfaces shall be sanitized.
- Rule 470 IAC 3-4.7-116(j)  62. That floors shall be smooth, nonabsorbent materials and free of cracks that would prevent cleaning. The center shall not carpet the kitchen or food preparation area.
- Rule 470 IAC 3-4.7-116(k)  63. That all equipment must be easily movable, elevated, or sealed to the floor and the wall so that cleaning under and around equipment will be possible.
- Rule 470 IAC 3-4.7-116(l)  64. That whenever washing and sanitizing are conducted mechanically, the center shall provide spray type dishwashing machines that meet the specifications of 410 IAC 7-20.
- Rule 470 IAC 3-4.7-116(n)  65. That staff must store dishes, pots, pans, and utensils in a manner that protects them from contamination.
- Rule 470 IAC 3-4.7-116(o)  66. That if disposable utensils and supplies are used, they shall be stored in closed containers away from any cleaning compounds and toxic or hazardous materials.
- Rule 470 IAC 3-4.7-116(p)  67. That the center shall properly install a hand washing sink in the kitchen. The center shall supply soap and disposable towels from a dispenser or an electric hand dryer by the sink.
- Rule 470 IAC 3-4.7-116(q)  68. That the center shall locate the hand washing sink at least twenty-four (24) inches away from the area used for dish sanitizing or air drying, or install a protective barrier, at least twenty-four (24) inches in height, between the sanitizing area and the hand washing sink.
- Rule 470 IAC 3-4.7-116(s)  69. That the center shall place an accurate, easily readable thermometer in each compartment of the refrigerator and freezer in position for daily monitoring.
- Rule 470 IAC 3-4.7-116(t)  70. That the center must provide a stove if they prepare meals. If the stove is of the commercial type, it must comply with the rules of FPBSC.

## MANUAL DISH WASHING

Rule 470 IAC 3-4.7-116(m)  71. That when manually washing and sanitizing dishes and utensils the center must use a three (3) compartment sink with either drain boards or movable dish tables.

Rule 470 IAC 3-4.7-117(e)  72. That dishes and utensils shall always be air-dried.

## PEST PREVENTION

Rule 470 IAC 3-4.7-118(a)  73. That the center shall take adequate measures to prevent entry of insects and rodents.

Rule 470 IAC 3-4.7-118(b)  74. That the center shall employ an exterminator if other measures fail to rid the child care center of pests.

## GARBAGE AND REFUSE

Rule 470 IAC 3-4.7-109(a)  75. That the center shall keep all interior garbage, dirty diapering supplies, food products, and disposable meal service supplies in tight sealed, easily cleanable trash containers and cover them with tight fitting lids pending removal.

Rule 470 IAC 3-4.7-109(b)  76. That staff shall remove all garbage and refuse within the child care center daily to an outside tightly covered trash receptacle that will not permit the transmission of disease or provide harborage for insects, rodents, or other pests.

## POISONS, CHEMICALS, AND HAZARDOUS ITEMS

Rule 470 IAC 3-4.7-100(a)  77. That poisons, chemicals, and any item that states "fatal if swallowed" must be in locked storage and not accessible to children.

Rule 470 IAC 3-4.7-100(c)  78. That peeling paint, on any interior or exterior surface or on any equipment, that contains lead in excess of current ISDH standards shall be made inaccessible to children until laboratory analysis is made on the peeling material.

Rule 470 IAC 3-4.7-100(d)  79. That the division shall approve all lead abatement procedures prior to the start of work.

Rule 470 IAC 3-4.7-100(e)  80. That the center must store cleaning equipment, cleaning agents, aerosol cans, and any other item that states "keep out of reach of children" in a place that is inaccessible to children.

Rule 470 IAC 3-4.7-100(f)  81. That the center must store hazardous articles, sharp scissors, knives, latches, lighters, flammable liquids, power tools, cleaning supplies, and any other items that might be harmful to children, in a place inaccessible to children.

Rule 470 IAC 3-4.7-100(g)  82. That any thermal hazards above one hundred twenty (120) degrees Fahrenheit, such as radiators, hot water pipes, steam pipes, and heaters, in the space occupied by children, shall be out of reach of children or be separated from the space by partitions, screens, or other means, which are firmly attached and cannot be overturned.

## ELECTRICAL SAFETY

Rule 470 IAC 3-4.7-101(a)  83. That centers shall not use extension cords, except for approved, grounded, and surge protection strips. Such protection strips shall be plugged directly into an approved outlet.

Rule 470 IAC 3-4.7-101(b)  84. That the center shall cover electrical outlets or otherwise make them shockproof in all areas accessible by children.

## **ELECTRICAL SAFETY (*continued*)**

- Rule 470 IAC 3-4.7-101(c)  85. That electrical fans, if used, shall be securely mounted high on the wall or ceiling or shall be guarded to limit the size of the opening in the blade guard with properly installed sixteen (16) gauge mesh screen. The Underwriters Laboratory must approve all fans.
- Rule 470 IAC 3-4.7-2(i)  86. That the child care center shall not operate in an area where conditions exist that could be injurious to the welfare of children.

## **POSTED ITEMS**

- Rule 470 IAC 3-4.7-19(b)(1)  87. That the center shall post hand washing procedures at each adult sink area.
- Rule 470 IAC 3-4.7-19(b)(2)  88. That the center shall post diaper changing procedures at each diaper changing area.
- Rule 470 IAC 3-4.7-19(b)(4)  89. That the center shall post procedures for bottle sterilization, where this occurs.
- Rule 470 IAC 3-4.7-19(b)(5)  90. That the center shall post fire and emergency disaster routes in each child care room.
- Rule 470 IAC 3-4.7-19(b)(6)  91. That the center shall post disaster and shelter procedures in each child care room.
- Rule 470 IAC 3-4.7-19(b)(7)  92. That the center shall post dish washing procedures, where this occurs.
- Rule 470 IAC 3-4.7-19(b)(8)  93. That the center shall post instructions for mixing and use of sanitizing solutions for cots, tables, toys, dish washing, and diaper changing areas, where the solution is prepared.
- Rule 470 IAC 3-4.7-19(b)(9)  94. That the center shall post approved first aid directives in each child care area.
- Rule 470 IAC 3-4.7-19(b)(10)  95. That the center shall post cleaning schedules in all food storage, preparation, and service areas.

## **FACILITY CLEANING**

- Rule 470 IAC 3-4.7-99(i)(1)  96. That the staff shall clean the child care center daily.
- Rule 470 IAC 3-4.7-99(i)(2)  97. That the staff shall keep the child care center in a sanitary condition at all times.
- Rule 470 IAC 3-4.7-99(i)(3)  98. That the staff shall sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
- Rule 470 IAC 3-4.7-99(i)(4)  99. That the staff shall wash all soiled items prior to sanitization.
- Rule 470 IAC 3-4.7-99(j)  100. That the staff shall not do major cleaning, except for spills after meals and art projects, while children are present in the area being cleaned.

## **ISOLATION AREA**

- Rule 470 IAC 3-4.7-89(f)(1)  101. That the center shall provide space that shall not be used for any other purpose by the children while being used as isolation quarters.
- Rule 470 IAC 3-4.7-89(f)(2)  102. That the center shall provide space that shall be heated and well ventilated.

## **ISOLATION AREA (continued)**

- Rule 470 IAC 3-4.7-89(f)(3)  103. That the center shall provide space that must have at least one (1) cot. The center must provide two (2) cots if the child care center is licensed for one hundred fifty (150) children or more and three (3) cots if the child care center is licensed for two hundred twenty-five (225) children or more.
- Rule 470 IAC 3-4.7-89(f)(4)  104. That the cot, and all other furnishings in the space that the center shall provide, must be easily sanitized.

## **INFANT/TODDLER**

### **INFANT/TODDLER ROOMS; GENERAL**

- Rule 470 IAC 3-4.7-143(b)  105. That each infant and toddler room shall have floor-to-ceiling walls on all sides and full doors.
- Rule 470 IAC 3-4.7-143(c)  106. That no one shall use the infant or toddler rooms as throughways.
- Rule 470 IAC 3-4.7-143(d)(5)  107. That the floor covering under and two (2) feet around the area used for diapering, feeding, and preparation of food shall be noncarpeted and easily cleaned.
- Rule 470 IAC 3-4.7-143(e)  108. That a sink must be in the infant room or in a room that opens directly into the infant room. If the infant room has a toilet, it must be in a room with a door.
- Rule 470 IAC 3-4.7-143(f)  109. That a sink must be in the toddler room or in a room that opens directly into the toddler room.
- Rule 470 IAC 3-4.7-143(g)  110. That a toilet must be in a room with a door that opens directly into the toddler room.

### **INFANT ROOM FURNISHINGS**

- Rule 470 IAC 3-4.7-129(a)(1)  111. That the center shall equip each infant room with a crib and individual bed clothes for each infant.
- Rule 470 IAC 3-4.7-129(a)(2)  112. That the center shall equip each infant room with a sanitizable rocking chair/glider for each care worker with no more than two (2) rocking chairs/glidens required per room.
- Rule 470 IAC 3-4.7-129(a)(3)  113. That the center shall equip each infant room with a sanitizable changing table unless caregivers change all infants in their individual cribs.
- Rule 470 IAC 3-4.7-129(b)  114. That mesh cribs, mesh play pens, cradles, bean bag chairs, and bassinets of any type are prohibited.

### **TODDLER ROOM FURNISHINGS**

- Rule 470 IAC 3-4.7-130(a)(3)  115. That the center shall equip each toddler room with at least one (1) sanitizable rocking chair/glider. This is not required if all the children in the room are at least twenty-four (24) months old.
- Rule 470 IAC 3-4.7-130(a)(4)  116. That the center shall equip each toddler room with a sanitizable changing table.

### **DIAPERING**

- Rule 470 IAC 3-4.7-94(g)  117. That the center with children under three (3) years of age who wear diapers or pull-ups shall provide a changing table in each room/area.



## DIAPERING (*continued*)

- Rule 470 IAC 3-4.7-94(h)  118. That the center shall locate a sink within ten (10) feet of the changing table in the room/area or in a room that opens directly into the room/area.
- Rule 470 IAC 3-4.7-94(i)(1)  119. That the center shall use a changing table that must be sturdy and sanitizable.
- Rule 470 IAC 3-4.7-94(i)(2)  120. That the center shall use a changing table that must not have wicker, lattice, or cloth material parts.
- Rule 470 IAC 3-4.7-94(i)(3)  121. That the center shall use a changing table that must be equipped with sanitizable safety devices designed to prevent a child from falling.
- Rule 470 IAC 3-4.7-94(j)  122. That caregivers shall use the diapering surface exclusively for diaper changing.
- Rule 470 IAC 3-4.7-94(n)  123. That there shall be a soft sanitizable pad on the table with a clean strip of waterproof, disposable paper to cover the entire pad. Caregivers shall place a new, waterproof, paper strip on the pad after each diaper change.
- Rule 470 IAC 3-4.7-94(o)  124. That if an infant is changed in their cribs, caregivers shall place a clean sanitizable pad down with a clean strip of waterproof, disposable paper to protect the bedding or change the sheet and sanitize the mattress after each changing.

## BOTTLE STERILIZING PROCEDURES

- Rule 470 IAC 3-4.7-138(a)  125. That if bottles are to be washed and sterilized in the infant room, the center must provide a two (2) compartment sink for this purpose only.

## ILL CHILD CARE SPACE REQUIREMENTS (*If applicable*)

- Rule 470 IAC 3-4.7-155(a)  126. That the center shall use the ill child care room exclusively for ill children and not use the room for any other purpose.
- Rule 470 IAC 3-4.7-155(b)  127. That there shall be toilet, hand washing, and diapering facilities used exclusively for ill child care.
- Rule 470 IAC 3-4.7-155(c)  128. That the ill child care room shall have a separate entrance from the outside.
- Rule 470 IAC 3-4.7-155(d)  129. That the ill child care room shall have a separate heating, air conditioning, and ventilation.

## PLAYGROUNDS

- Rule 470 IAC 3-4.7-68(e)  130. That the outdoor play area and equipment shall be well drained and free of standing water.
- Rule 470 IAC 3-4.7-68(b)  131. That air compressors or other dangerous equipment in the outdoor play area shall be enclosed and inaccessible to children.
- Rule 470 IAC 3-4.7-66(19)  132. That sand used as a play space or ground cover shall be covered when not in use or raked daily before use.
- Rule 470 IAC 3-4.7-66(4)  133. That the center shall maintain all equipment in safe condition and make prompt repairs.

The existing number of \_\_\_\_\_ toilets and \_\_\_\_\_ lavatories are adequate for no more than \_\_\_\_\_ children, ages \_\_\_\_\_ to \_\_\_\_\_; and \_\_\_\_\_ group(s) of infants and \_\_\_\_\_ group(s) of toddlers.

This statement of noncompliances was received by

\_\_\_\_\_, on \_\_\_\_\_,  
(Name of Facility) (Date)

acknowledged by \_\_\_\_\_.

RATIOS			
TOILETS / SINKS	ROOM	AGE GROUP <i>(Check appropriate ages)</i>	RATIOS
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