



# REVIEW / ASSESSMENT FOR CHILD CARE CENTERS

State Form 46153 (R3 / 7-07) / BCC 0320

Name of center	County
Address (number and street, city, state, and ZIP code)	
Review discussed with:	

CHILD / STAFF RATIOS																																																																
Infant Toddler 2 3 4 5 6 and older _____ : _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">Consultant</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Center ID number</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Date (month, day, year)</td><td colspan="6" style="text-align: center;">_____ / _____ / _____</td></tr> <tr><td style="padding: 5px;">N/C Report Issued</td><td colspan="6"></td></tr> <tr><td style="padding: 5px;">Date of licensing recommendation (month, day, year)</td><td colspan="6"></td></tr> <tr><td style="padding: 5px;">Type of license</td><td colspan="6"></td></tr> <tr><td style="padding: 5px;">Start time</td><td colspan="6"></td></tr> <tr><td style="padding: 5px;">End time</td><td colspan="6"></td></tr> <tr><td style="padding: 5px;">Type of visit:</td><td colspan="6" style="text-align: center;"> <input type="checkbox"/> Annual visit  <input type="checkbox"/> Complaint visit  <input type="checkbox"/> Other defined visit </td></tr> </table>	Consultant							Center ID number							Date (month, day, year)	_____ / _____ / _____						N/C Report Issued							Date of licensing recommendation (month, day, year)							Type of license							Start time							End time							Type of visit:	<input type="checkbox"/> Annual visit <input type="checkbox"/> Complaint visit <input type="checkbox"/> Other defined visit					
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License capacity / Total children present _____ / _____																																																																
License for age(s): _____ to _____																																																																
All children are supervised: <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																
<b>NUMBER OF LEAD CAREGIVERS</b>																																																																

Comments:

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**REVIEW ASSESSMENT - 2003 RULES**

<b>CHILD / STAFF RATIOS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>		
Attendance within licensed capacity. (2g)	Y	N	N/A		
Children in attendance within licensed age groups. (2h)	Y	N	N/A		
Child / staff ratio maintained. (48a)	Y	N	N/A		
All children are directly supervised at all times. (48e)	Y	N	N/A		
Program has a written policy to correct inadequate ratios. (48f)	Y	N	N/A		
Two adults are present in the center during all hours of operation. (48j)	Y	N	N/A		
Age grouping policies are maintained. (49a)	Y	N	N/A		
School-aged children are cared for in a clearly defined separate area. (49g)	Y	N	N/A		
Separate play rooms or areas shall be provided for various activities and for separation of children according to age and class size. (110c)	Y	N	N/A		
<b>PROGRAM</b>					
<b>A. Rest Periods</b>					
Supervised rest period provided on cots after noon meal. (53a)	Y	N	N/A		
Children's faces and head are free from covering. {53c(4)}	Y	N	N/A		
Cots are spaced a minimum of 2 ft. apart. {53b(3)}	Y	N	N/A		
An activity is provided for awake children after 30 minutes of rest. (53f)	Y	N	N/A		
Adequate lighting is maintained at rest time. (53k)	Y	N	N/A		
<b>B. Discipline</b>					
Punishment is not used. (55a)	Y	N	N/A		
Time out is used only for a child to regain control. (55e)	Y	N	N/A		
Discipline is not associated with food, rest, or toileting. (55b-d)	Y	N	N/A		
Discipline is not harsh, unusual, humiliating, threatening or physical. {55(3)}	Y	N	N/A		
<b>C. General Program</b>					
Transition time is effective and waiting time reduced. (57d)	Y	N	N/A		
Learning centers & materials are arranged so children can work individually or in small groups. (57e)	Y	N	N/A		
Clearly defined interest areas are in each classroom. (57f)	Y	N	N/A		
Each group has an assigned lead caregiver. (57i)	Y	N	N/A		
Name				Name	Name
Each classroom has a posted schedule. (58)	Y	N	N/A		

**REVIEW ASSESSMENT - 2003 RULES (continuation)**

<b>C. General Program (continuation)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Plan provides for: <input type="checkbox"/> Active exploration (59-1) <input type="checkbox"/> Expressive activities (59-2) <input type="checkbox"/> Large muscle activities / children go outside daily (59-3) <input type="checkbox"/> Small muscle activities (59-4) <input type="checkbox"/> Time for children to complete activities (59-5) <input type="checkbox"/> Small quiet area (59-6)	Y	N	N/A
Classrooms have written, daily lesson plans. (60)	Y	N	N/A
Television use is appropriate. (64)	Y	N	N/A
<b>EQUIPMENT / SPACE</b>			
Equipment provided in sufficient quantity & variety to permit children to interact w/o conflict. (63a)	Y	N	N/A
Learning centers are available for: {63(c)(1)(A-I)} <input type="checkbox"/> art <input type="checkbox"/> music / movement <input type="checkbox"/> large muscle <input type="checkbox"/> blocks <input type="checkbox"/> math / science / discovery <input type="checkbox"/> manipulative / fine motor <input type="checkbox"/> quiet / individual <input type="checkbox"/> dramatic play <input type="checkbox"/> literacy	Y	N	N/A
Small climbing equipment is available in the twos (2s) area. (63f)	Y	N	N/A
Low open shelves are provided. (63g)	Y	N	N/A
Number of children in classroom does not exceed space capacity. (49h & 110c)	Y	N	N/A
Furnishings and equipment shall be durable, safe, and scaled to the size of the children. (111a)	Y	N	N/A
Appropriate child-sized tables & chairs are in each classroom. {111(b) (1)}	Y	N	N/A
<b>HEALTH &amp; SAFETY</b>			
All equipment and materials are safe for children and free of sharp edges. (63i)	Y	N	N/A
Pets present no danger to children and are housed to prevent danger to the children or animal. (65)	Y	N	N/A
All outdoor equipment meets CPSC guidelines. (66)	Y	N	N/A
Staff can see all children on the playground. (68a)	Y	N	N/A
Playground is free of standing water. (68e)	Y	N	N/A
Transportation is in compliance. (72)	Y	N	N/A
Poisons and chemicals are locked. (100a)	Y	N	N/A
Hazardous articles and cleaning equipment are inaccessible to children. (100e, f)	Y	N	N/A
Chairs are unstacked when children are awake. (111c)	Y	N	N/A
Exits are clear of equipment, debris, and other objects at all times. (99k)	Y	N	N/A
Children's medications are locked, have a current prescription, and are in the original container. (88)	Y	N	N/A
Outlets and fans are covered. (101)	Y	N	N/A

**REVIEW ASSESSMENT - 2003 RULES (continuation)**

<b>FOOD</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Additional food portions are offered. (79b)	Y	N	N/A
Children eat promptly when they sit down. (79g)	Y	N	N/A
Food waste is in covered cans. (109a)	Y	N	N/A
Center shall provide meals and snacks that meet dietary requirements in accordance with the division guidelines. (78a)	Y	N	N/A
Food is covered while stored or transported. (79f)	Y	N	N/A
Adults sit and converse with children and children converse freely at meals. (79i, 79j)	Y	N	N/A
Program has a signed vending contract if vending. (83)	Y	N	N/A
A written vending procedure is on file if program vends. (83)	Y	N	N/A
Food personnel wear clean aprons or smocks and hair restraints while in the kitchen and while serving food. (98f)	Y	N	N/A
<b>KITCHEN</b>			
Food and supplies are stored correctly. (24)	Y	N	N/A
Kitchen is clean and in sanitary condition. (24)	Y	N	N/A
Program has a certified food handler. (24)	Y	N	N/A
Kitchen has a metal stem thermometer. (83)	Y	N	N/A
Thermometers are in each refrigerator and freezer. (116)	Y	N	N/A
Stove provided if meals are prepared on site. (116)	Y	N	N/A
Food is stored six (6) inches off the floor. (116)	Y	N	N/A
No unauthorized personnel in kitchen. (116)	Y	N	N/A
Correct dishwashing practices followed. (116)	Y	N	N/A
Rodents and insects are controlled. (118)	Y	N	N/A
Chemical sanitizer test kit is provided. (240)	Y	N	N/A
<b>PERSONAL HYGIENE</b>			
Drinking water is freely available at all times. (115a)	Y	N	N/A
Caregivers wash hands before and after each child care duty. (98)	Y	N	N/A
Toilet paper is dispensed at each toilet and paper towels are dispensed in a sanitary manner. (113)	Y	N	N/A
Diapers are stored off floor and brought in unopened packages. (94c, 94d)	Y	N	N/A
Staff who prepare food do not change diapers. (98d)	Y	N	N/A
There is a separate boy and girl bathroom for school agers if enrollment exceeds 15 school agers. (113)	Y	N	N/A
There is a sink within ten (10) feet of the changing table. (94h)	Y	N	N/A
<b>BUILDING MAINTENANCE</b>			
Carpet is secure and clean. (99g)	Y	N	N/A
Major cleaning is not done while children are in the area. (99j)	Y	N	N/A
Premises are in good repair. (99c)	Y	N	N/A
Premises in clean, neat, orderly, and sanitary conditions. (99i)	Y	N	N/A
Handwashing sinks and toilets sealed. (113)	Y	N	N/A
Sufficient hot and cold water at each handwashing sink. (114)	Y	N	N/A

**REVIEW ASSESSMENT - 2003 RULES (continuation)**

<b>STAFF</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Staff has received child abuse training within first two weeks of employment and it is updated annually. There are written guidelines. (13b)	Y	N	N/A
There is a qualified director on site. (21a & b) Director's name: _____ Qualifications: _____	Y	N	N/A
Designated caregiver in charge during director's absence & name of person is posted. (22d)	Y	N	N/A
Staff records are in compliance. (32,35,41,42) (see worksheet)	Y	N	N/A
Lead caregivers meet qualifications. (25a) (see staff records sheet)	Y	N	N/A
Caregivers of special needs children receive child specific in-service training. (147a)	Y	N	N/A
Director is certified in special needs care within 6 months of employment. (147c)	Y	N	N/A
Center implements individual plans for special needs children. (148b)	Y	N	N/A
<b>MISCELLANEOUS</b>			
Program has written personnel policies available to all staff. (15a)	Y	N	N/A
Written enrollment policies include: (16) <input type="checkbox"/> Name of persons legally responsible for center <input type="checkbox"/> Description of program <input type="checkbox"/> Provisions for treatment of illness <input type="checkbox"/> Policy regarding visits and field trips <input type="checkbox"/> Child abuse policies <input type="checkbox"/> Policy regarding release of child to intoxicated / impaired person <input type="checkbox"/> Discipline policies <input type="checkbox"/> Child release policy <input type="checkbox"/> Arrival / departure policy <input type="checkbox"/> Statement regarding health exams and up to date immunizations <input type="checkbox"/> Communicable/infections disease policy	Y	N	N/A
Licensing rules are available to staff and parents. (18d)	Y	N	N/A
The following items are posted in a prominent place: (19a) <input type="checkbox"/> License <input type="checkbox"/> Name of director <input type="checkbox"/> Weekly menus <input type="checkbox"/> Prohibitions against: <input type="checkbox"/> Smoking; Use of alcohol; Possession of firearms; Use or possession of illegal substances <input type="checkbox"/> Child / staff ratio chart posted and in each child care area <input type="checkbox"/> Handwashing procedure at all sinks <input type="checkbox"/> Diaper changing procedures in all diapering areas <input type="checkbox"/> Infant feeding plans in infant classrooms <input type="checkbox"/> Bottle sterilization procedure where done <input type="checkbox"/> Dishwashing procedures in kitchen <input type="checkbox"/> Sanitizing solution instructions where prepared	Y	N	N/A

**REVIEW ASSESSMENT - 2003 RULES (continuation)**

<b>MISCELLANEOUS (continuation)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
The following items are posted in a prominent place: (19a) (continuation) <input type="checkbox"/> Approved First Aid directives in all classrooms <input type="checkbox"/> Cleaning schedule in kitchen <input type="checkbox"/> Food allergies in kitchen and classrooms <input type="checkbox"/> Emergency numbers for police, fire, poison control, hospital, etc.			
Children's records complete (see worksheet): (36)	Y	N	N/A
Written confidentiality policy (44c)	Y	N	N/A
Written attendance records (45)	Y	N	N/A

**INFANT / TODDLERS**

<b>PERSONNEL</b>			
Staff have specific training related to infant / toddler development. (121a)	Y	N	N/A
A primary caregiver is assigned to each infant / toddler. (121c)	Y	N	N/A
Staff interact with all children. (121d)	Y	N	N/A
Staff person in charge of children under 24 months of age is 21 yrs. old. (121e)	Y	N	N/A
<b>PROGRAM AND ACTIVITIES</b>			
A daily record chart is maintained for each child. (122a)	Y	N	N/A
Caregivers respond quickly to child's needs. (123-8, 124-7)	Y	N	N/A
Caregivers talk, read, and sing to children frequently. (123-3 & 5, 124-5 & 6)	Y	N	N/A
Caregivers have 1-1, face to face interactions & hugs & affection. (123, 124)	Y	N	N/A
Caregivers drape cloth over shoulder when holding infant, using different cloth for each child. (123-7)	Y	N	N/A
A DAP individual activity is documented and implemented with each child daily. (125-1 & 2)	Y	N	N/A
Children's individual schedules are respected. (125-5)	Y	N	N/A
Children have many opportunities for active, large muscle play indoors and outdoors. (125-6)	Y	N	N/A
A variety of music is provided. (125-8)	Y	N	N/A
Awake infants are in cribs only for brief periods prior to sleeping or after awakening. (126-4)	Y	N	N/A
Toddlers are permitted to carry toys and move around the environment. (127-4)	Y	N	N/A
Toddlers are provided a variety of art media & permitted to explore & manipulate them. (127-8, 9, 10)	Y	N	N/A
Toddlers are frequently offered alternatives and redirection. (127-11)	Y	N	N/A
<b>FURNISHINGS</b>			
Room is decorated at children's level. (128a)	Y	N	N/A
Storage place for supplies & personal belongings for each child. (128b)	Y	N	N/A
Cribs are not used for storage. (128c)	Y	N	N/A
Safe indoor climbing structures & steps are in each room. (128e)	Y	N	N/A
Electrical cords are inaccessible to children. (128f)	Y	N	N/A

**REVIEW ASSESSMENT - 2003 RULES (continuation)**

Infants (129)	Yes	No	Toddlers (130)	Yes	No
Low open shelves	Y	N	Low open shelves	Y	N
One (1) sanitizable rocker / glider for each caregiver	Y	N	One (1) sanitizable rocker	Y	N
Sanitizable changing table	Y	N	Sanitizable changing table	Y	N
Crib & bedding for each infant	Y	N	Cots	Y	N
Shatterproof mirror	Y	N	Shatterproof mirror	Y	N
			Toddler sized tables, & chairs	Y	N

EQUIPMENT	YES	NO	N/A
Indoor and outdoor materials & equipment to stimulate learning, growth, health & development. (131a)	Y	N	N/A
Equipment is safe & durable. (131b)	Y	N	N/A
Diaper bags or car seats from home are not stored in classrooms. (131c)	Y	N	N/A
Infant / toddler outdoor play space is separate from older children. (131i)	Y	N	N/A
Equipment is available to go in, out, over, and around. (131j)	Y	N	N/A
Duplicate toys are available. (132b) {133(a)(1)}	Y	N	N/A
Use of television is prohibited. (132d, 133c)	Y	N	N/A

Infants (132)	Yes	No	Toddlers (133)	Yes	No
Books	Y	N	Books	Y	N
Fine motor / manipulative toys	Y	N	Dramatic play equipment	Y	N
Gross motor / large muscle equipment	Y	N	Gross motor / large muscle equipment	Y	N
Sensory items	Y	N	Sensory table	Y	N
Source to play music	Y	N	Musical instruments	Y	N
			Art easel / materials	Y	N
			Riding toys in classroom	Y	N
			Blocks & accessories	Y	N

FOOD	YES	NO	N/A
Infants / toddlers are fed in their own rooms. (134h, 140d)	Y	N	N/A
Infants are held during bottle feeding. (134j)	Y	N	N/A
Bottles are labeled with name, date, and time prepared. (135g)	Y	N	N/A
Caregivers wash their hands before feeding children. (134i, 140B)	Y	N	N/A
Safety belts are always used in high chairs. (140f)	Y	N	N/A
Toddler food is served before children are called to the table. (140j)	Y	N	N/A
Toddlers are allowed to feed themselves. (140i)	Y	N	N/A
Adults sit at the table to supervise toddler meals. (140m)	Y	N	N/A
Only premixed / ready to feed formula used unless a physician's statement is on file. (135b)	Y	N	N/A
Breast milk procedure followed. (136)	Y	N	N/A
Appropriate food served to infants and toddlers. (139/140)	Y	N	N/A

**REVIEW ASSESSMENT - 2003 RULES (continuation)**

<b>REST PERIODS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Infants are placed in cribs on back or side. (141b)	Y	N	N/A
Crib mattresses are at least 2" thick. (141-5)	Y	N	N/A
Occupied cribs / cots are placed at least 3 feet apart. (141l, t) (141i) (141t)	Y	N	N/A
Sides of cribs are at full height when occupied. (141l)	Y	N	N/A
Crib bedding changed when soiled or daily at minimum. (141o)	Y	N	N/A
<b>GENERAL</b>	Y	N	N/A
Rooms are not used as thruways. (143c)	Y	N	N/A
Floor covering is easily cleaned. (143d)	Y	N	N/A
There is no carpet within 2 feet of areas used for diapering, food preparation, and feeding. (143-5)	Y	N	N/A







