



REVIEW / ASSESSMENT FOR CHILD CARE CENTERS

State Form 46153 (R5 / 11-18)

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 style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td></tr> <tr><td style="padding: 5px;">Center ID number</td><td></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="7" style="text-align: center;">_____ / _____ / _____</td></tr> <tr><td style="padding: 5px;">N/C Report Issued</td><td colspan="7"></td></tr> <tr><td style="padding: 5px;">Date of licensing recommendation (month, day, year)</td><td colspan="7"></td></tr> <tr><td style="padding: 5px;">Type of license</td><td colspan="7"></td></tr> <tr><td style="padding: 5px;">Start time</td><td colspan="7"></td></tr> <tr><td style="padding: 5px;">End time</td><td colspan="7"></td></tr> <tr><td style="padding: 5px;">Type of visit:</td><td colspan="7"> <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																																																																									
NUMBER OF LEAD CAREGIVERS																																																																									

Comments:

REVIEW ASSESSMENT - 2003 RULES

CHILD / STAFF RATIOS	YES	NO	N/A		
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		
PROGRAM					
A. Rest Periods					
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 feet 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. Discipline					
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		
C. General Program					
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)

C. General Program (continuation)	YES	NO	N/A
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
EQUIPMENT / SPACE			
Equipment provided in sufficient quantity and 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 and chairs are in each classroom. {111(b) (1)}	Y	N	N/A
HEALTH & SAFETY			
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)

FOOD	YES	NO	N/A
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
KITCHEN			
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
PERSONAL HYGIENE			
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
BUILDING MAINTENANCE			
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)

STAFF	YES	NO	N/A
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
MISCELLANEOUS			
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)

MISCELLANEOUS (continuation)	YES	NO	N/A
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

PERSONNEL			
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 years old. (121e)	Y	N	N/A
The licensee / director has completed the approved safe sleep training. (IC 12-17.2-4-4.1(a)(1))	Y	N	N/A
Caregivers of children 12 months of age and younger have completed the approved safe sleep training. (IC 12-17.2-4-4.1(a)(2))	Y	N	N/A
PROGRAM AND ACTIVITIES			
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 and hugs and 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
FURNISHINGS			
Room is decorated at children's level. (128a)	Y	N	N/A
Storage place for supplies and 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 and 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 and chairs	Y	N

EQUIPMENT	YES	NO	N/A
Indoor and outdoor materials & equipment to stimulate learning, growth, health and development. (131a)	Y	N	N/A
Equipment is safe and 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 and 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)

REST PERIODS	YES	NO	N/A
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
Staff following recommended safe sleep practices. IC 12-17.2-4-4.1(a)(2)	Y	N	N/A
GENERAL	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

CLASSROOM EQUIPMENT CHECKLIST

Room	Ratio Chart																			
	Age Group																			
	Schedule of Activities Y or N																			
	Written Program meeting all required areas Y or N																			
	Literacy Development Y or N																			
	Art																			
	Music / Movement																			
	Large muscle																			
	Fine motor																			
	Science																			
	Unit Blocks																			
	Quiet / Individual																			
	Dramatic Play																			
	Art Easel with paint and paper																			
	Sand & Water table																			
	Shatterproof mirror																			
	Learning Centers throughout classroom																			
	Climbing equipment for 2's																			
	Television used appropriately																			
	Pets are appropriate																			
Child-sized table and chairs, one per child																				
Personal belongings space provided																				

STAFFS' RECORDS WORKSHEET

Staff Name	CPR	U.P.	First Aid	Physical	T.B.	Appropriate Inservice Training Hours	Date of Employment	Lead Caregiver	Education and Group Name	Appropriate documentation of education provided	Application	Reference Check	Orientation	Annual Evaluation	State Criminal History Check Date	Emergency Contact	Drug Test Date	

CHILDREN'S RECORDS WORKSHEET

Child's initials	Physical	Child's date of birth verified by birth certificate	Parent's name, address, & telephone number	Immunization	Medication Records	Information on child's development	Parent's place of employment, working hours, telephone number, & address	Name, address, & telephone number of child's dentist and doctor	Name, address, & telephone number of person authorized to remove the child from the premises	Name, address, & telephone number of responsible person who may be called to come for the child in case of illness or emergency	Date of admission	Emergency medical authorization for transportation and obtain medical treatment	Emergency authorization kept in file and with emergency information