

LICENSED HOME INSPECTION CHECKLIST

State Form 46739 (R6 / 01-25)
FAMILY AND SOCIAL SERVICES ADMINISTRATION
OFFICE OF EARLY EDUCATION AND OUT-OF-SCHOOL LEARNING

Name				Identification number				Syste	System identification number				
Address (number and stree	et, city, state,	and ZIP cod	de)										
Telephone number					County								
Purpose of visit			Class		Check one ☐ CPS substantiation against a person ☐ Consent agreement								nt
Date of visit (month, day, y	rear)	Quarter	due		Start time				Date	of expiration	on <i>(month</i>	, day, ye	ear)
Licensed capacity	Range Fr		- o	Ages (check a] 2	<u></u> 3	<u>4</u>	<u></u> 5		<u></u> 6	
Number of children present 0 -	15 months	16 mc	onths - 3 years	3 - 6 years	Grade 1	+	Relat	ted 7 & o		hild to staf :	fratio		
CODE	ITEM		REQU	IREMENT		YES	NO	NA		RE	MARKS		
470 IAC 3-1.		Docume	ntation & Post										
1-28(a)(3)	1a	Application	n completed a	nd signed.					Date:				
1-28(a)(4)	1b	not been	convicted of a	sting that the ap felony or misder d safety of childr	meanor				Date:				
1-28(a)(1)	1c	Attended an orientation training arranged or approved by the CDFC.							Date:				
1-46(u)	1d	Notification to the local fire department initially and annually of the licensed capacity and hours of operation.							Date:				
1-47(b)	2*	Water test annually (if applicable).							Date:				
1-32(a)(5)	3	Documentation of certification of current first aid an annual CPR certification for all caregivers and volunteers.							Date:				
1-34(a)	4a	All staff have had physical examination by physician indicating they are free from communicable disease, have no physical or condition which would endanger the health welfare of children in care, and have an an Mantoux tuberculin test or chest x-ray.			al or other alth or				Date:				
1-28.5(c)(1)	4b	Annual Mantoux tuberculin test or chest x-ray for direct child care providers and all family members over eighteen (18).							Date:				
12-17.2-5-3.5(a)	5a	househole	d members	or all caregivers					Date:				
1-32(a)(3)	5b	Annual Child Protective Services and Sex Offender Registry for employees, volunteers, and all household members who are at least eighteen (18) years of age.			all				Date:				
12-17.2-5-3(d)(2) & (e)	5c	Every three (3) years, national criminal history chefor licensee, employees, volunteers, and all household members who are at least eighteen (18 years of age.			d all				Date:				
1-32(a)(12)	6	Current vaccination for pets.							Date:				
1-33(b)	7	Caregiver parents.	s under age tw	enty-one (21) n	otified								
1-29.5(d)	8a	License publicly displayed in the home.											
1-32(a)(14)	8b			on in case of em	• ,								
1-44(e)	8c	Numbers for ambulance, police, fire department, poison control center, and nearest hospital by the telephone.											
12-17.2-5-3.5(a)	8d	Tobacco,	alcohol, potent	tially toxic subst substance is pro									
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CODE	ITEM	REQUIREMENT		NO	NA	REMARKS		
470 IAC 3-1.		Children's Records						
1-37(a)(1)	9a	Complete and signed enrollment form for the child.						
1-32(a)(6)(D)	9b	Enrollment form includes the names of adults authorized to pick the child up from the home.						
1-40(a)	9с	Written parental permission for field trips or any other activities.						
1-41(a)	9d	Written copy of the discipline policy of the child care home given to parents.						
12-17-2-1-1(8)	9e	Birth certificate documentation.						
1-37(a)(2)	10	Release for emergency medical care.						
1-37(b)	11	Medical statement regarding general health with doctor's signature.						
1-37(b)(2)	12	Current immunization records.						
470 IAC 3-1.		Staff Requirements						
1-33.5(a)	14a	Fire safety training.						
1-33.5(b)(2)	14b	Confidential treatment of records.						
1-33.5(b)(2)	14c	Child care regulations training.						
1-33.5(b)(3)	15a	Procedures for preventing, detecting, and reporting suspected child abuse and neglect.						
1-37(f)	15b	Unscheduled visits by a custodial parent or guardian shall be permitted at any time the home is in operation.						
1-37(e)	15c	Neither licensee nor caregiver shall discriminate relative to admission of children.						
1-33(c)	16	Student assistants age fourteen (14) to seventeen (17) under direct supervision.						
1-33.5(d)	17	A CPR certified provider is always present.						
470 IAC 3-1.		Capacity & Ratio						
1-36.5(a)	18*	Maximum capacity in a Class I child care home shall be twelve (12) children at any one time plus three (3) during the school year who are enrolled in at least full day kindergarten. A related child who is at least seven (7) shall not be counted in determining whether the child care home is within the capacity limit.						
1-36.5(e)	19*	Infant / toddler mix – 6 : 1, with two (2) of the six (6) children at least sixteen (16) months old.						
1-36.5(e)	20*	Mixed age group (children over three (3) and children under three (3) – 10 : 1; only three (3) children can be under sixteen (16) months old.						
1-36.5(e)	21*	Children over three (3) years – 12 : 1.						
1-36.5(c)	22	Only direct providers counted as staff.						
470 IAC 3-1.		Supervision						
1-36.5(b)	23a*	Children not left unattended and are within sight or sound at all times including naptime.						
	23b*	Children over one (1) year of age do not have their heads covered.						
	23c*	All doors to rooms where children are sleeping are completely open.						
	23d*	Provider can see the rise and fall of the child's chest.						
1-39(b)	24*	Children supervised in pool with extra staff.						

CODE	ITEM	REQUIREMENT		NO	NA	REMARKS		
470 IAC 3-1.		Health, Sanitation & Safety						
1-45(a)	25a	Home in good state of repair and maintained in a clean, sanitary condition.						
1-45(b)	25b	Home has adequate space for children's activities and rest.						
1-45(a)	26	Premises free of hazards, indoors and out.						
1-47(d)	27	Garbage kept in container with tight fitting lids and removed from premises weekly.						
1-46(n)	28a	Trash, flammable and combustible materials not permitted to accumulate upon the premises.						
1-48(c)	28b	Poisonous or hazardous materials that would harm children should be inaccessible to children.						
1-48(d)	28c	Implements and tools are inaccessible to children.						
1-48(e)	28d	All firearms and ammunition are locked.						
1-45(e)	29	Rooms are well lighted and ventilated.						
1-47(a)	30	Screens are maintained when windows and doors are kept open.						
1-45(d)	31*	Outdoor play area is fenced.						
1-39(d)	32	Ponds, pools, hot tubs are inaccessible; pools fenced separately with locked gates; wading pools prohibited.						
1-44(g)	33a	Pets must present no danger to children in the child care setting and are the sole responsibility of the child care home licensee.						
1-44(h)	33b	Direct child care providers shall restrict all animals from food areas during preparation and serving of food.						
1-45(a)	33c	The licensee shall ensure that no conditions exist in the home or on the grounds where child care services are provided that would endanger the health, safety, or welfare of the children.						
1-35(a)	34	The caregiver shall report immediately suspected physical abuse, sexual abuse, child neglect, or child exploitation to Child Protective Services or local law enforcement.						
1-45(c)	35	Telephone is in working order.						
1-44(a)	36a	Red Cross First Aid Manual or its equivalent is in the child care home.				Date:		
1-44(b)	36b	First aid supplies are adequate with the current date.				Date:		
1-38(a)	37a	Program is appropriate to the age and needs of each child, including active and quiet play, indoor / outdoor play, and rest / sleep.						
1-38(b)	37b	Opportunity to play outdoors daily except when the weather poses a safety or health hazard, or documented health reason provided by legal guardian or physician.						
1-43(a)	38a	Individual, appropriate place to rest with clean bedding for each child.						
1-43(b)	38b	Opportunity for rest provided to children under five (5) years old.						
1-41(b)(1)	39a	No cruel, harsh, threatening, or unusual punishment.						
1-41(b)(2)	39b	Withdrawal or the threat of withdrawal of scheduled meals or snacks, rest, or bathroom opportunities.						
1-48(b)	40	Fans and heaters are inaccessible to children.						

CODE	ITEM	REQUIREMENT	YES	NO	NA	REMARKS
470 IAC 3-1.		Food & Nutrition				
1-45(f)(1)	41a	Kitchen is equipped with a stove or microwave.				
1-45(f)(2)	41b	Kitchen is equipped with a refrigerator.				
1-40(f)(3)	41c	Kitchen equipped with a sink with hot and cold running water.				
1-47(c)	42	Food preparation areas and utensils are washed and sanitized daily.				
1-44(c)	43	Children's hands are washed before meals, snacks, and after bathroom.				
1-42(a)	44	Nutritious meals are served timely.				
470 IAC 3-1.		Transportation				
1-40(b)	45a	Driver meets age requirement (at least eighteen (18) years old), current driver's license, vehicle insured.				
1-40(c)	45b	Children shall be transported in safety restraint equipment that is in compliance with state laws.				
1-40(d)	45c	Direct child care providers shall not leave children unattended in a vehicle.				
470 IAC 3-1.		Fire Safety				
1-46(c)	46	There are two (2) ways to escape from all rooms.				
1-46(a)	47a	There are two (2) approved remotely located means of egress.				
1-46(g)	47b	Exits in the child care home shall not be blocked.				
1-46(d)	48	Approved exits are operable from inside without the use of a key.				
1-46(b)	49	A child care provider located in a basement has at least one (1) direct exit at ground level and the level area outside of the door is at least thirty-two (32) square feet.				
1-46(I)	50	Operable smoke detectors are located at the top of stairs and adjacent to napping area.				
1-46(m)	51	Two and a half (2.5) pound or greater ABC fire extinguisher located on each floor of the building with an additional extinguisher in the kitchen area.				Inspection date:
1-48(a)	52	Electrical outlets are covered.				
1-46(j)	53a	If fireplace is ever used, it must be safe, clean and inspected annually.				Date:
1-46(k)	53b	If fireplace is ever used, the ashes must be disposed of properly in a noncombustible, covered receptacle, placed on the ground away from buildings or combustibles.				Date:
1-46(n)	54	Trash, flammable and combustible materials have not accumulated on the property.				
1-46(o)	55	Flammable liquids are inaccessible, labeled, and no more than five (5) gallons stored on the property.				
1-46(q)	56	Gas, water, and electrical shut-offs are accessible and identified.				
1-46(t)	57	No exposed or uninsulated wiring, and extension cords are no longer than six (6) feet.				
1-46(s)	58	Quarterly fire drills are documented.				
1-29.5(g)	59a	Multiple licenses in the same structure meet requirement of independent homes.				
1-29.5(e)	59b	Multiple licenses in the same structure have a signed design professional form on file.				

470 IAC 3-1. 2-4(a)		Infant & Toddler					
2.4(2)							
2-4(a)	60	Stairways are gated.					
2-6(a)	61	There is a washable surface for diaper changing, and waterproof material between child and the surface of the changing table.					
2-6(b)	62a	The licensee shall supply a covered container for wet or soiled diapers.					
2-6(c)	62b	Direct child care providers changing diapers shall wash their hands with soap and running water after each diaper change.					
2-6(d)	63	Toilet chairs are emptied after each use.					
2-7(b)	64	Bottles are labeled if there is more then one infant.					
2-7(c)	65	Bottles are never propped.					
2-7(a)	66	Infants and Toddlers are fed according to dietary needs and shall be held during feedings where applicable.					
2-4(b)(2)	67	Infants and toddlers are given opportunities for play and exploration of the environment.					
2-4(b)(3)	68a	Periodically change the available toys and the place and position of infants not yet able to move about on their own.					
2-4(b)(1)	68b	Establish flexible routines for naps, feedings, diapering, and toilet training.					
2-5(a)	69a	A separate safe, sturdy crib or playpen is provided for each child.					
2-5(a)	69b	Children less than twelve (12) month old do not have any soft bedding such as pillows, quilts, blankets, etc.					
2-5(a)	69c	There are no toys, stuffed animals, crib bumpers, positioning devices, or extra bedding.					
2-5(b)	70	Children under twenty-four)24 months old sleep in a crib or playpen (unless a wavier is approved).					
2-2	71	Cribs meet 06/28/11 CPSC guidelines.					
IC 12-17.2-5-3.7(a)(1)	72a	Licensee had completed safe sleep training.					
IC 12-17.2-5-3.7(a)(2)	72b	Safe sleep practices are being followed for children less then one (1) year of age.					
IC 12-17.2-5-3.7(a)(2)	72c	Caregivers of children twelve (12) months of age or younger have completed the approved safe sleep training.					
 The Department expects that any violations will be corrected as soon as possible. Failure to correct regulation violations may be cause for a disciplinary licensing action. Failure to correct critical (*) items may result in revocation of the license, denial of application, or refusal to renew the license. The provider shall submit written notification to the Department explaining how compliance was achieved, a follow up visit maybe required. Signature of licensee Date (month, day, year)							

Date (month, day, year)

Signature of consultant

CLASS II HOME REPORT Part of State Form 46739 (R5 / 11-18)

CODE	ITEM	REQUIREMENT YES NO		NO	NA	REMARKS		
		Qualifications / Documentation						
470 IAC 1-1.3-1	1	Meets all requirements of Class I Child Care Home license.						
470 IAC 1-1.1-28(a)(3)	2	Class II Design Professional Statement signed and notarized.						
		Physical Plant						
12-17.2-5-6. 5(b)(1)	3a	At least one (1) year experience in child care home or center.						
12-17.2-5-6. 5(b)(2)	3b	One (1) year experience in child care home or center or current Class I licensee.						
12-17.2-5-6. 5(a)(4)	4	Meets all requirements of Design Professional Statement (E-3 code).						
12-17.2-5-6. 5(a)(1)	5	Provide care on first floor or meets 6-8.						
12-17.2-5-6. 5(a)(1)	6	Home equipped with sprinkler system.						
12-17.2-5-6. 5(a)(1)	7	Two (2) exits exclusively for second floor.						
12-17.2-5-6. 5(a)(1)	8	Children under twenty-four (24) months old are not allowed on the second floor.						
12-17.2-5-6. 5(a)(2)	9	Smoke detectors hard wired throughout house and all activating.						
12-17.2-5-6. 5(a)(3)	10	Fire extinguisher in each room used.						
12-17.2-5-6. 5(a)(5)	11	Minimum of thirty-five (35) square feet for each child.						
12-17.2-5-6. 5(a)(6)	12	Monthly fire drill.						
SIGNATURES – CLASS II LICENSING REPORT ON						th, day, year)		
Signature of licensee					ale (IIION)	ırı, uay, year)		
Signature of consultant				D	Date (month, day, year)			

LICENSEE / STAFF / ASSISTANT WORK SHEET									
Name	CPR	First Aid	UP	ТВ	Drug Screen	NCHC	Physical		
End Time									