

**Child Care Licensing
Child Care Center Checklist**

INITIAL VISIT DATE
FULL VISIT DATE
RENEWAL VISIT DATE
CERTIFICATION DATE

I. PROVIDER INFORMATION					
PROVIDER NAME		PROVIDER ID	ISSUE DATE		
DOING BUSINESS AS		RENEWAL DATE	EXPIRATION DATE		
FACILITY TYPE	TELEPHONE NUMBER	E-MAIL ADDRESS			
FACILITY ADDRESS		CITY	STATE ZIP CODE		
PRIMARY CONTACT PERSON		CAPACITY			
LICENSE STATUS	REFERRAL STATUS	AGE RANGE From: To:			
II. WORKER ASSIGNMENT					
LICENSOR	E-MAIL ADDRESS	TELEPHONE NUMBER			
LICENSING SUPERVISOR	E-MAIL ADDRESS	TELEPHONE NUMBER			
III. HOURS OF OPERATION					
DAYS OF OPERATION		HOURS OF OPERATION am through pm			
C = Compliance D= Discussed N = Non Compliance NA = Not Applicable E = Exception Granted					
1. Licensing WAC 170-295					
Section	Requirement		Section	Requirement	
0040	Outside Agencies		0060	DEL Licensing	
		Notification of letter to local planning office; Date:			Attended licensing orientation; Date:
		Certificate of Occupancy; Date:			Completed, submitted application on file; Fees paid date:
		Fire Marshall or designee approval; Date:			Documentation of completed background checks for all staff and volunteers; Date:
	Local ordinances addressed; Date:		Completed visual comparison of the provider and the original photo identification		
0050	Exception to Minimum Licensing		0080	Capacity Determination	
		License has exception(s); Date:			Minimum 35 square feet per child of usable space; and minimum 50 square feet per infant or child using a crib

2. Staffing WAC 170-295					
Section	Requirement		Section	Requirement	
1010	Center Director Qualifications		1080	Orientation	
		Center director meets requirements/qualification			All employees and volunteers have been oriented
1020	Program Supervisor Qualifications		1090	Ongoing Training	
		Program supervisor meets requirements/qualifications			All staff have regular ongoing training
1030	Lead Teacher Qualifications		1100	First Aid/CPR	
		Lead teacher meets requirements/qualifications			First Aid/CPR requirements met
1040	Assistant Qualifications		1110	HIV/AIDS/Blood Borne Pathogen	
		Assistants/trainees meet requirements /qualifications			HIV/AIDS/blood borne pathogen requirements met
1050	Volunteer		1120	Tuberculosis (TB) for Staff	
		Volunteers meet requirements/qualifications			TB testing requirements met for all staff and volunteers

Staffing										
Staff Name	App	Background Check	TB Test	Program Orientation	HIV/AIDS Training	CPR Card	First Aid	Food Handler Permit	STARS Training	
									10 hrs	20 hrs
WAC Citation	7050 (1) (a)	7050 (6) (c)	7050 (6)(e)	7050 (6)(d)(i)	7050 (6) (d) (iii)	7050 (6) (d)(iv)	7050 (6) (d)(iv)	3170 one site	1070	1060
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Records, Reporting, and Posting									
Child's Information	Enrollment Application	Health History	Individual Health Plan	Medical Consent	Medication Authorization	Medication Dispensed	Physical Exam Date	Immunizations	Parent Communication
WAC Citation	7010 (1) (a)	7010 (1) (d)	7010 (1) (e)	7010 (1) (f)	7010 (1) (h)	7010 (1) (j)	7010 (3) (a)	7010 (4) (a)	2080 (1) (a)
Child #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Program WAC 170-295

Section	Requirement	Section	Requirement		
2010	Play Materials, Equipment, and Materials	2010 con	Play Materials, Equipment, and Materials		
			Children have adequate supply of accessible, culturally relevant, age appropriate learning materials		Plan for smooth transitions by using transitions as a learning experience
			Children have a current daily schedule of activities and lesson plans that are developed to meet the children's developmental, cultural, and individual needs	2050	Rest Periods
			Include at least one (1) activity daily for each of the following:		
		Child initiated activity (free play)			Quiet activities for children not needing rest
		Staff initiated activity (organized play)	2060	Night Care	
		Creative expression			Children 29 months of age and younger follow individual sleep patterns
		Group activity			Evening/nighttime care meets physical and emotional needs of child
		Quiet activity			Staff ratio maintained
		Large and small muscle activities			Person in charge meets lead teacher requirements

3. Program (continued) WAC 170-295				
Section	Requirement		Section	Requirement
2020	Maximum Allowable Time Discussed with Provider		2080	Parent Communication (written)
		Children in care 10 hours or less		Enrollment/admission
2030	Staff Interaction with Children			Fee and any payment plan(s)
		Staff interacts frequently with children, interactions are nurturing, supportive, and respectful		Sign in/sign out requirements
2040	Behavior Management			Child abuse reporting requirements
		Behavior management and discipline is based on child's need/development, is fair, reasonable, and consistent with no corporal punishment		Non-discrimination policy
		Any physical restraint method must be documented in an incident report, placed in the child's individual record, and a copy given to the parent		Any religious activities
				Transportation and field trips
2070	Offsite Trips			Practices concerning an ill child
		Prior written parental consent is obtained for all off-site trips		Medication management
		Transportation arranged is safe		Disaster preparedness plans
		Operator has valid driver's license	Behavior management/discipline	
		Seat belt/safety seats or child restraints available for each child	Activity schedule/hours of operation	
		Current liability and medical insurance	Diaper, toilet training and feeding	
		First aid kit available		
	Required safety equipment available			

3. Program (continued) WAC 170-295						
Section	Requirement					
2090	Staff Ratio and Group Size					
Room/Group Name	Age of Children	Max Ratio	Max Group Size	Number of Staff	Number of Children	Remarks
	One month through 11 months	1:4	8			
	12 months through 29 months	1:7	14			
	30 months through 5 years	1:10	20			
	5 years through 12 years	1:15	30			
2090	Child Ratio/Group Size			2110	Children and Food Preparation	
	Children are within continual visual and auditory range				Children supervised during food preparation activities	
2120	Infant and Toddler Program				Kitchen safe for children	
	Safe environment					
	Learning and play materials					
	Social development					
	Intellectual ability					
	Language and development communication					
	Self-help skills					
	Sensory stimulation					
	Large muscle development					
	Small muscle development					
	Creative expression					
	Read and talk to them daily					
	Daily indoor opportunities for freedom of movement					
	Not left in car seats once they enter the center					
	Not left in playpens for extended periods of time					
	Talk to and interact with each infant and toddler					
	Hold and cuddle infants and toddlers					

3. Program (continued) WAC 170-295					
Section	Requirement		Section	Requirement	
2130	Outdoor Play Area		2130	Outdoor Play Area	
		A safe outdoor or equivalent play area is provided			A variety of age appropriate outdoor play equipment is provided: <ul style="list-style-type: none"> ▪ Pushing/pulling ▪ Balancing ▪ Riding ▪ Equipment design
	Square footage of play area:				Equipment and ground cover arranged to prevent child injury
	Minimum 75 square feet per child				Maintenance of playground equipment
	Outdoor or equivalent play area used daily				
4. Agency Practices WAC 170-295					
Section	Requirement		Section	Requirement	
6010	Discrimination		6040	Child Abuse and Neglect	
		Center complies with state and federal nondiscrimination laws, including the Americans with Disabilities Act			Children are protected from child abuse and neglect per Chapter 26.44 RCW
6020	Religious Activities		6050	Prohibited Substances	
		Center has policy describing religious policy and procedures			When children are present , including in vehicles, no staff, parent volunteer or other adult consumes alcohol or illegal drugs
				When children are present, including in vehicles, no staff, parent, volunteer or other adult smokes	
6030	American Indian Children		6060	Unsupervised Access to Children in Care	
		If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources and train staff			Unsupervised access to children in care requirements met
5. Records, Reporting and Posting WAC 170-295					
Section	Requirement		Section	Requirement	
7010	Children's Files		7030	Attendance Records	
		Confidential files on premises for each child in care that includes: <ul style="list-style-type: none"> ▪ Registration data ▪ Health history/individual child care plan ▪ Medications given ▪ Authorizations ▪ Copies of illness or injury reports ▪ Certificate of immunization status (CIS) 			Daily attendance record with signature on file
			7040	Licensing Information	
				Program records on premises for parents to review, including: <ul style="list-style-type: none"> ▪ Current child care center checklist/facility licensing agreement ▪ Monitoring checklist/facility licensing agreement 	

5. Records, Reporting and Posting (continued) WAC 170-295					
Section	Requirement		Section	Requirement	
7050	Personnel Records and Policies				
		Employment application			
		Criminal history background check for all staff			
		Photo copy of social security card			
	Written documentation training and staff meetings to include: <ul style="list-style-type: none"> ▪ Staff orientation ▪ Blood borne pathogen training (including HIV/AIDS) ▪ STARS training ▪ Child abuse and neglect ▪ Food handler card (if applicable) ▪ CPR/First Aid ▪ Tuberculosis (TB) testing 				
7060	Illness and Injury Reporting		7080	Posting	
		Immediate reports of death or serious injury is made to the proper person/agency (oral and written)			Post notification to parents stating that licensing information is available for their review. Information to be made available includes: <ul style="list-style-type: none"> ▪ Copies of recent licensing checklist and compliance agreement for any deficiencies ▪ Copies of recent monitoring checklist ▪ Compliance agreement for any deficiencies
		Suspect child abuse/neglect or exploitation			
	Food poisoning or communicable disease				
7070	Circumstantial Reporting			Written lesson plans	
		Change of address, location, space or telephone number		A list of staff names	
		Change of ownership, chief executive, director, program supervisor		Typical activity schedule and operating hours	
		Change of number/age of children		Meal and snack menus	
		Plans for major remodeling		Evacuation plans and diagram	
		Fire/damage to structure		Emergency telephone numbers	
			Nondiscrimination poster		

6. Health and Nutrition WAC 170-295					
Section	Requirement		Section	Requirement	
3010	Health Policies and Procedures		3040	Hand Washing Procedures for Children	
		Reviewed signed and dated by RN, PA or MD Name and date:			Warm running water and soap present
		Cleaning and sanitizing procedures		Hands washed at required times	
		Communicable disease reporting	3050	Medication	
		Minor injuries			ADA/reasonable accommodations addressed
		First aid	3060	Medication Management	
		Medical emergencies			Written permission from parent/physician if required
		Medication management			Consent form documentation
		Hand washing	3070	Medication Storage	
		Disaster response			Original container/labeling requirements met
		Food handling			Medication stored inaccessible to children
		Nutrition			Internal and external medication stored separately
		Care of children with special needs	3080	Bulk Medications	
		Care of infants			Written consent from parent
		SIDS	3090	Leftover Medications	
	Exclusion/readmission policy			Return to parent/disposed	
		3100		Self Administering of Medications	
				Written consent from parent/health care provider	
3020	Hand Washing Procedures for Staff			Staff observations/documentations	
		Warm, running water and soap present	3110	Medication Equipment	
	Hands washed at required times			Measuring device is provided by parent	
3030	Infectious Disease Prevention		3120	Medication Documentation	
		Children screened daily for signs of illness			Name, date, time, type and amount documented in record
		Exclusion policy available		Record validated by staff	
		Illness/injury documentation	3130	Medication Administration	
		Parent notification of infectious disease exposure			Qualified staff administering medication
	Reportable disease list available				

6. Health and Nutrition (continued) WAC 170-295				
Section	Requirement		Section	Requirement
3140	Fluid Dairy		3200	Food Storage
		Pasteurized milk/milk products		Original or labeled containers
		Minimum fat content		Labeled and dated containers stored off the floor
3150	Meals and Snacks			Food stored in a sanitary manner
		Minimum serving met	Freshness/manufacturers expiration date checked	
3160	Nutrition		3210	Safe Thawing
		Foods/snacks served meet nutritional requirements		Good safely thawed according to one of three methods; Foods thawed in refrigerator (preferred), sink method, microwave process
		Menus recorded and posted		
		Food allergy/special menu requirements addressed		
3180	Food Safety		3220	Kitchen Equipment
		Food originated prepared from an approved source		Good repair, properly sealed without chips or cracks
3190	Food Surveillance			Moisture resistant
		Thermometer present for each refrigerator/freezer unit		Clean and sanitary condition
		Food stored at proper temperature		Range properly vented
		Food cooked at proper temperature		Dishwashing procedures
		Food held at proper temperature	3220	Hand washing facilities available and adequate
		Leftover foods labeled and dated		Refrigerator/freezer defrosted and properly maintained
	Temperature record maintained if required	3230	Eating and Drinking Equipment	
			Durable eating utensils	
			Developmentally appropriate	
			Drinking fountains inclined	
			Drinking fountains not located in restrooms	

7. Care of Young Children WAC 170-295				
Section	Requirement		Section	Requirement
4010	Age		4080	Toilet Training
		Infant(s) more than one month of age		
4020	Nutritional Needs of Infant		4090	Potty Chairs
		Written policy to include: <ul style="list-style-type: none"> ▪ Providing nutritional needs ▪ Developmental stage guidelines used 		
4030	Bottle Preparation		4100	Infant Sleep Equipment
		Bottles prepared in a sanitary manner		
4040	Infant Formula and Food Storage			Equipment easily cleaned and sanitized
		Bottles/food labeled with full name and date bottle was filled		Adequate space between sleeping equipment or approved barriers end to end
		Contents of any bottle not consumed within an hour, discarded	4110	SIDS Policy
		Infant formula within manufacturer's expiration date		
		Bottles nipples covered when not in use	4120	Diaper Changing
		Un-served bottles refrigerated when not in use		
4050	Breast Milk Storage			Diaper changing area adjacent to sink
		Contents labeled and dated		Diaper changing area cleaned and sanitized after each use
		Frozen breast milk stored at 10F or less		Soiled diapers disposed of in hands-free covered containers
4060	Cleaning and Sanitizing Bottles/Nipples		4140	Change of Clothing
		Clean and sanitize by: washing in dishwasher; or washing, rinsing, and boiling for one minute		
4070	Infant/Toddler Feeding			
		Bottle feeding practices appropriate		
		Infant/toddlers should be fed according to their need rather than an adult prescribed time		
		Hold infants for bottle feeding to prevent choking		
		No propped bottles		
	Place infants who can sit in a high chair or appropriate child-sized table for feeding, staff sit facing the child during feeding			

8. Safety and Environment WAC 170-295					
Section	Requirement		Section	Requirement	
5010	First Aid Supplies		5040	Cleaning and Sanitizing	
		First aid supplies adequate and conform with center policies			Premises free from rodents, insects and other pests
		Syrup of ipecac Expiration date:			Approved sanitizing/disinfectant solution
5020	General Safety, Maintenance and Site		RCW 43.215.360		
		Free from injury hazards: burns, drowning, choking, cuts falls, pinches, poisons or being crushed, trapped or tripped		Window blind cords do not form a loop	
		Child height handrails	5050	Water Activities	
		Guardrails for stairs, elevated play areas			Pool inaccessible to children when not in use
		Electrical outlets protected with tamper-resistant receptacles or covers			Swimming pool/certified lifeguard present
		Shielded light and tubes			Hot tub, spa, small wading pools, whirlpools prohibited
		Windows screened (if applicable)		Water tables/water play containers cleaned and sanitized after each use	
		Shielded heater (if applicable) portable heaters prohibited	5060	Storage of Maintained and Janitorial Supplies	
		Entrance/exit doors monitored			Toxic materials and cleaning supplies stored inaccessible to children
		Telephone accessible to staff			Stored to comply with fire/safety department regulations
		Flashlight/emergency lighting device			Floor surfaces moisture impervious and easily cleanable
				Designated sink available for disposal of wastewater	
			Mop storage ventilated to outside		
5030	Disaster Plan		5070	Water Supply	
		Includes written policies for required procedures			Water supply approved by health authorities
		Plan is annually reviewed and signed by director and staff			Hot water temperature (85F to 120F)
		Plan is reviewed and signed by parents when children are enrolled	5080	Sewage and Liquid Waste	
		Monthly fire drill evacuation conducted and documented			Sewage system approved by health authorities
		Quarterly disaster training conducted and documented	5090	Fence	
				Safe, secure, maintained in good repair, designed to prevent entrapment and discourage climbing	
		5100		Toilets, Hand Washing Sinks and Bathroom	
5040	Cleaning and Sanitizing			Toilets vented to the outdoors	
			Includes written policies for required procedures		Flooring is moisture resistant and washable
			Building maintained in a clean/sanitary manner		One toilet and one adjacent hand washing sink per 15 toilet using children
		Equipment maintained in a clean sanitary manner		Urinals do not replace more than one third (1/3) required toilets	
		Premises maintained in a clean and sanitary manner			

8. Safety and Environment (continued) WAC 170-295					
Section	Requirement		Section	Requirement	
5100	Toilets, Hand Washing Sinks and Bathroom continued		5120	Sleep and Nap Equipment	
		Soap and toilet paper dispenser with constant supply of toilet paper available			Nap equipment appropriate
		Toilet/hand washing sink is height appropriate			Bedding is laundered weekly or before use by another child
		Hand washing sink located in or immediately outside of each toilet room	5140	Storage Space for Children	
		Paper towels or drying devised			Accessible individual storage space available for each child
		Bathing facility inaccessible to children when not in use	5150	Ventilation and Temperature	
				Temperature at least 68F to 75F in the winter and 68F to 82F in the summer	
				Mechanical air cooling system provided when temperatures exceed 82 F	
5110	Laundry		5160	Pesticides	
		Access to laundry facility on or off site			Comply with the licensing requirements of the Pesticide Application Act
		Laundry sanitized by temperature or chemical			A copy of pesticide policy provided for review to include posting and notification requirements
		Soiled laundry stored separately		Plan reviewed annually or on enrollment to parents	
		Laundry equipment is inaccessible to children	5170	Animals	
		Dryer vented to the outside			Parents notified of potential health risks of animals in writing
				Hand washing signs in area where pets are housed	
				Pet containers or cages adequate	
				Pet containers, cages and litter boxes cleaned and sanitized as appropriate	
				Animals not present in infant and toddler rooms	
				Animals not present in food preparation areas	

Summary, comments and recommendations:

<input type="checkbox"/> Initial Inspection	Compliance Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
	DEL Licensor Signature:	Date:
	DEL Health Specialist Signature:	Date:
	Licensee Signature:	Date:
<input type="checkbox"/> Initial to Full Inspections	Compliance Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
	DEL Licensor Signature:	Date:
	DEL Health Specialist Signature:	Date:
	Licensee Signature:	Date:
<input type="checkbox"/> Relicensing Inspection	Compliance Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
	DEL Licensor Signature:	Date:
	DEL Health Specialist Signature:	Date:
	Licensee Signature:	Date: