



Washington State Department of
Early Learning

Family Home Abbreviated Checklist

INSPECTION TYPE
VISIT DATE

I. PROVIDER INFORMATION				
PROVIDER NAME		PROVIDER ID	ISSUE DATE	
DOING BUSINESS AS		ANNIVERSARY DATE	EXPIRATION DATE	
FACILITY TYPE	TELEPHONE NUMBER	EMAIL ADDRESS		
FACILITY ADDRESS		CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON		CAPACITY	LICENSING TYPE	
LICENSE STATUS	REFERRAL STATUS	AGE RANGE From: To:		
II. WORKER ASSIGNMENT				
LICENSOR	EMAIL ADDRESS	TELEPHONE NUMBER		
LICENSING SUPERVISOR	EMAIL ADDRESS	TELEPHONE NUMBER		
III. HOURS OF OPERATION				
DAYS OF OPERATION <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		HOURS OF OPERATION a.m. through p.m.		

Fiene Indicators			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
5600	Staff-to-child ratio	Provide qualified staff to fulfill the staffing requirements and ratios at all times during all operating hours, including off-site trips or when transporting children in care	
5750	Supervision	Provide required staffing levels, staff-to-child ratios, and supervision for the number of children in attendance	
6050	Guidance and discipline	Must use consistent, fair, positive guidance and discipline methods appropriate to the child's developmental level, abilities, culture and are related to the child's behavior	

Staff records											
Staff or household member names	Gov't issued picture ID	Minimum education	Background check	Non-criminal background check	TB test	HIV/AIDS	CPR	First aid	Food handlers permit	STARS Training	
										20 hrs	10 hrs
WAC Citation	2075	1725 1735	1200	1225	1750	1850	1825	1825	7675	1175 1910	1800 2075
Compliance Code											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>

Children's Records									
Child Number	Enrollment application	Immunizations or exemption	Allergies 2050	Persons authorized to pick up child	Emergency contact	Parent/guardian information	Medical provider or written plan	Dental provider or written plan	
WAC Citation	2050	2050	2050	2050	2050	2050	2050	2050	2050
Compliance Code									
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"/>

Recordkeeping			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
2025	Child records - Confidentiality	Children's records are maintained in a confidential manner	
2125	Child attendance records	Daily attendance records kept for each child with required signature	
2175	Materials that must be posted	Philosophy	
		Current license	
		Emergency info	
		Emergency preparedness plan and drills information	
		Floor plan	
		Notice of additional licensing information available for review	
		Notice of no or lapsed liability insurance coverage, if applicable	
		Communications	
	Typical daily schedule		

Fire and Emergency Preparedness			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
2950	Smoke and carbon monoxide detectors	Maintained and working with extra battery for each	
Health			
3325	Medication storage	Storage of prescription, non-prescription and rescue medications	
3375	Medication permission	On file from the previous 12 months Administration/medication log	
3625	Hand-washing	Staff must follow and teach children proper hand-washing procedures; warm water, soap and single-use towels are available	
4075	First aid kit	Complete first aid kit in licensed space, on off-site trips and in vehicle when transporting children	
4100	Poisons, chemicals and other substances	Stored inaccessible to the children	
Indoor			
3925	Cleaning, sanitizing and disinfecting licensed space	Child care equipment and environment must be cleaned; sanitized and disinfected according to the table	
4200	Toys, equipment and recalled items	Equipment, toys or other items maintained in good and safe working condition; recalled items removed	
4300	Window coverings	With pull cords or inner cords capable of forming a loop are prohibited as provided by RCW 43.215.360 May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily	
Outdoor			
5000	Play equipment	All play equipment must be developmentally appropriate, maintained in a safe working condition and inspected at least weekly for injury hazards, broken parts or damage Unsafe equipment must be repaired immediately or must be made inaccessible to children until repairs are made	
5025	Outdoor physical activities	Area promotes a variety of age and developmentally appropriate active play for the children	
Nurture and Guidance			
6275	Abuse and neglect – protection and training	The licensee and staff must protect the children, report suspected or actual abuse or neglect, and train staff on prevention and mandatory reporting requirements of child abuse and neglect as defined in RCW 26.44.020; and RCW 26.44.030	
Program			
6575	Daily activities to promote child growth and development	Must provide daily activities that support each child's developmental stage	
Infant			
7250	Diapering and toileting	Separate from food prep area. Waterproof surface or mat cleaned/disinfected after each use	
7275	Diaper disposal	Provide container with tight cover and lined with disposal plastic. Located within arm's reach of changing area and not used for other household trash	

Summary, Comments and Recommendations:

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Signatures:

Compliance Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Licensee Signature:	Date:
Licensors Signature:	Date:
Health Specialist Signature:	Date: