

**Child Care Center Checklist**

INSPECTION TYPE
VISIT DATE

I. PROVIDER INFORMATION				
PROVIDER NAME		PROVIDER ID	ISSUE DATE	
DOING BUSINESS AS		ANNIVERSARY DATE	EXPIRATION DATE	
FACILITY TYPE Child Care Center	TELEPHONE NUMBER	EMAIL ADDRESS		
FACILITY ADDRESS		CITY	STATE WA	ZIP CODE
PRIMARY CONTACT PERSON		CAPACITY	LICENSING TYPE	
LICENSE STATUS	REFERRAL STATUS	AGE RANGE From: To:		

II. WORKER ASSIGNMENT		
LICENSOR Sheau-Pyng Li	EMAIL ADDRESS sheau-pyng.li@del.wa.gov	TELEPHONE NUMBER 360-714-4134
LICENSING SUPERVISOR Brenda Martinez	EMAIL ADDRESS Brenda.Martinez@del.wa.gov	TELEPHONE NUMBER 360-714-4162

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 through

Topics	
<b>1. Licensing</b>	WAC 170-295-0040 through 0080
<b>Proof of Liability Insurance</b>	RCW 43.215.535
<b>2. Staffing</b>	WAC 170-295-1010 through 1120
<b>Staffing Table</b>	WAC 170-295-1060; 1070; 3170; 5030 and 7050
<b>Records, Reporting and Posting Table</b>	WAC 170-295-7010 and WAC 170-295-2080
<b>3. Program</b>	WAC 170-295-2010 through 2130
<b>Child Passenger Restraint Requirements</b>	RCW 46.61.687
<b>4. Health and Nutrition</b>	WAC 170-295-3010 through 3230
<b>5. Care of Young Children</b>	WAC 170-295-4010 through 5170
<b>6. Safety and Environment</b>	WAC 170-295-5010 through 5170
<b>Window Blind Cords</b>	RCW 43.215.360
<b>7. Agency Practices</b>	WAC 170-295-6010 through 6060
<b>Immediate Reporting of Child Abuse or Neglect</b>	RCW 26.44.030
<b>8. Records, Reporting and Posting</b>	WAC 170-295-7010 through 7080
<b>9. Summary, Comments and Recommendations</b>	
<b>10. Signatures</b>	
Policies and Plans	
<b>1. Parent Communication</b>	WAC 170-295-2080
<b>2. Health policies and procedures</b>	WAC 170-295-3010
<b>3. Disaster Plan</b>	WAC 170-295-5030
<b>4. Written Personnel Policy</b>	WAC 170-295-7050 (5)

<b>1. Licensing</b>			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
<b>Section</b>	<b>Requirement</b>		<b>Code</b>
0040	<b>Outside Agencies</b>	DEL notification letter to local planning office; Date:	
		Certificate of Occupancy; Date:	
		Fire Marshall or designee approval; Date:	
		Local ordinances addressed; Date:	
0050	<b>Exception to Licensing Requirements</b>	License has exception(s); Expiration Date:	
0060	<b>DEL Licensing</b>	Attended licensing orientation; Applicant Date:	
		Director Date:                      Program Supervisor Date:	
		Completed, submitted initial application on file; Fees paid date:	
		Documentation of completed background checks for all staff and volunteers	
		Completed visual comparison of the owner and the original photo identification	
0080	<b>Capacity Determination</b>	Minimum 35 square feet per child of usable space; and minimum 50 square feet per infant or child using a crib	
<b>Day Care Insurance RCW 43.215.535</b>			
RCW	<b>Day Care Insurance</b>	Proof of Insurance	

<b>2. Staffing</b>			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
<b>Section</b>	<b>Requirement</b>		<b>Code</b>
1010	<b>Center Director Qualifications</b>	Center director meets requirements/qualification	
1020	<b>Program Supervisor Qualifications</b>	Program supervisor meets requirements/qualifications	
1030	<b>Lead Teacher Qualifications</b>	Lead teacher meets requirements/qualifications	
1040	<b>Assistant Qualifications</b>	Assistants/trainees meet requirements /qualifications	
1050	<b>Volunteer</b>	Volunteers meet requirements/qualifications	
1080	<b>Orientation</b>	All employees and volunteers have been oriented	
1090	<b>Ongoing Training</b>	All staff have regular ongoing training; including infant safe sleep practices if applicable	
1100	<b>First Aid/CPR</b>	First Aid/CPR requirements met	
1110	<b>HIV/AIDS/Blood Borne Pathogen</b>	HIV/AIDS/blood borne pathogen requirements met	
1120	<b>Tuberculosis (TB) for Staff</b>	TB testing requirements met for all staff and volunteers	

Staff Records										
Staff Name	App	Background Check	TB Test	Program Orientation	Disaster Plan	HIV/AIDS/BBP Training	CPR Card	First Aid	STARS Training	
									Basic	10 hrs
WAC Citation	7050 (1)(a)	7050 0060 (3)	7050 (6)(e)	7050 (6)(d)(i)	5030 (6)(a)	7050 (6)(d)(iii)	7050 (6)(d)(iv)	7050 (6)(d)(iv)	7050 1060	7050 1070
Compliance Code										

Children's Records											
Child's Information	Enrollment Application	Health History	Individual Health Plan	Medical Consent	Medication Authorization	Medication Dispensed	Physical Exam Date	Health Care Providers	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 (3)(f)(g)	7010 (4)(a)	2080	
Compliance Code											

3. Program			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
2010	<b>Play Materials, Equipment and Materials</b>	Children have adequate supply of accessible, culturally relevant, age-appropriate learning materials	
		Children have a current daily schedule of activities and lesson plans that are developed to meet the children's developmental, cultural, and individual needs	
		Include at least one (1) activity daily for each of the following:	
		▪ Child-initiated activity (free play)	
		▪ Staff-initiated activity (organized play)	
		▪ Individual choices for play	
		▪ Creative expression	
		▪ Group activity	
		▪ Quiet activity	
▪ Active activity			
▪ Large- and small-muscle activities			

3. Program (continued)		
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Section	Requirement	Code
		<ul style="list-style-type: none"> <li>▪ Indoor and outdoor play</li> <li>▪ Plan for smooth transitions by establishing familiar routines and using transitions as a learning experience</li> <li>▪ Afford staff classroom-planning time</li> </ul>
2020	<b>Child Time at Center</b>	Children in care 10 hours or less
2030	<b>Staff Interaction with Children</b>	Interactions between the staff and children are nurturing, respectful, supportive, and responsive
2040	<b>Behavior Management</b>	Behavior management and guidance practices are fair, reasonable, consistent and related to the child's behavior needs and stage of development
		Prevent and prohibit corporal punishment, verbal abuse, use of inappropriate physical restraints; or, the using or withholding of food or liquids as punishment
		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
2050	<b>Rest Periods</b>	Supervised rest periods are offered to the child who is 5 years or younger and in care for more than 6 hours, or shows a need for rest
		Allow children 29 months of age and younger to follow an individual sleep schedule
		Plan quiet activities for children not needing rest
2060	<b>Night Care</b>	Evening/nighttime care meets physical and emotional needs of child
		Staff ratio maintained
		Staff in charge meets lead teacher requirements
2070	<b>Offsite Trips</b>	Prior written parental consent is obtained for all off-site trips
		Driver must have a valid Washington State driver's license
		Owner or driver must have liability and medical insurance
		Vehicle has current license and registration; is maintained in good repair and in safe operating condition
		First aid kit and required safety equipment available
		Meets the child passenger restraint system requirements in RCW 46.61.687 for each child
		Staff-to-child ratio maintained for the youngest child in the group
		Children must not be left unattended in vehicle
2080	<b>Parent Communication (written)</b>	Enrollment/admission
		Fee and any payment plan(s)
		Activity schedule/hours of operation
		Meals and snacks served
		Permission for free access
		Sign-in/sign-out requirements
		Child abuse reporting requirements
		Behavior management/discipline
		Non-discrimination policy
		Religious and cultural activities, if any
		Transportation and field trips
		Practices concerning an ill child

3. Program (continued)						
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted						
Section	Requirement					Code
2080	Parent Communication (written)		Medication management			
			Medical emergencies			
			Disaster preparedness plans			
			Infant and toddler care - Diaper, toilet training and feeding			
2090	Child Ratio/Group Size		Ensure children are within continual visual and auditory range			
			Maintain required staff-to-child ratios indoors, outdoors, on field trips and during rest periods			
			Conduct group activities within the group size according to the age of the children			
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 6 years	1:10	20			
	5 years through 12 years	1:15	30			

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Section	Requirement					Code
2110	Children and Food Preparation		Ensure children are not in the kitchen except during supervised activities			
			Children supervised during food preparation activities			
			Kitchen safe for children			
2120	Infant and Toddler Program		Encourage them to handle and manipulate a variety of objects			
			Safe environment for climbing, moving, and exploring			
			Provide materials and opportunities for large muscle development			
			Provide materials for opportunities for small muscle development			
			Read and talk to infants daily			
			Daily indoor opportunities for freedom of movement outside of their cribs			
			Place them on their tummy part of the time when they are awake			
			Not left in car seats once infants enter the center			
			Not left in playpens for extended periods of time			
			Talk to and interact with each infant and toddler to encourage language development			

3. Program (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
2120	Infant and Toddler Program	Hold and cuddle infants and toddlers	
		Respond to and investigate cries or other signs of distress immediately	
		You must provide toys, objects and other play materials that are cleanable, nontoxic and cannot cause a choking hazard	
		You must not use baby walkers	
2130	Outdoor Play Area	A safe outdoor or equivalent play area is provided	
		Square footage of play area: Minimum 75 useable square feet per child	
		Outdoor or equivalent play area used daily	
		A variety of age appropriate outdoor play equipment is provided: <ul style="list-style-type: none"> <li>▪ Climbing</li> <li>▪ Pulling</li> <li>▪ Pushing</li> <li>▪ Riding</li> <li>▪ Balancing</li> </ul>	
		Equipment and ground cover arranged to prevent child injury	
		Maintenance of playground equipment to prevent child injury	

4. Health and Nutrition			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
3010	Health Policies and Procedures	Written in a clear and easily understood manner	
		Shared with all new staff during orientation	
		Reviewed, signed and dated by RN, PA or MD at least every three years Name: _____ Date: _____	
		Cleaning and sanitizing procedures	
		Prevent, manage and report contagious diseases	
		Handle minor injuries	
		Provide first aid	
		Screen children daily for illnesses	
		Notify parents of exposures to infectious diseases and parasites	
		Handle minor illnesses	
		Handle major injuries and medical emergencies	
		Medication management	
		Assist with hand-washing and general hygiene	
		Food handling	
		Provide nutritious meals and snacks	
		Disaster response	
		Care of children with special needs	
		Care for infants and obtain nurse consultation, if applicable	
		Follow infant safe sleep practices	
		Exclusion/readmission of ill children	
3020	Hand-Washing Procedures for Staff	Warm water and soap present	
		Hands washed at required times	

<b>4. Health and Nutrition (continued)</b>		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
<b>3030</b>	<b>Ill child or staff member</b>	Children screened daily for signs of illness
		Follow exclusion policy
		Illness/injury documentation with written parent notification
		Written parent notification of infectious disease or parasite exposure
		Mandated disease reporter to the health department
<b>3040</b>	<b>Hand-washing Procedures for Children</b>	Warm water and soap present
		Hands washed at required times
<b>3050</b>	<b>Medication</b>	Make reasonable accommodation for child with ADA condition and give medication
<b>3060</b>	<b>Consent and Medication Management</b>	Written consent from parent
		Written directions from a health care provider with prescriptive authority, if applicable
<b>3070</b>	<b>Medication</b>	Original container/labeling requirements met
		Medication stored inaccessible to children
		Internal and external medication stored separately
		Medication stored according to specific manufacturers or pharmacists directions
		All controlled substances in locked container
<b>3080</b>	<b>Bulk Medications</b>	Written consent from parent
		Use no longer than 6 months
		Notify parents of product name, active ingredients and SPF in sunscreen
		Apply ointments in manner to prevent contaminating the bulk container
<b>3090</b>	<b>Leftover Medications</b>	Return to parents or dispose by flushing
<b>3100</b>	<b>Self Administering of Medications</b>	Written consent from parent/health care provider with prescriptive authority
		Staff observations/documentations
<b>3110</b>	<b>Medication Equipment</b>	Measuring device is specific for liquid medication
<b>3120</b>	<b>Medication Documentation</b>	Maintain confidential written record to include: child's name, date, time, type and amount of medication
		Record validated by staff
		Provide written explanation why medication that should have been given was not given
<b>3130</b>	<b>Medication Administration</b>	Only staff with documented orientation to center's medication policies and procedures may administer medication
		Parents must provide instruction on specialized medication administration procedures or observations before staff may administer medications
<b>3140</b>	<b>Milk</b>	Only pasteurized milk/milk products can be served
		Nondairy milk substitutes served only with written permission of child's parent for children over the age of 12 months.
		Minimum fat content is determined by child's age
<b>3150</b>	<b>Meals and Snacks</b>	Servings and timing requirements are based on hours open and the hours the child is in care
<b>3160</b>	<b>Food and Menus</b>	Prepare, date and post menus
		Meals and snacks served meet nutritional requirements
		Food allergy/special menu requirements addressed

<b>4. Health and Nutrition (continued)</b>		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
3170	<b>Food Service Standards</b>	At least one person with a Washington State food handler's permit to monitor food handling and service
		Staff cooking full meals must have a food handler's permit
3180	<b>Food Sources</b>	Prepare or serve food from an approved source
3190	<b>Food Safety</b>	Staff must follow the preparation, cooking and serving guidelines in the current edition of the WA State DOH food workers manual
		A system to monitor the temperature of perishable food received from a satellite kitchen or catering service
		Leftover food or open food is labeled and dated
3200	<b>Food Storage</b>	Original or labeled containers are stored off the floor
		Dry bulk foods not in original containers must be labeled and dated; containers stored off the floor
		Food stored in a sanitary manner
		Freshness/manufacturer's expiration date checked
3210	<b>Safe Thawing</b>	Foods safely thawed according to one of three methods; foods thawed in refrigerator (preferred), sink method, microwave process or as part of the continuous cooking process
3220	<b>Kitchen Equipment</b>	Walls, counter tops, floors, cabinets and shelves in good repair; properly sealed without chips or cracks
		Walls, counter tops, floors, cabinets and shelves moisture resistant
		Walls, counter tops, floors, cabinets and shelves clean and sanitary condition
		Range properly vented
		Dishwashing procedures
		Hand-washing facilities available and adequate
		Refrigerator/freezer has sufficient space for proper storage and cooling of food
3230	<b>Eating and Drinking Equipment</b>	Individual eating utensils cleaned and sanitized between use and free from cracks or chips
		Developmentally appropriate
		Food served with gloves, tongs and spoons
		Drinking fountains inclined jet type
		Drinking fountains not located in restrooms

<b>5. Care of Young Children</b>		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
4010	<b>Age</b>	Infant(s) more than one month of age
4020	<b>Nutritional Needs of Infants</b>	Written policy to include:
		▪ Providing nutritional needs
		▪ Developmental stage guidelines used
4030	<b>Bottle Preparation</b>	Bottles prepared in a sanitary manner
		Bottles are not heated in a microwave
		Dedicated sink for bottle and food preparation or clean source of water

<b>5. Care of Young Children (continued)</b>		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
<b>4040</b>	<b>Infant Formula and Food Storage</b>	Bottles/food labeled with full name and date bottle was filled
		Unserviced bottles refrigerated when not in use
		Contents of any bottle not consumed within an hour is discarded
		Infant formula served within manufacturer's expiration date
		Bottles nipples covered when not in use
<b>4050</b>	<b>Breast Milk Storage</b>	Contents labeled and dated
		Frozen breast milk stored at 10 F or less and thawed appropriately
		Frozen breast milk stored no longer than two weeks in center
<b>4060</b>	<b>Cleaning and Sanitizing Bottles/Nipples</b>	Clean and sanitize by wash in dishwasher or washing, rinsing, and boiling for one minute
<b>4070</b>	<b>Infant/Toddler Feeding</b>	Infant/toddlers should be fed according to their need rather than an adult prescribed time
		Hold infants for bottle feeding to prevent choking
		Place infants who can sit in a high chair or appropriate child-sized table for feeding, staff sit facing the child during feeding
		Use practices to prevent tooth decay
<b>4080</b>	<b>Toilet Training</b>	Initiated with parents consultation being culturally sensitive with an established routine
		Positive reinforcement without using food
<b>4090</b>	<b>Potty-Chairs</b>	Located in an area designed for toileting on a floor that is moisture resistant and washable
		Potty chair contents immediately emptied into a toilet
		Potty chair and designated sink cleaned and sanitized after each use
<b>4100</b>	<b>Infant Sleep Equipment</b>	No infants sleeping in infant swings, car seats, or similar equipment
		Infant nap and sleeping equipment is approved
		Bumper pads, quilts, pillows are not in use
		Provide the appropriate fitted sheet for sleeping equipment
		Equipment easily cleaned and sanitized without tears or tape
		Cribs must be spaced a minimum of 30 inches apart
		Bedding is appropriate and laundered at least weekly, as needed or before use with another child
<b>4110</b>	<b>Infant safe sleep practices</b>	Infants placed on back while sleeping. If the infant has turned over while sleeping, the infant does not need to be returned to his or her back
		Place an infant in sleeping equipment that is consistent with WAC 170-295-4100
		Not allow blankets, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment, or allow a blanket to cover or drape over the sleeping equipment
		Not cover an infant's head and face during sleep
		Take steps so infants do not get too warm during sleep with the infant's arms free
		Not place infants in another sleeping position other than on their back, or use a sleep-positioning device unless required by a written directive or medical order from the infant's health care provider. This directive or medical order must be in the infant's file
<b>4120</b>	<b>Diaper Changing</b>	Diaper changing table with barrier and area is impervious to moisture and cleanable
		Diaper changing area cleaned and sanitized between children
		Soiled diapers disposed of in hands-free covered containers
		Diaper changing area adjacent to a handwashing sink

4130	Nurse Consultant	If four or more infants, an infant nurse consultant is required with a written agreement in place	
4140	Change of Clothing	Extra clothing available for children who wet or soil their clothes	

**6. Safety and Environment**

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Section	Requirement		Code
5010	First Aid Supplies	First aid supplies adequate, available in center and in vehicles and conform with center policies	
		First aid supplies are appropriately stored and inaccessible to children	
5020	Safe Environment	Free from injury hazards included but not limited to: burns, drowning, choking, cuts, entrapments, falls, gun shots, hearing loss, objects falling, pinches, poisons, punctures, crushed, shocked, trapped or tripped	
		Child height handrails	
		Guardrails for stairs, elevated play areas	
		Electrical outlets protected with tamper-resistant receptacles or non-removable covers	
		Shielded light bulbs and tubes	
		Windows screened (if applicable)	
		Sleeping equipment or indoor climbing structures are not next to windows unless safety glass installed	
		Shielded heater (if applicable)	
		Portable heaters prohibited	
		Entrance/exit doors monitored	
		Telephone accessible to staff	
	Flashlight/emergency lighting device		
<b>Window Blind Pull Cords RCW 43.215.360</b>			
RCW	Window Blind Pull Cords	Window blind cords do not form a loop	
5030	Disaster Plan	Written disaster plan developed and implemented	
		Plan is annually reviewed and signed by director and staff	
		Plan is reviewed and signed by parents when children are enrolled	
		Monthly fire drill evacuation conducted and documented	
		Quarterly disaster drills conducted and documented	
5040	Clean and Sanitized Environment	Surfaces must be easily cleanable using approved cleaning solution according to cleaning schedule	
		Building, equipment and premises maintained in a clean and sanitary manner	
		Premises free from rodents, insects and other pests	
		Written policies must include cleaning and sanitizing procedures	
5050	Safe and Sanitary Water Activities	Pool inaccessible to children when not in use	
		Certified lifeguard and staff present when children use the pool	
		Hot tub, spa, small wading pools, whirlpools prohibited	
		Water tables and water play containers emptied and sanitized after each use	
5060	Storage of Maintenance and Janitorial Supplies	Toxic materials and cleaning supplies appropriately stored and inaccessible to children	
		Stored to comply with fire safety regulations	
		Floor surfaces moisture impervious and easily cleanable	
		Designated sink available for disposal of wastewater	
		Mop storage ventilated to outside	

<b>6. Safety and Environment</b>		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
5070	<b>Safe Water Supply</b>	Running cold and hot (85F to 120F) water available
		Water supply approved by health authorities
		Appropriate action taken when water source interrupted or contaminated
5080	<b>Sewage and Liquid Waste Disposal</b>	Sewage system approved by health authorities
5090	<b>Fence</b>	Safe and maintained in good repair; designed to prevent escaping, discourage climbing and prevent entrapment
5100	<b>Toilets, Hand-washing Sinks and Bathroom</b>	Toilets vented to the outdoors
		Flooring is moisture resistant and washable
		One toilet and one adjacent hand-washing sink per 15 toilet using children at appropriate height
		Urinals do not replace more than one third (1/3) of required toilets
		Soap and toilet paper dispenser with constant supply of toilet paper available
		Paper towels or drying device
		Parent permission required to bathe children in appropriately equipped and supervised bathing facility which is inaccessible to children when not in use
5110	<b>Laundry</b>	If doing laundry on or off site, it must be cleaned and rinsed
		Laundry sanitized by temperature (140 degrees F) or department approved alternative method
		Soiled laundry stored separately from clean items
		Laundry is inaccessible to children and separate from kitchen and food preparation
		Dryer vented to the outside
5120	<b>Sleep and Nap Equipment</b>	Appropriate nap equipment clean and in good repair
		Bedding is laundered weekly, as needed or before use by another child
		Bedding is stored separately from bedding used by another child
5140	<b>Storage Space for Children</b>	Accessible individual storage space available for each child's belongings
5150	<b>Facility Temperature</b>	Room temperature at least 68F to 75F in the winter and 68F to 82F in the summer
		Mechanical air cooling system or equivalent provided when temperatures exceed 82F
5160	<b>Pesticides</b>	Comply with the licensing requirements of the Pesticide Application Act
		A written copy of pesticide policy provided to parents that includes posting and notification requirements
		Plan provided annually or on enrollment to parents
5170	<b>Animals</b>	Parents notified in writing that animals are on the premises and of potential health risks
		Post hand-washing signs in areas where pets are housed and ensure handwashing after handling animals
		Adequate pet containers, cages and litter boxes are cleaned and sanitized as appropriate
		Animals not present in infant and toddler rooms or in food preparation areas

7. Agency Practices		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
6010	Discrimination	Center complies with state and federal nondiscrimination laws, including the Americans with Disabilities Act
6020	Religious Activities	Respect the religious rights of children and center has policy describing religious policy and practices
6030	American Indian Children	If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources and train staff
6040	Child Abuse and Neglect	Immediate reporting of suspected child abuse, neglect, or exploitation and children are protected from child abuse and neglect as required in RCW 26.44.030
6050	Prohibited Substances	No staff, parent or volunteer consumes or possess alcohol or illegal drugs on child care premises or during work hours
		Staff, parents or volunteers must not smoke on child care premises or while supervising children
6060	Unsupervised Access to Children in Care	Unsupervised access to children in care requirements met

8. Records, Reporting and Posting		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
7010	Children's Files	Confidential files on premises for each child in care that include:
		▪ Registration information
		▪ Health history/individual child care plan
		▪ Medications given
		▪ Authorizations
		▪ Copies of illness or injury reports
7020	Immunizations	Track immunizations status and store confidentially
7030	Attendance Records	Daily attendance record with signature on file
7040	Licensing Information	Current child care center checklists, monitoring checklists and facility licensing compliance agreements kept on premises for parents to review
7050	Personnel Records and Policies	Employment application
		Background check for all staff
		Complete owner, staff and volunteer personnel records on premises
		Written documentation of training and staff meetings to include:
		▪ Staff orientation
		▪ Ongoing training; including annual infant safe sleep if applicable
		▪ Bloodborne pathogen training (including HIV/AIDS)
		▪ CPR/First Aid
		▪ Food handler card (if applicable)
		▪ STARS training
7060	Injury, Illness, Child Abuse and Neglect Immediate Reporting	Death, serious injury or illness is reported to parent, licensor and child social worker (verbal and written)
		Suspected child abuse, neglect, endangerment or exploitation
		Food poisoning or reportable contagious disease

<b>8. Records, Reporting and Posting (continued)</b>			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
<b>Section</b>	<b>Requirement</b>	<b>Code</b>	
<b>7070</b>	<b>Circumstantial Reporting</b>	Change of address, location, space or telephone number	
		Change of ownership, chief executive, director, program supervisor	
		Change of number and age of children	
		Fire, major structural change or damage to premises	
		Plans for major remodeling	
<b>7080</b>	<b>Required Posting</b>	Child care center license	
		Duty hours with staff names, and operating hours	
		Typical activities schedule and meal times	
		Meal and snack menus	
		Fire safety record and evacuation plans including diagram of exit routes	
		Emergency telephone numbers	
		Nondiscrimination poster	
		Required postings for staff	
		▪ Hand-washing practices	
		▪ Diaper changing procedures	
		▪ Disaster preparedness plan	
		Written lesson plans (2010)	
		Center and health care policies and procedures (3010)	
		Notice to parents that copies of recent licensing checklists, monitoring checklists and compliance agreements for any deficiencies are available for review	

<b>9. Summary, Comments and Recommendations:</b>

<b>10. Signatures:</b>	
Compliance Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Licensee Signature:	Date:
Licenser Signature:	Date:
Health Specialist Signature:	Date: