

45	Screens on windows which are opened	Observed	
46	Lighting adequate	Observed	

Furnishings and equipment (II.C.8) - Checklist for School-Age - Classroom #5(CI01980)

S No.	Questions	Answer	Comments
1	*Jig-saw puzzle-1 per 5 children	Not applicable	
2	*Games: choose indoor or table games suited to age of children-1 per 5 children	Not applicable	
3	*Games: choose outdoor or active games suited to age of children-1 per 5 children	Not applicable	
4	*Books suited to age of children-2 per child	Not applicable	
5	*Non-toxic playdough or modeling clay	Not applicable	
6	*Non-toxic tempera paint	Not applicable	
7	*Brushes	Not applicable	
8	*Non-toxic glue, paste, tape	Not applicable	
9	*Scissors	Not applicable	
10	*A device that plays a variety of age appropriate music	Not applicable	
11	*Interlocking manipulative play sets – 1 per 5 children	Not applicable	
12	Table space and chair for each child	Observed	
13	Cots/sheets/covers for each child who naps	Observed	
14	Indoor thermometer (child safe)	Observed	
15	Written schedule posted with 60-90 minutes of active play	Observed	

S No.	Questions	Answer	Comments
1	*Easel	Not applicable	
2	*Non-toxic playdough or clay	Not applicable	
3	*Large non-toxic crayons/watercolor markers	Not applicable	
4	*Large sheets of paper	Not applicable	
5	*Non-toxic finger/cold water paints-primary colors	Not applicable	
6	*Scissors (blunt tip) – 2 pair Per 5 children	Not applicable	
7	*Non-toxic glue or paste; tape	Not applicable	
8	*Paint brushes four and 1 inch in width	Not applicable	
9	*Large/medium building blocks-app. 15 non-interlocking	Not applicable	
10	*Small building blocks-app. 100 non-interlocking	Not applicable	
11	*Small cars, trucks, boats, etc. - 6	Not applicable	
12	*Age appropriate puzzles-8 (complete with all pieces)	Not applicable	
13	*Interlocking manipulative play sets; different types-6	Not applicable	
14	*Matching games-6 (no more than 2 electronic	Not applicable	
15	*Puppets-2	Not applicable	
16	*Child-size stove/sink (or combo)	Not applicable	
17	*Small table and chairs/benches	Not applicable	
18	*Cooking utensils/dishes (unbreakable)	Not applicable	
19	*Doll bed or cradle	Not applicable	
20	*Dolls (complete with all parts)-2	Not applicable	
21	*Doll clothes and blankets	Not applicable	

5	*Non-toxic finger/cold water paints-primary colors	Not applicable	
6	*Scissors (blunt tip) – 2 pair Per 5 children	Not applicable	
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9	*Large/medium building blocks-app. 15 non-interlocking	Not applicable	
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12	*Age appropriate puzzles-8 (complete with all pieces)	Not applicable	
13	*Interlocking manipulative play sets, different types-6	Not applicable	
14	*Matching games-6 (no more than 2 electronic	Not applicable	
15	*Puppets-2	Not applicable	
16	*Child-size stove/sink (or combo)	Not applicable	
17	*Small table and chairs/benches	Not applicable	
18	*Cooking utensils/dishes (unbreakable)	Not applicable	
19	*Doll bed or cradle	Not applicable	
20	*Dolls (complete with all parts)-2	Not applicable	
21	*Doll clothes and blankets	Not applicable	
22	*Dress-up clothes for boys and girls	Not applicable	
23	*Storage for dress-up clothes	Not applicable	
24	*Unbreakable mirror-full length	Not applicable	
25	*Toy telephones-2	Not applicable	
26	*Age Appropriate children's books-2 per child	Not applicable	

S No.	Questions	Answer	Comments
1	Does the center provide care after 7:00 p.m.?	Yes	
2	Does the center provide care after midnight?	No	
3	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
4	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
5	0 up to 18 months 1 to 5	Certified/Discussed	
6	18 months up to 2 1 to 14	Certified/Discussed	
7	2 up to 4 years 1 to 18	Certified/Discussed	
8	4 years and older 1 to 25	Certified/Discussed	
9	Required ratios for daytime maintained while children are awake	Observed	
10	At least two staff, at least 18 years old meeting child care worker qualification, with CPR and first aid in center during hours of operation	Observed	
11	All children supervised at all times	Observed	
12	Each staff assigned responsibility for same children nightly	Certified/Discussed	
13	At least one staff in each room of sleeping children	Observed	
14	Staff able to see all the children at all times	Observed	
15	All staff awake and alert to needs of children	Observed	
16	At least two staff in center whenever children are present/required ratios met	Certified/Discussed	

22	Any traffic accident involving day care children using transportation provided by the center	Certified/Discussed	
23	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
24	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
25	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
26	Any disastrous event	Certified/Discussed	
27	Child abuse/neglect reported as required by law	Certified/Discussed	
28	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
29	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Observed	
30	Age range of children in care conforms to ages specified	Observed	
31	Requirements for drop-in care met	Observed	
32	Children's records and information about children and their families kept confidential	Observed	
33	Individual records on each child on file on first day of attendance	Observed	
34	Children's records maintained 2 years after child has left the center	Observed	
35	Records filed alphabetically	Observed	
36	Inactive files maintained separately	Observed	

14	Inactive files maintained separately	Observed	
15	Medical exam and TB test on file at time of employment	Certified/Discussed	
16	Staff with symptoms of contagious disease/condition not in center	Certified/Discussed	

Character and Suitability (II.G.1)

S No.	Questions	Answer	Comments
1	Character and suitability review conducted on required person (every 5 years)	Observed	
2	Persons with determination of unsuitable character terminated	Certified/Discussed	
3	Licensee informs DHR of any criminal convictions or current charges	Certified/Discussed	

Administration (II.H)

S No.	Questions	Answer	Comments
1	Licensee assumes full authority and responsibility for meeting and maintaining Standards	Observed	
2	Licensee provides operating funds	Certified/Discussed	
3	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Observed	
4	Written operating policies established	Observed	

	good condition		
22	Each child under 6 years shall be properly secured in a booster seat which is properly anchored to the vehicle, installed according to manufacturer's instructions, maintained in good condition	Not applicable	
23	Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle	Not applicable	
24	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Not applicable	
25	Each child accompanied into and out of center	Not applicable	
26	Each child signed in and signed out with a written signature or bio-metric ID	Not applicable	
27	Any child who arrives by walking or bus, signed in by staff	Not applicable	
28	Photo ID required when releasing child to unfamiliar, designated person	Not applicable	

3	Tornado	Observed	
4	Lockdown	Observed	
5	Relocation	Observed	
6	Available to all staff and employees	Certified/Discussed	
7	Posted in a conspicuous place	Observed	
8	Copies provided to all parents/guardians	Certified/Discussed	

Transportation (II.E)

S No.	Questions	Answer	Comments
1	NOTE: The Department of Human Resources does not inspect activities away from the center, including swimming and wading activities. The licensee shall assume full authority and responsibility for away from the center activities	Observed	
2	Does the center's staff provide transportation?	Yes	
3	Transportation checklists used as required	Observed	
4	Designated staff complete and sign checklist	Observed	
5	Driver signs checklist, indicating he/she has checked each seat	Observed	
6	Checklist kept on file for the current year plus two additional years	Certified/Discussed	
7	Center responsible for picking up child at designated location and delivering child to designated person	Certified/Discussed	
8	Staff-child ratio met for children younger than lawful school-age, driver not counted	Certified/Discussed	

	disease/condition		
62	Parents urged to notify center if a child is exposed to a contagious disease outside the center	Certified/Discussed	
63	Center reports contagious disease/condition to health department as required	Certified/Discussed	
64	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Observed	
65	Does the center's staff give medication/medical procedures?	Yes	
66	Medication administered only with written authorization from parent and child's health professional	Certified/Discussed	
67	No blanket authorization forms for medication	Certified/Discussed	
68	Medication in original container, labeled	Certified/Discussed	
69	Medication not used beyond date of expiration	Certified/Discussed	
70	Measuring device provided	Certified/Discussed	
71	Medication administered by designated staff	Certified/Discussed	

30	Foods that may cause choking prepared appropriately for the child	Observed	
31	Portions of food suited to child's needs; second portions available	Observed	
32	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Observed	
33	Drinking water without added sweeteners or carbonation readily available throughout the day	Observed	
34	Food served on individual dishes or napkins, not directly on the table	Observed	
35	Children seated while eating	Observed	
36	No child forced or bribed to eat	Observed	
37	Children not allowed in the kitchen	Observed	
38	Children's hands washed before meals and snack and after toileting	Observed	
39	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Observed	
40	Disposable gloves used for diapering	Observed	
41	Individual paper towels for each washing and drying	Observed	
42	Catered meals and snacks meet requirements	Observed	
43	Discipline appropriate to age and developmental level of the children	Certified/Discussed	
44	No Corporal/physical punishment	Certified/Discussed	
45	No verbal abuse	Certified/Discussed	

	half-day		
3	Time outdoors daily when weather permits for 60 to 90 minutes	Certified/Discussed	
4	Staff permit/encourage conversation among children	Observed	
5	Staff give individual attention to each child daily	Observed	
6	Radio, TV, videos used only to supplement/enhance daily plan	Certified/Discussed	
7	No child required to watch TV or videos	Certified/Discussed	
8	Videos previewed by staff for appropriateness	Certified/Discussed	
9	Sexually explicit, violent, frightening materials prohibited	Certified/Discussed	
10	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Certified/Discussed	
11	Staff recognize differing needs of children	Certified/Discussed	
12	Rest period for children in attendance more than 5 hours	Observed	
13	Rest period at least 45 minutes, not more than 2 hours	Observed	

	handled		
37	Bottles/food served according to parental request (microwaves not used for bottles)	Certified/Discussed	
38	Meals and snacks comply with requirements	Observed	
39	Expressed human milk sent in container labeled with infant's full name/date, and specific written instructions on how to prepare, store, and use	Certified/Discussed	
40	Infant formula for a breastfed infant should only be used with parental consent	Certified/Discussed	
41	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Observed	
42	Small hard candies, nuts not served to children under 4 years old	Certified/Discussed	
43	Foods that may cause choking prepared appropriately for the child	Observed	
44	Feeding schedule according to child's needs	Observed	
45	Infants held for bottle feeding	Observed	
46	No bottles propped	Observed	

10	Daily schedule posted that includes 60 minutes of physical activity (toddlers)	Observed	
11	Clean, dry diaper/clothing provided	Observed	
12	Wet/soiled diapers/clothing changed promptly	Observed	
13	Changing area cleaned and disinfected	Observed	
14	No child left unattended while being diapered	Observed	
15	No child diapered on the floor	Certified/Discussed	
16	Each child's hands washed after diapering	Certified/Discussed	
17	Staff use universal precautions when diapering	Observed	
18	Staff use clean disposable gloves for diapering each child/for each diaper change	Observed	
19	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Observed	
20	Individual, disposable wipes used at each diaper change, disposed of properly	Observed	
21	Potty chairs emptied, rinsed, disinfected after each use	Observed	
22	Diapering area separate from food service area	Observed	
23	Infants allowed to form own sleep patterns	Observed	
24	Infants placed on back to sleep unless physician's statement indicates otherwise	Observed	
25	Infants who can easily turn placed on back but allowed to adopt preferred position	Observed	
26	No positioning device used unless specified by	Observed	

S No.	Questions	Answer	Comments
1	Required ratios maintained at all times	Observed	
2	0 up to 18 months 1 to 5	Observed	
3	18 up to 2 years 1 to 7	Observed	
4	24 months to 36 months 1 to 8	Observed	
5	2 years up to 4 years 1 to 11	Observed	
6	4 years up to school age 1 to 18	Observed	
7	School age up to 8 years 1 to 21	Observed	
8	8 years and older 1 to 22	Observed	
9	Children younger than 2 grouped separately	Observed	
10	Exception for group 24-36 months	Certified/Discussed	
11	Exception for individual children's needs	Certified/Discussed	
12	Staff counted in ratio only when giving full attention to the children	Certified/Discussed	
13	All children supervised at all times	Observed	
14	Staff assigned responsibility for same infants/toddlers each day	Observed	
15	Substitute staff available	Observed	
16	Director authorized to conduct center business	Observed	
17	Staff person in charge when director is absent, authorized to conduct center business	Observed	
18	Staff in each room during napping/resting	Observed	
19	Staff able to see all children	Observed	

15	Shade and sun areas provided	Observed	
16	Outdoor play area free of apparent hazardous conditions:	Observed	
17	Concrete/asphalt not used under equipment	Observed	
18	Area well-drained	Observed	
19	Equipment not designed to be portable, securely anchored	Observed	
20	Stairs/steps have handrails in child's reach	Observed	

Facilities - Swimming and wading at the center (II.C.6)

S No.	Questions	Answer	Comments
1	Swimming and wading at the center	No	
2	Lifeguard at poolside at all times pool is in use	Not applicable	
3	Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file	Not applicable	
4	Lifeguard not counted in ratios	Not applicable	
5	One staff for each child younger than 2 years of age	Not applicable	
6	One staff for every 4 children ages 2 years up to 4 years of age	Not applicable	
7	One staff for every 6 children ages 4 years up to 6 years of age	Not applicable	
8	One staff for every 10 children ages 6 years and older	Not applicable	
9	Ratios determined by youngest child in the pool	Not applicable	

	from harmful items		
30	Barriers around heaters, radiators, fans	Observed	
31	Exposed electrical outlets have protective covers	Observed	
32	Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	Not applicable	
33	Smoking or use of tobacco prohibited on premises/center vehicles	Not applicable	
34	Bio-contaminants shall be stored in a labeled container and disposed of properly	Observed	
35	Bio-contaminants stored outside shall be disposed of properly	Observed	
36	Floors, bathrooms fixtures cleaned/disinfected	Observed	
37	Carpets vacuumed daily	Observed	
38	Cleaning does not interfere with children's activities	Observed	
39	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Observed	
40	Contaminated materials shall be disposed of properly in the bio-contaminant receptable	Certified/Discussed	

	paper towels in each room		
	where children are		
	diapered		
9	Space for ill or injured child	Certified/Discussed	