



Iowa Department of Human Services

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June 5, 2015

GENERAL LETTER NO. 12-E-AP-33

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, the following:

470-3940 *Licensing Regulation Checklist*, revised
Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, page 27, revised; and form 470-3940, *Licensing Regulation Checklist*, revised

Summary

Chapter 12-E-Appendix is revised to:

- ◆ Modify form 470-3940, *Licensing Regulation Checklist*, to be current with Iowa Administrative Code. The checklist has been modified for ease of use.
- ◆ Update the sample of form 470-3940 in Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
470-3940	8/08
Comm. 204	
27	March 2015
470-3940	8/08

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

INTERNET WEB SITES

Centers for Disease Control

<http://www.cdc.gov>

Consumer Product Safety Commission

<http://www.cpsc.gov>

Department of Justice's Commonly Asked Questions About Child Care Centers and the ADA

<http://www.ada.gov/childqanda.htm>

hawk-i

<http://www.hawk-i.org>

Healthy Child Care Iowa

<http://www.idph.state.ia.us/hcci>

Iowa State University Extension -- Child Care and Education for Professionals

<http://www.extension.iastate.edu/humansciences/child-care-education-professionals>

National Association for the Education of Young Children

<http://www.naeyc.org>

National Program for Playground Safety

<http://www.playgroundsafety.org>

National Resource Center for Health and Safety in Child Care

<http://nrckids.org/>

National School-Age Care Alliance

<http://naaweb.org/>

Prepare Iowa

<http://prepareiowa.training-source.org/>

Program for Infant and Toddler Care

<http://www.pitc.org>

Zero to Three

<http://www.zerotothree.org/>



Licensing Regulation Checklist

Name of Center			License ID No. (Reapplications)	
Street	City	Iowa	Zip Code	Date of Inspection

CITE	RULE	Y	N	NA
ADMINISTRATION				
237A.7	Information regarding a child in a child care center or their relative is confidential. If this information is released by visual, verbal or written means, written consent from the parent or guardian is in the file or a court order allowing the release of the information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(1)	Written statement of purpose and objectives. Plan and practices consistent with the written statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Written Policies				
109.4(2)a	Fee policies and financial agreements developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)b	Written policies on: <ul style="list-style-type: none"> • Enrollment and discharge. • Field trips and non-center activities. • Transportation. • Discipline. • Nutrition. • Health and safety policies. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)c	Curriculum or program structure developmentally appropriate and activities designed to the developmental level/needs of children served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)d	Written plan developed for staff orientation regarding center's policies and licensing regulations. Orientation is in accordance with center's staff orientation plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)e	Written plan for ongoing staff development that complies with 441 IAC 109.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)f	Copy of the center policies and program to all staff at the time of employment and each parent at the time a child is admitted to the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)g	Develop and implement a policy for responding to incidents of biting. Include: <ol style="list-style-type: none"> (1) Explanation of center philosophy on biting. (2) How the center will respond to individual and ongoing incidents. (3) How the center will assess the adequacy of caregiver supervision. (4) How the center will respond to the child or caregiver who was bitten. (5) The process of notification of parents. (6) How the incident will be documented. (7) How confidentiality will be protected. (8) First aid procedures that will be used. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(2)h	Develop a policy to ensure that people do not have unauthorized access to children at the center. Include: <ol style="list-style-type: none"> (1) Criteria for allowing people on the property when children are present. (2) How people will be supervised or monitored. (3) How responsibility will be delegated to staff. (4) How the policy will be shared with parents. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
Required Postings				
109.4(3)a	Postings are required for: <ul style="list-style-type: none"> The certificate of license. Notice of exposure to communicable disease. Notice of action to deny, suspend, or revoke center license or reduce to provisional status. All postings shall be conspicuously placed at main entrance of center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(3)b	Postings are required for: <ul style="list-style-type: none"> Mandatory reporter requirements. Notice of availability of handbook. Program activities. These shall be posted in area frequented by parents or public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(4)	Requirements and procedures for mandatory reporting of suspected child abuse shall be posted where they can be read by staff and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(5)	Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.4(6)	The child care license shall be posted in a conspicuous place and shall state the particular premises in which child care may be offered and the number of children who may be cared for at any one time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARENTAL PARTICIPATION				
109.5(1)	Written policy notifying parents of unlimited access provisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONNEL				
109.6	Develop policies for hiring and maintaining staff and managers that demonstrate competence in working with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center Director				
109.6(1)	Centers with multiple sites have a qualified director or on-site supervisor at all sites. Information on the director's qualifications is submitted to consultant prior to employment and is sufficient to make a determination. Center director meets qualifications or is "qualifiable" with a plan established to meet qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Site Supervisor				
109.6(2)	Director or on-site supervisor on-site during the hours of operation or a minimum of eight hours of center's hours of operation. Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination. On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.6(3)	Another responsible adult is clearly designated as the interim on-site supervisor if the on-site supervisor is temporarily absent from the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers and Substitutes				
109.6(5)a	All volunteers and substitutes shall be at least 16 years of age and shall: <ol style="list-style-type: none"> Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse. Signed statements indicating no communicable disease or other health concerns that poses a threat to children. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.6(5)b	Signed statement indicating they have been informed of responsibilities as mandatory reporters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.6(5)c	Undergo record check process if: (1) It is included in meeting the required child/staff ratio. (2) Has direct responsibility for a child or children. (3) Has access to child or children when no other staff is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record Checks				
109.6(6)	Conditions developed by the Department regarding approved record check evaluations are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.6(6)f	Child abuse and criminal record checks are completed at a minimum every two years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.6(6)c	Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.6(6)d	Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.6(6)h(2)	No one owns, directs or works in the center who has been prohibited from involvement with child care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.6(7)	Use of controlled substances and medications: All owners, personnel, and volunteers shall be free of the use of illegal drugs and shall not be under the influence of alcohol or of any prescription or nonprescription drug that could impair their ability to function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL GROWTH AND DEVELOPMENT				
109.7(1)	All staff: <ul style="list-style-type: none"> Two hours of approved training for the mandatory reporting of child abuse within six months of employment. At least one hour of training regarding universal precautions and infectious disease control. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.7(2)	Staff employed more than 20 hours per week has the required contact hours of training. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.7(3)	Staff employed less than 20 hours per week has the required contact hours of training. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Employed in Centers That Operate Summer Only Programs				
109.7(4)c	At least one person on duty in the center, outdoor play area, or on field trips has certification in ARC, AHA, or equivalent infant, child, and adult CPR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.7(4)d	At least one person on duty in the center, outdoor play area, or on field trips has certification in ARC, AHA, National Safety Council, Medic First Aid or other nationally recognized curriculum in infant, child, and adult first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.7(5)	Training plans are developed for staff that supplement educational and experience requirements and enhance staff's skill in working with the developmental and cultural characteristics of children served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAFF RATIO REQUIREMENTS				
Minimum Staff Requirements				
109.8(1)a	All staff in ratio: <ul style="list-style-type: none"> At least sixteen years of age. If less than eighteen, under direct supervision of an adult. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(1)b	All staff in ratio involved with children in programming activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.8(1)c	At least one person on duty in the center, outdoor play area, or on field trips is over eighteen and has current certification in CPR and first-aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ratio				
109.8(2)	Ratio maintained in center as required by age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)a	<ul style="list-style-type: none"> • Combinations of age grouping for children four years of age and older determine ratio on age of majority in group. • In combined age groups that include children age three and under, ratio is maintained for each age group. • Preschools: Ratio maintained for age of majority of children. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)b	If child between ages 18 and 24 months is placed outside infant area, ratio of 1:4 shall be maintained as would otherwise be required for the group until the child reaches the age of 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)c	Every child-occupied program room has adult supervision in the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)d	<ul style="list-style-type: none"> • At least one staff is present in every room where children are resting. • If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. • Ratio in infant rooms is always maintained. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)e	Ratio maintained during mealtimes and outdoor activities at the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)f	<ul style="list-style-type: none"> • Two adults are present when seven or more children over age three are on the premises. • Two adults are present when seven or more children are being transported in one vehicle. • One staff for school transportation; only in center-owned vehicle with parent authorization. • One additional staff when the center contracts for transportation for seven or more children for non-school related purposes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)g	One additional staff when five or more children are involved in a center-sponsored activity away from the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)h	If ratio reduced to one staff at the beginning or end of center's operation, timeframe does not exceed two hours and occurs only when six or fewer children are present with not more than two of the children under two years of age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.8(2)i	Ratio exceeded for school-age children when school classes unexpectedly start late or are dismissed early. For no more than four hours, care is limited to children already in the program and licensed capacity is not exceeded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECORDS				
Personnel Records. Number of files reviewed:				
109.9(1)	All files contain application information sufficient to determine that minimum staff requirements are met. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(1)a	All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.9(1)b	<p>All files contain:</p> <p>(1) A signed copy of form 595-1396, <i>DHS Criminal History Record Check, Form B</i>, that was submitted prior to employment.</p> <p>(2) A copy of form 470-0643, <i>Request for Child Abuse Information</i>.</p> <p>(3) Copies of the results of Iowa records checks conducted.</p> <p>(4) Copies of national criminal history check results.</p> <p>(5) Any Department-issued documents sent to the center related to records check.</p> <p><i>Number not in compliance:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(1)d	<p>All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, <i>Child Care Provider Physical Examination Report</i>.</p> <p><i>Number not in compliance:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(1)e	<p>All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.</p> <p><i>Number not in compliance:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Files. Number of files reviewed:				
109.9(2)	<p>All files are updated at least annually and when a change occurs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(2)a	<p>All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care.</p> <p><i>Number not in compliance:</i></p> <p><i>Information lacking:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(2)b	<p>All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.</p> <p><i>Number not in compliance for medical:</i></p> <p><i>Number not in compliance for dental:</i></p> <p><i>Information lacking:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(2)c	<p>All files contain information regarding the specific health and medical needs of a child including information regarding any prescribed treatment.</p> <p>For school-age programs in the child's school, all files include a statement signed by the parent that the immunization information is available in the school file.</p> <p><i>Number not in compliance:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(2)d	<p>All files contain parent authorization of the persons to whom the child may be released.</p> <p><i>Number not in compliance:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(2)e	<p>Files contain documentation of injuries, accidents or other child-related incidents.</p> <p><i>Number not in compliance:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(2)f	<p>All files contain parent authorization for attendance at center-sponsored field trips and non-center activities.</p> <p>If an inclusive authorization form for activities is used, a copy is kept on file at the center.</p> <p><i>Number not in compliance with center-sponsored trips:</i></p> <p><i>Number not in compliance with non-center activities:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.9(3)	Signed and dated Iowa immunization certificates are on file for each child enrolled. <i>Number missing:</i> <i>Number invalid:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.9(4)	Daily written records are maintained for each child under two years of age and include time periods slept, amount of/time food consumed, time/irregularities of elimination patterns, general disposition, and general summary of activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH AND SAFETY POLICIES				
109.10(10)	Center shall establish health policies, including criteria for excluding a sick child. Policies shall be consistent with the recommendations of the National Health and Safety Performance Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children Physical/Immunization Requirements				
109.10(1)a	<i>Preschool</i> (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(1)b	<i>School-age</i> (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(1)c	If a child's religious affiliation is contrary to medical treatment or immunization requirements, the file shall contain a notarized statement. <i>Number not in compliance:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(2)	<i>Medical and dental emergencies:</i> Center shall have sufficient information and authorization to meet medical and dental emergencies of children. Shall have written procedures for emergencies and shall ensure that staff are knowledgeable of and able to implement the procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medications				
109.10(3)	The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(3)a	All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(3)b	For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(3)c	For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(4)	Daily contact: Each child shall have direct contact with staff person upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.10(5)	Infectious disease control: Centers shall establish policies and procedures related to infection disease control and use of universal precautions with handling of bodily fluid. Soiled diapers shall be stored in containers separate from other waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(6)	Quiet area: The center shall provide a quiet area under supervision for a child who appears to be ill or injured. Parents or designated person shall be notified of child's status in event of serious illness or emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(7)	Staff hand washing: The center shall ensure staff demonstrate clean personal hygiene. Staff shall wash hands: (a) Upon arrival at the center. (b) Immediately before eating or participating in food service activity. (c) After diapering a child. (d) Before leaving the rest room either with a child or by themselves. (e) Before and after administering nonemergency first aid if gloves are not worn. (f) After handling animals or cleaning cages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(8)	Children's hand washing: Center shall ensure staff assist children in personal hygiene. For each infant or child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water. Children's hands shall be washed: (a) Immediately before eating or participating in food service activity. (b) After using the restroom or being diapered. (c) After handling animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(9)	First aid kit: The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is available and accessible to staff at all times when children are: <ul style="list-style-type: none"> • In the center. • In the outdoor play area. • On field trips. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(10)	Recording incidents: Parents shall be notified on the day of the incident involving a child that includes: <ul style="list-style-type: none"> • Minor injuries. • Minor changes in health status. • Minor behavioral concerns. • Incidents resulting in injury to a child. Shall be verbally notified immediately when there is: <ul style="list-style-type: none"> • A serious injury to a child. • An incident resulting in significant change in health status. • An incident includes child being involved in inappropriate, sexually acting out behavior. A WRITTEN report, fully documenting every incident, shall be provided to the parent or authorized person. This should be completed by staff that witnessed the incident and retained in child file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(11)	Smoking and use of tobacco products shall be prohibited in the center and every vehicle used to transport children. Prohibited in outdoor play area during hours of operation. Nonsmoking signs shall be posted at every entrance and in every vehicle used to transport. Signs shall include: (a) Telephone number for reporting complaints. (b) Internet address to DPH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
Transportation				
109.10(12)	All children transported in motor vehicle subject to registration, except a bus, shall be individually secured by a safety belt, seat, or harness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(12)a	Children under age 6 shall be secured in child restraint system. Child under 1 and weighing less than 20 lbs. shall be secured during transit in rear facing child restraint system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(12)b	Children under 12 shall not be located in front seat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(12)c	Drivers shall possess a valid driver's license and shall not operate while under the influence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(13)	Field trip emergency numbers: Phone numbers for each child shall be taken by staff when transporting to and from school, and on field trips and non-center-sponsored activities away from the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(14)	Pets: Animals kept on site shall be in good health with no evidence of disease, does not pose a safety threat, and is maintained in clean manner. Documentation of current vaccinations shall be available for cats and dogs. Pets shall not be allowed in food prep or kitchen areas. Animals prohibited from being kept on site: ferrets, reptiles, turtles, birds of the parrot family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plans				
109.10(15)a	<ul style="list-style-type: none"> The center shall have written emergency plans for responding to fire, tornado, flood, intruders within the center, intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, earthquakes, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for transporting children and notifying parents, emergency phone numbers, diagrams, and considerations for immobile children. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(15)b	Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(15)c	Center shall develop procedures for annual staff training on emergency plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(15)d	Daily checks to ensure all exits are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision and Access				
109.10(16)a	The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(16)b	Any person who does not have a record check completed shall not have unrestricted access to children for whom that person is not a parent, guardian, or custodian.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.10(16)d	A sex offender who has been convicted of an offense against a minor and required to register with the sex offender registry, shall not be present on the property without written permission of the director, except for the time reasonably necessary to transport offender's own minor child to and from the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
PHYSICAL FACILITIES				
Room Size				
109.11(1)	<ul style="list-style-type: none"> • 35 square feet of usable floor space per child. • Rooms with cribs have 40 square feet of space per child. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infant's Area				
109.11(2)	<ul style="list-style-type: none"> • A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age. • Children over 18 months are only placed outside the infant area if appropriate to the developmental needs of the child. • Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with DHS approval if doing so does not pose a threat to the infants. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility Requirements				
109.11(3)a	<p>Center shall ensure that:</p> <ol style="list-style-type: none"> (1) Facility and premises are sanitary, safe, and hazard free. (2) Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. (3) Sufficient space provided for dining. (4) Sufficient lighting shall be provided. (5) Sufficient ventilation. (6) Sufficient heating. (7) sufficient cooling. (8) Sufficient bathroom and diapering facilities. (9) Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. (10) Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(3)d	Record of monthly inspections of outdoor recreation area and equipment shall be kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(4)	<p>Restroom facilities:</p> <ul style="list-style-type: none"> • One toilet and sink for each 15 children in room with ventilation. • Built after 11/1/95 – at least one sink in same area as toilet. • Adequate training seats or chairs for children under two years if used in lieu of plumbed toilet. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(5)	<p>Telephone: Working non-pay phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.</p> <p>List of emergency numbers for children kept near phone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(6)	<p>Kitchen appliance or microwaves:</p> <ul style="list-style-type: none"> • Gas or electric ovens are not in program area. • Area housing kitchen appliances in program area is sectioned off and not counted in useable floor space. • Formula or food warmed for infants in microwaves is not served immediately and is shaken or stirred prior to serving. • Breast milk is not warmed in the microwave. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
Environmental Hazards				
109.11(7)a	Centers built before 1960: Assessment and plan for remedy of lead paint hazard is conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(7)b	Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(7)c	All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.11(7)d	A before and after school program or summer-only program that serves only school age children in a public school building is exempt from environmental assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITY PROGRAM REQUIREMENTS				
Program/Activities				
109.12(1)	<ul style="list-style-type: none"> Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(1)a	Program provides a curriculum or program of activities that promotes self-esteem and positive self-image, social interaction, self-expression and communication, creative expression, and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(1)b	Program provides for a balance of active and quiet, individual and group, indoor and outdoor, and staff-initiated and child-initiated activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(1)c	Program provides activities that promote fine and gross motor activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(1)d	Program provides experiences in harmony with ethnic and cultural backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(1)e	Program provides a nap or quiet time for all children under the age of six not enrolled in school who are present five or more hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline				
109.12(2)	Center shall have written policy on discipline of children which provides for positive guidance, with direction for resolving conflict and setting of limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(2)a	Center does not use corporal punishment including spanking, shaking, or slapping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(2)b	Punishment which is humiliating or frightening or causes pain or discomfort is not allowed. Mechanical restrains shall never be used. If part of a treatment plan for a child with a disability, staff shall receive training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(2)c	Punishment or threat of punishment associated with illness, toilet training, or food or rest is not be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(2)d	No child is subject to verbal abuse, threats, derogatory remarks about child or child's family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Requiring Accommodations				
109.12(3)	<ul style="list-style-type: none"> Reasonable accommodations are made for children with disabilities. Required files contain documentation of reasonable accommodations made in providing care to a child with a disability. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
Play Equipment and Materials				
109.12(4)	<ul style="list-style-type: none"> • Sufficient toilet articles are provided for handwashing. • Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM. • Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children. • Room's arrangement does not obstruct the direct observation of children. • Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap. • Procedures are developed and implemented to maintain equipment and materials in a sanitary manner. • Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs. • Sanitary procedures are followed for use and storage of personal hygiene articles. <p><i>If insufficient, list concerns:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infant Environment				
109.12(5)	Environment for children under age two protects from harm but does not unduly restrict development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)a	Stimulation provided to infants throughout the day. Same caretaker for infants as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)b	<ul style="list-style-type: none"> • Infants diapered in a sanitary manner as needed in central diapering area. • One changing table for every 15 infants/toddlers needing diaper changes. • Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area. <p><i>If insufficient, list concerns:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)c	Highchairs or hook-on seats equipped with safety strap and designed not to topple. Safety strap engaged when child in seat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)d	Toys provided are safe, washable, too large to swallow, and with no removable parts. Hard surface toys sanitized daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)e	<ul style="list-style-type: none"> • Children under age one placed on backs when sleeping (unless otherwise authorized by parent or physician). • Individual crib or crib-like furniture is provided, is developmentally appropriate with waterproof covering, sufficient bedding, and meets recommendations of CPSC/ASTM. • Crib railings fully raised and secured when child in crib. • Cribs and crib-like furniture and bedding maintained in a sanitary manner. • No restraining devices are used in cribs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)f	No more than one child at a time in playpens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.12(5)g	Infant walkers are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.12(5)h	Centers operating five hours or less on a daily basis: Sufficient number of cribs or crib-like furniture for children who may nap that provide a waterproof mattress, sufficient bedding, meet CPSC or ASTM standards, maintained in a sanitary manner, and used only by one child at a time. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXTENDED EVENING CARE				
Facility Requirements				
109.13(1)a	Sufficient and age-appropriate cribs, beds, cots, and bedding are provided. Sufficient furniture, lighting, and activity material provided. Equipment and materials maintained in a safe and sanitary manner. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.13(1)b	<ul style="list-style-type: none"> • Separate, private space for school-age boys and girls for restroom and bedtime activities. • Restroom doors nonlockable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.13(1)c	<ul style="list-style-type: none"> • Center supplements those personal effect items not provided by parents for personal hygiene and sleep. • Written information obtained regarding child's snacking, toileting, personal hygiene, and bedtime routines. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities				
109.13(2)a	Evening activities self-selected by child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.13(2)b	<ul style="list-style-type: none"> • Child-occupied rooms have adult supervision present – except those used by school-age children for sleep. • All staff in ratio are present and awake. • If visual monitoring equipment used for rooms where school-age children are sleeping, monitor allows for all children to be visible. • If visual monitoring equipment used for rooms where school-age children are sleeping, staff are present at all times in room with monitor and conduct checks in the sleeping room every 15 minutes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GET WELL CENTER				
109.14(1)a	Medical advisor for health policy is an MD or DO in pediatrics or family practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(1)b	<ul style="list-style-type: none"> • Licensed LPN or RN on duty at all times children are present. • If nurse on duty is LPN, arrangements exist for medical advisor or RN in proximate area to provide consultation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Policies				
109.14(2)a	<p>Written health policy consistent with NHSPS and approved and signed by the owner or board and medical advisor prior to start of business and shall address procedures in the following areas:</p> <p>(1) Policy addresses medical consultation, emergencies, triage policies, storage and administration of medications, dietary considerations, sanitation and infection control, categorization of illness, length of enrollment periods, exclusion policy, employee health policy.</p> <p>(2) Reportable disease policy.</p> <p>Any change in health policy was approved by medical advisor and submitted to DHS.</p> <p>Written summary of health policy given to parents when child enrolled.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(2)b	All children receive a brief evaluation by LPN or RN upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.14(2)c	Summary of health status provided to parent at end of day that includes: (1) Admitting symptoms. (2) Medications and time administered. (3) Nutritional intake. (4) Rest periods. (5) Output. (6) Temperature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptions to Licensing Requirements				
109.14(3)a	Minimum ratio: 1:4 for infants and 1:5 for children over age two.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(3)b	All staff that have contact with children: Minimum of 17 clock hours of special training in caring for mildly ill children. Current certifications in file. (1) Within one month of employment: Training includes four hours in infant and child CPR and four hours in pediatric first aid; one hour in infection control. (2) Within 6 months of employment: Training includes six hours of care of ill children and two hours in child abuse identification and reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(3)c	40 square feet of program space per child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(3)d	Sink in every child-occupied room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(3)e	Outdoor space waived by DHS if adjacent to pediatrics unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.14(3)f	Grouping of children allowed by categorization of illness without regard to age and in separate rooms with full walls and doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOOD SERVICES				
109.15(1)	<ul style="list-style-type: none"> • Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines. • Staff shall provide supervision at table during snacks and meals. • Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(2)	<ul style="list-style-type: none"> • Center shall follow minimum CACFP menu patterns for meals and snacks. • Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. • Avoid foods with high incident rate of causing choking. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeding of Children Under Two Years of Age				
109.15(3)a	<ul style="list-style-type: none"> • Children under 12 months fed on demand, unless other written instructions from parent. • Infant CACFP menu patterns followed and appropriate to the infant's nutritional requirements and eating abilities. • Menu patterns modified only upon written instruction of parent, physician, or health care provider. • Special formulas given to child with feeding problem if prescribed by physician. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(3)b	<ul style="list-style-type: none"> • Children under six months held or fed in sitting-up position. • Bottles not propped for any child, given to a child in a crib or left sleeping with a bottle. • Spoon feeding is adapted to developmental capabilities of child. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(3)c	Children 12 months of age or younger fed single-serve, ready-to-feed formulas, concentrated or powdered formula following manufacturer's instructions or breast milk unless otherwise ordered by parent or physician.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(3)d	Children under age two not on formula or breast milk are fed whole milk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITE	RULE	Y	N	NA
109.15(3)e	Clean and sanitized bottles and nipples used for on-site formula preparation and kept refrigerated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Brought From Home				
109.15(4)a	<ul style="list-style-type: none"> Written policies developed for food brought from home for children under five years of age not enrolled in school and is provided to parent at admission. Food brought from home for children under five years of age not enrolled in school is monitored and supplemented if necessary to ensure CACFP guidelines maintained. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(4)b	Center does not restrict parent from providing meals brought from home for school aged children or apply nutritional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(4)c	Perishable foods brought from home are maintained to avoid contamination or spoilage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(4)d	Snacks that may not meet CACFP guidelines are allowed by parents for special occasions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation/Sanitation				
109.15(5)	Food preparation and storage procedures are consistent with NHSPS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(5)a	Sufficient refrigeration is provided appropriate to perishable food. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(5)b	<ul style="list-style-type: none"> Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(5)c	Sanitary methods are used for dishwashing sufficient to prevent transmission of disease. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(5)d	Sanitary methods are used for garbage disposal sufficient to prevent transmission of disease and infestation. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water				
109.15(6)	<ul style="list-style-type: none"> Suitable water and sanitary drinking facilities are available and accessible. Centers serving infants and toddlers provide, at a minimum, individual cups. <i>If insufficient, list concerns:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(6)a	Private water supplies are of satisfactory bacteriological quality as shown by an annual water analysis drawn between May 1 and June 30 of each year. If children under age two are served, private water analysis included nitrate analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109.15(6)b	If public or private water supply was determined unsuitable for drinking, commercially bottled water certified as chemically and bacteriologically potable or other approved water was used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>