



## DWS FFN Inspection Checklist

This inspection checklist is the tool OL  
Licensors use to ensure consistency for  
every inspection.  
*(Revised 11/2025)*

Name:			Facility ID:		
<i>Where is care being provided?</i>	<input type="checkbox"/>	<i>Provider's Home</i>	<input type="checkbox"/>	<i>Child(ren)'s Home</i>	
DWS Customer's Name	Number of Children		DWS Customer's Name	Number of Children	
Relationship		Relationship			
<input type="checkbox"/>	Grandparent	<input type="checkbox"/>	Grandparent		
<input type="checkbox"/>	Adult Sibling	<input type="checkbox"/>	Adult Sibling		
<input type="checkbox"/>	Aunt / Uncle	<input type="checkbox"/>	Aunt / Uncle		
<input type="checkbox"/>	Friend / Neighbor	<input type="checkbox"/>	Friend / Neighbor		
<input type="checkbox"/>	Cousin	<input type="checkbox"/>	Cousin		

### Notes - Including information from Sticky Notes

#### Inspection Information:

- All areas that are inaccessible to children in care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.
- The licensor will email you this inspection checklist after the inspection is completed if requested.
- You may submit feedback on this inspection through your Child Care Licensing Portal or through [dlbc.utah.gov](http://dlbc.utah.gov)
- These are initial observations and do not constitute a final inspection report.

<p>- An official inspection report will be sent to you once this inspection has been approved by OL management.</p> <p>- If the only potential non compliances are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and ensure compliance maintenance.</p>							
<b>Inspection Information</b>							
<b>Inspection Type:</b>		<b>Date:</b>		<b>Time Started:</b>		<b>Time Ended:</b>	
<b>Number of Rule Noncompliances:</b>	<b>Name of Individual Informed of this Inspection:</b>						
<b>Licensor(s) Conducting this Inspection:</b>					<b>OL Staff Observing this Inspection:</b>		



### Family, Friends, and Neighbors Inspection Checklist

DWS FFN- [Division of Licensing and Background Checks](#)

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#### Licensor Introductory Items

<input type="checkbox"/>	Introduction of any unknown CCL staff to the provider	<input type="checkbox"/>	Give a brief explanation of the inspection process to the provider		
<input type="checkbox"/>	Wash hands or use hand sanitizer before touching items in the facility	<input type="checkbox"/>	Check IDs of Covered Individuals present during the inspection.		
<input type="checkbox"/>	Tell the provider they can submit feedback and where to submit feedback.	<input type="checkbox"/>	Review the Renewal Request Process with the provider. <b>(Announced Inspections Only)</b>		
<input type="checkbox"/>	<p><b>Ask if there are renters and/or landlords living in the home?</b></p> <p>Living in the home means the person:</p> <p>(a) shares any of the following with the provider:</p> <ul style="list-style-type: none"><li>(i) a kitchen</li><li>(ii) a bathroom</li><li>(iii) a living area (the living room and/or bedroom)</li><li>(iv) an entrance<ul style="list-style-type: none"><li>• The person shares the entrance when, for example, they must walk through the living room to access the stairs to his/her basement apartment.</li><li>• The person has a separate entrance when, for example, they use a common door from the outside but can access the stairs to his/her basement apartment without going through any area of the main home and there is not an interior doorway (inside the home) between the living areas.</li></ul></li><li>(v) an address – the person does not have a separate residential/physical address recognized by the post office (a PO Box is not a separate mailing address;</li><li>(vi) Essential household utilities including water, electricity, heating and other utilities; or lives in a separate structure with running water and electricity that is on the same property as the provider (such as an apartment over the garage or a camper in the yard) but shares the kitchen and/or bathroom with the provider; or</li></ul> <p>(b) could have unsupervised contact with the children in care</p>				
<b>Are there renters and/or landlords living in the home?</b>		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Cover the following items during the Pre Approval Inspection:**

<input type="checkbox"/>	Have the provider sign the <b>DWS Payment to Provider Terms and Conditions</b> .	<input type="checkbox"/>	Explain having <b>government-issued photos IDs</b> available for review.
<input type="checkbox"/>	Verify the provider's lawful presence in the United States. Complete the <b>Affidavit of Lawful Presence</b> in the U.S. document and take photos of and required documentation if needed.	<input type="checkbox"/>	Explain the <b>defintion of Inaccessible</b> found in FFN IM Section 2: Defintions (8)(a)-(e)
<input type="checkbox"/>	Open the <b>CCL website</b> and show the <b>Form and Documents, Training, and Contact List</b> pages.	<input type="checkbox"/>	Show the <b>Child Care Licensing Portal</b> and help the provider submit their <b>W-9 form</b> if needed

**General Notes**

Assess Compliance with Requirements								
Requirement #	R = Reviewed Under Review UR = Evidence of potential noncompliance was identified NA = Not Assessed During This Insepction	R	UR	NA	Compliance Required By:	Corrected During Inspection	Technical Assistance Given	Notes
<b>Section 4: New and Renewal Approvals</b>		R	UR	NA	Date	CDI	TA	Notes
4(1)(c)	To receive a new DWS FFN Child Care Approval, the applicant must Complete <b>New Provider Training</b> and <b>Pre-service</b> training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4(1)(g)	To receive a new DWS FFN Child Care Approval, the applicant must submit a <b>W-9 form</b> through their Child Care Licensing Portal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4(3)(a)	To renew a DWS FFN Approval, the provider must submit a <b>Request Renewal</b> through their CCL Portal at least 30 calendar days before the expiration of their current approval.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 6: Administration and Children's Records</b>		R	UR	NA	Date	CDI	TA	Notes
6(1)	The provider must take all reasonable measures to protect the safety of the children in care and must not engage in or allow conduct that unreasonably endangers the children in care or is adverse to the health, morals, welfare, and safety of children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6(2)	The provider must maintain the home, outdoor play area, toys, and equipment in a safe manner to prevent injury to children in care. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

6(3)	The provider must ensure parents have access to all areas of the home used for care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
6(4)	When caring for children with special needs, the provider must make any necessary accommodations to meet their needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
6(5)(a)-(b)	Before admitting any child into the program, including the provider's or employee's own child, the provider shall obtain the following documentation from the child's parent or guardian: (a) <b>current immunizations</b> ; a medical schedule to receive required immunizations; or (b) a <b>legal exemption</b> ;	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
6(6)	The program will allow a 90-day grace period for any foster child or child experiencing homelessness to obtain immunizations and for their parent or guardian to provide current immunization records.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
6(7)	For all children, including the provider's or employee's own child, the provider shall <b>keep the child's current immunization records on-site for review by OL</b> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
6(8)	The provider shall <b>submit the annual immunization report</b> to the Utah Statewide Immunization Information System by the date specified by the department.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Section 7: Personnel and Training</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>
7(1)(a)-(b)	The provider must be <b>at least 18 years old</b> and have knowledge of and comply with all applicable federal, state, and local laws and rules, including fire requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

7(2)	The provider can only <b>live in the same home as the child(ren)</b> in care for payment when one or more of the children have special needs. When care is in the home of the provider, a parent of the child(ren) in care for payment cannot live in that home.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
7(3)	The provider <b>cannot be a sibling</b> who lives in the same home as the children in care for payment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
7(4)	The provider <b>cannot be a parent, specified relative or legal guardian</b> of the children in care for payment. This includes a divorced spouse, a step-parent, a former step-parent, a spouse of a specified relative, and a spouse of a legal guardian.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
7(5)	The provider <b>cannot provide care when there is a parent of the child(ren) in the home</b> , including when a DWS customer works from home. An exception may be made for care to be provided in the home if at least one child in the household has special needs and has been approved by DWS for special needs child care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	Ongoing training did not have to be completed or documented for this inspection.	<input type="checkbox"/>						

7(6)(a)-(k)	<p>At least 30 calendar days before the expiration date of their approval, the provider must <b>complete at least 5 hours of ongoing child care training</b> and ensure the training includes at least the following topics:</p> <ul style="list-style-type: none"> <li>(a) disaster preparedness, response, and recovery;</li> <li>(b) pediatric first aid and CPR;</li> <li>(c) children with special needs;</li> <li>(d) safe handling and disposal of hazardous materials;</li> <li>(e) the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements;</li> <li>(f) principles of child growth and development, including brain development;</li> <li>(g) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;</li> <li>(h) prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices;</li> <li>(i) recognizing the signs of homelessness and available assistance;</li> <li>(j) a review of the Emergency Preparedness, Response, and Recovery Plan; and</li> <li>(k) a review of the DWS FFN Approval Requirements.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
7(7)(a)-(c)	<p>The provider <b>must document the completion of ongoing training and ensure the documentation is available for review</b> by Child Care Licensing staff and includes at least the following:</p> <ul style="list-style-type: none"> <li>(a) the date of the training;</li> <li>(b) the training topic; and</li> <li>(c) the length of the training.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<b>Section 8: Background Checks</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>	
8(1)	<p>The provider must ensure all Covered Individuals <b>are eligible and associated with their facility</b>. The provider must submit background check forms, required fingerprints, and required fees for new Covered Individuals.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
8(2)	<p>Before new Covered Individuals <b>move into the home</b>, the provider must ensure they are eligible.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			



9(6)	When there is an outdoor area used by children in care, the provider must ensure <b>unanchored swings and large metal slides are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
9(7)	When there is an outdoor area used by children in care, the provider must ensure <b>motor vehicles on blocks are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
9(8)	When there is an outdoor area used by children in care, the provider must ensure <b>rebar or metal rods less than 36 inches long sticking up from the ground or out of walls are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 10: Ratios and Group Size</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>
10(1)(a)-(b)	When care is in the <b>home of the provider</b> : (a) When the children in care are <b>all siblings</b> who are related to the provider and there are no other children in care, the provider may care for <b>no more than 10 children</b> . (b) When there are children in care who are <b>not siblings</b> who are related to the provider, the provider must ensure there are <b>no more than 8 children in care and no more than 2 of those children are younger than 2 years old</b> . When there are more than 6 children in care who are not related to the provider, the provider must (by statute) have a Child Care Family License or Residential Certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
10(2)(a)-(b)	When care is in the <b>home of the child(ren) in care, only the child(ren) living in the home can be in care</b> , and: (a) When the children in care are <b>all siblings</b> and there are <b>no other children in care, there is no limit to the number of children in care</b> . (b) When there are children in care who are <b>not siblings</b> , the provider must ensure there are <b>no more than 8 children in care and no more than 2 of those children are younger than 2 years old</b> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 11: Supervision and Security</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>

11(1)	<p><b>The provider</b>, not other individuals in the home or outdoor area, <b>must be awake, physically onsite, and actively supervising</b> children in care at all times. Actively supervising children in care means being inside the home when children in care are inside the home, being outside when children in care younger than 5 years old are outside, knowing the number of children in care at all times, and focusing on the children and not on personal interests.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
11(2)(a)-(b)	<p>The provider, not other individuals in the home or outdoor area, must <b>supervise sleeping infants</b> by:</p> <p>(a) having the infants sleep in a location where they are within sight and hearing of the provider or</p> <p>(b) an in-person observation of the sleeping infants at least once every 15 minutes.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
11(3)	<p>When a <b>wading pool</b> is used by children in care, the provider, not other individuals in the home or outdoor area, must be at the pool supervising the children in care whenever there is water in the pool. When there is a <b>swimming pool</b> that is not emptied after each use on the premises, the provider, not other individuals in the home or outdoor area, must be at the pool supervising children in care whenever they are using the pool or have access to the pool.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
11(4)	<p>When there is a <b>trampoline</b> on the premises, the provider, not other individuals in the home or outdoor area, must be next to the trampoline supervising the children in care whenever the children in care are on the trampoline.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
11(5)	<p>To maintain the security and supervision of the children in care, the provider must ensure that <b>each child in care is signed in and signed out each day</b>. The provider must ensure those attendance records are <b>kept for at least three years and are available for review by Child Care Licensing staff</b>.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>Section 12: Child Guidance and Interaction</b>			<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>
							<b>TA</b>
							<b>Notes</b>

12(1)	The provider must ensure children in care are not subjected to <b>physical, emotional, or sexual abuse</b> while in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
12(2)	The provider must follow the reporting requirements for the <b>witnessing or suspicion of abuse, neglect, and exploitation</b> found in Section 62A-4a-403 and 62A of the Utah Code.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
12(3)(a)-(f)	<p>The provider <b>must not do any of the following to children</b> in care:</p> <p>(a) use any form of <b>corporal punishment</b> that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching;</p> <p>(b) <b>restrain their movement</b> by binding, tying, or other form of restraint;</p> <p>(c) <b>shout</b> at them;</p> <p>(d) <b>inflict any form of emotional abuse</b>;</p> <p>(e) <b>force or withhold food, rest, or toileting</b>; or</p> <p>(f) <b>confine them</b> in a closet, locked room, or other enclosure such as a box, cupboard, or cage.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 13: Child Safety and Injury Prevention</b>			<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>
13(1)	When there are <b>firearms on the premises</b> , the provider must ensure the firearms are not loaded and are in a cabinet, safe, or area that is locked with a key, combination, or fingerprint lock, unless their use is in accordance with the Utah Concealed Weapons Act or as otherwise allowed by law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
13(2)	The provider must ensure <b>empty refrigerators and freezers</b> are inaccessible to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
13(3)	The provider must ensure exposed <b>live electrical wires</b> are inaccessible to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
13(4)	The provider must ensure <b>portable space heaters, fireplaces, and wood burning stoves, when in use, are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
13(5)	The provider must ensure <b>toxic substances are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

13(6)	The provider must ensure <b>poisonous plants</b> are inaccessible to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(7)	The provider must ensure <b>open flames are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(8)	The provider must ensure <b>open containers of alcohol</b> are inaccessible to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(9)	The provider must ensure <b>illegal substances are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(10)	The provider must ensure children in care are protected from <b>unintended access to pools that are not emptied</b> after each use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(11)	The provider must ensure children in care are protected from <b>unintended access to hot tubs with water in them.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(12)	The provider must ensure children in care are protected from <b>unintended access to water hazards such as ponds, streams and fountains with more than 2 inches of water in them.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13(13)	The provider must ensure children in care are <b>protected from unintended access to vehicular traffic.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Section 14: Emergency Preparedness and Response</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>
14(1)	The provider must have current Red Cross, American Heart Association, or equivalent certification in <b>pediatric First Aid CPR</b> . The provider must ensure the CPR class included hands-on testing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

14(2)(a)-(f)	<p>The provider must have <b>documentation of current First Aid and CPR certifications</b> and have the documentation available for review by Child Care Licensing staff. The provider <b>must have and follow</b>, when needed, a written <b>Emergency Preparedness, Response, and Recovery Plan</b> that is reviewed annually and updated when needed.</p> <p>The provider must ensure the plan is available for review by Child Care Licensing staff and includes procedures for at least:</p> <ul style="list-style-type: none"> <li>(a) shelter in place,</li> <li>(b) lockdown,</li> <li>(c) evacuation and relocation,</li> <li>(d) communication with parents and reunification of families,</li> <li>(e) continuity of operations, and</li> <li>(f) accommodating infants and toddlers, children with disabilities, and children with chronic medical conditions during emergencies.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14(3)	The provider must <b>conduct fire evacuation drills at least quarterly.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14(4)	The provider must <b>document</b> the date and time of each <b>fire evacuation drill</b> and ensure the documentation is available for review by Child Care Licensing staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14(5)	The provider must conduct <b>disaster (other than fire) drills at least yearly.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14(6)	The provider must <b>document the date and time of each disaster drill</b> and ensure the documentation is available for review by Child Care Licensing staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14(7)	In an <b>unforeseen emergency</b> and for up to 24 hours, the provider may use an emergency provider for the children in care. The emergency provider must be at least 18 years old and cannot have a felony or misdemeanor conviction or a substantiated case of abuse or neglect.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14(8)	In the case of a life threatening incident or injury or an incident or injury that poses a threat of the loss of vision, hearing, or a limb, the provider must <b>contact emergency personnel immediately and before contacting the parent.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
14(9)	Within <b>24 hours of its occurrence</b> , the provider must notify Child Care Licensing staff of any fatality, hospitalization, emergency medical response, or injury that requires attention from a health care provider, unless the medical treatment was part of the child's medical treatment plan. <b>The provider must submit documentation of the incident to Child Care Licensing staff within five working days of the incident.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 15: Health and Infection Control</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>
15(1)	The provider must ensure there is a <b>clean and sanitary environment</b> for the children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
15(2)(a)-(h)	To prevent and control infectious diseases, the provider and children in care must <b>wash their hands thoroughly with liquid soap and warm running water</b> : (a) upon arrival; (b) before handling and/or preparing food; (c) before serving and/or eating meals and snacks; (d) after using the toilet; (e) before administering and/or taking medication; (f) after coming into contact with body fluids (blood, urine, feces, vomit, mucus, and saliva); (g) after playing with or handling animals; and (h) after cleaning and/or taking out garbage.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 16: Food and Nutrition</b>		<b>R</b>	<b>UR</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>TA</b>	<b>Notes</b>
16(1)	The provider must meet the <b>nutritional needs</b> of the children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
16(2)	The provider must have parents inform them of any <b>known food allergies of children in care</b> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

16(3)	Immediately upon recognizing it, the provider <b>must report to the parent any allergic reaction a child in care has to a particular food.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 17: Medications</b>		R	UR	NA	Date	CDI	TA	Notes
<input type="checkbox"/>	<b>The provider does not administer medication.</b>							
17(1)	The provider must ensure <b>prescription medications, over the counter medications, vitamins, and herbal supplements are inaccessible</b> to children in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
17(2)	The provider must have <b>permission from parents before administering medication</b> to children in care. Immediately upon recognizing it, the provider must <b>report to the parent any adverse reaction a child in care has to a medication</b> , or any error in the administration of a medication to a child in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 18: Activities</b>		R	UR	NA	Date	CDI	TA	Notes
18(1)	The provider must ensure the children in care have enough <b>physical activity</b> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
18(2)(a)-(b)	The provider must ensure <b>parents are aware they:</b> (a) take children in care off the premises, such as to run errands or go to a park; and/or (b) allow children in care to leave the premises, such as to go to a neighbor's house or ride their bikes on the street.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 19: Play Equipment</b>		R	UR	NA	Date	CDI	TA	Notes
<input type="checkbox"/>	<b>There is no play equipment.</b>							
19(1)	The provider must ensure stationary play equipment accessible to children in care is <b>not over hard surfaces</b> such as cement or asphalt.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
19(2)	The provider must ensure play equipment is used in a <b>safe manner to prevent injury to children</b> in care.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Section 20: Transportation			R	UR	NA	Date	CDI	TA	Notes
<input type="checkbox"/>	<b>The provider does not transport the children in care.</b>								
20(1)	While transporting children in care, the provider must ensure that children in care are wearing <b>appropriate individual safety restraints</b> .		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
20(2)	While transporting children in care, the provider must <b>never leave the children in care unattended</b> in the vehicle.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Section 21: Animals			R	UR	NA	Date	CDI	TA	Notes
<input type="checkbox"/>	<b>There are no accessible animals.</b>								
21(1)	The provider must ensure there is no accessible animal that has a history of <b>dangerous, attacking, or aggressive behavior</b> .		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Section 22: Infant and Toddler Care			R	UR	NA	Date	CDI	TA	Notes
<input type="checkbox"/>	<b>There are no infants in care.</b>								
22(1)	The provider must ensure infants <b>sleep in equipment designed for sleep</b> , such as a crib, bassinet, porta-crib, or playpen. Equipment designed for sleep does not include mats, cots, bouncers, swings, or car seats.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	The provider shall not place <b>soft toys, loose blankets, or other objects in sleep equipment</b> while in use by sleeping infants.								
22(2)	The provider must <b>place infants on their backs for sleeping</b> , unless the provider has written instructions from a health care provider for a different sleep position.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	