



### School Age Checklist

INSPECTION TYPE
VISIT DATE

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

1. Special Needs			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	Requirement		Code
0050	Special needs accommodations	Special needs accommodations requirements are complete	
		Submit a written plan, signed by the parent/guardian that describes how the child's needs will be met	
		Written plan and documentation must be kept in the child's file and a copy sent to the department	
		Documentation of staff training for each written plan	
		Written plan(s) updated annually	

2. Licensing Process			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	Requirement		Code
1035	Fire inspection/certification	Complies with state and local fire code – if applicable	
1250	License application packet--Contents	The license application packet is complete	
1350	Liability insurance coverage	Insurance coverage requirements are met	
1360	Lead and arsenic hazards --Tacoma smelter plume	Lead or arsenic evaluation agreement – if applicable	
1370	Private well and water system	Water testing and appropriate action taken when water source interrupted or contaminated – if applicable	

<b>3. Recordkeeping, Reporting and Posting</b>		
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
2175	Materials that must be posted	All required items are posted
2375	Parent/guardian policies (handbook)	The parent/guardian handbook is complete
2400	Program/operations policies	Program/operations policies are complete
2425	Staff policies	Staff policies requirements are met
2450	Off-site activity policy	Off-site activity policy is complete

<b>4. Fire and Emergency Preparedness</b>		
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
2575	Combustible and flammable materials	Combustible material removed from building or stored in closed metal container
2600	Furnaces, other heating devices, and appliances with hot surfaces	Inaccessible to the children – if applicable
		Paper, rubbish, or combustible material kept at least 3 feet away from furnace or other heating devices – if applicable
2625	Electrical motors	Free of accumulated dust or lint – if applicable
2675	Open flame devices, candles, matches and lighters	Inaccessible to the children and not used during operating hours
2700	Emergency flashlight	Working flashlight available - extra batteries if applicable
2725	Portable heaters and generators	Not in use inside the licensed space during operating hours
2775	Telephone	Working telephone with backup power source
2850	Disaster plan	Written plan and all requirements are followed
2875	Fire, disaster training for staff and volunteers	Training is provided and documentation is on file
2975	Additional method to sound an alarm	Proof of additional method to sound an alarm
3000	Fire extinguishers	Fire extinguisher requirements are followed – if applicable

<b>5. Health</b>		
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
3200	Health plan	Health plan is complete
3325	Medication storage	All medications are stored correctly
3375	Medication permission	Medication permissions and required documentation are on file
3625	Handwashing procedure	Staff follow and teach children proper handwashing procedures
3635	When handwashing is required	Staff and children wash their hands as required
3650	Hand sanitizers	Hand sanitizer requirements are followed
3700	Carpets	Cleaned twice each calendar year – if applicable
3850	Cleaning laundry	Laundry cleaned as required
3875	Cleaning and sanitizing toys	Toys cleaned after contact with bodily fluids, at least weekly or when visibly soiled
3925	Cleaning, sanitizing and disinfecting table	Equipment and environment cleaned; sanitized or disinfected as required
3950	Pest control	Pest control procedure used as needed – if applicable
4000	Lead, asbestos, arsenic and other hazards	Action taken to prevent child exposure to lead, asbestos, arsenic or other hazards – if applicable
4025	Drugs and alcohol	Illegal drugs, alcohol or drugs that would impair ability to care for children are prohibited
		Follow the school district drug free zone policy – if applicable
4050	No smoking	No smoking requirements are followed

5. Health		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
4075	First-aid kit	First aid kit in licensed space, on off-site trips and in vehicle when transporting children
		First aid kits are complete
4100	Poisons, chemicals and other substances	Stored inaccessible to the children
		Material safety data sheet is kept on site

6. Indoor Environment		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
4200	Toys, equipment, and recalled items	Equipment, toys or other items in good and safe working condition
		Recalled items have been removed
4225	Indoor licensed space--Minimum space	35 square feet per child; only the space intended for use by children in care is used
4250	Indoor temperature	The indoor temperature must be no less than 65 degrees and no higher than 75 degrees or 82 degrees during the summer – if applicable
4275	Fans, air conditioning or cross ventilation	Fans and air conditioners inaccessible or have a protective barrier – if applicable
4300	Window coverings	Window covering requirements are followed – if applicable
4350	Electrical outlets, cords and power strips	Electrical outlets requirements are followed – if applicable
		Electrical cords are not torn or frayed, are in good working order and plugged directly into an outlet or into a surge protector plugged into an outlet
		Electrical cords do not pose tripping hazard
		Power strips with surge protectors are inaccessible to the children
		Extension cords used only for a brief or temporary purpose and plugged into an outlet or into a surge protected power strip
4360	Area lighting	Must have adequate illumination – if applicable
4375	Lighting safety	Ceiling-mounted light fixtures have shatter-resistant covers or shatter-resistant light bulbs – if applicable
		No bare light bulbs in play space, or outdoor lights used indoors and halogen lamps are inaccessible to the children – if applicable
4475	Emergency exit pathways	Emergency exit pathways requirements must be followed
4550	Windows	Protective guard must not block outdoor light – if applicable
4625	Toileting facility	Toileting facility requirements must be followed – if applicable
		A diaper changing area must be provided to meet the diapering needs of the children when necessary
4635	Handwashing sinks	Located in or immediately outside rooms used for toileting and food prep area – if applicable
		Must have soap, warm water, paper towels or hand drying device – if applicable
		Handwashing procedures posted – if applicable
4650	Bathroom floors	Washable surface, resistant to moisture, cleaned & disinfected at least daily – if applicable
4700	Water temperature	60 to 120 Degrees Fahrenheit – if applicable
4725	Guns and other weapons	Guns and other weapons prohibited on the premises
4750	Storage for each child's belongings	Separate storage for each child

7. Pets and Animals		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
4800	Pet and other animal policy	Inform children's parent/guardian and have a pet/animal policy if pet or other animals are on the premises
4850	Pet or other animal health and safety	Must have current immunizations, show no signs of disease, and have veterinarian documentation that pet is nonaggressive Follow school district policy – if applicable
4875	Pets or other animals interacting with children	Interacting with pets or other animals requirements are followed
4900	Pet and other animal wastes	Animal waste and litter must be disposed of immediately Must not be disposed of in sink used by children

8. Outdoor Environment		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
4925	Licensed outdoor space	Licensed outdoor space requirements are followed – if applicable
4950	Playground equipment--Ground cover--Fall zones	Play equipment and ground cover requirements are followed – if applicable
5000	Play equipment	Play equipment is developmentally appropriate, in safe condition and inspected at least weekly for hazards; unsafe equipment is repaired immediately or made inaccessible until repaired – if applicable
5050	Bouncing equipment prohibited	No trampolines, rebounders or inflatable equipment
5100	Outdoor supervision	Program staff within sight or hearing of the children Staff to child ratio maintained
5125	Outdoor areas and daily physical activities	Area promotes a variety of age and developmentally appropriate active play for the children – if applicable At least 20 minutes for every 3 hours unless conditions pose a health and safety risk to the children

9. Bodies of Water		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
5150	Water safety and activity	Maintain staff to child ratio of 1:10; certified lifeguard on duty Not allow use of hot tub, spa tank, or whirlpool
5175	Wading pools--Defined--Supervision	All wading pool and supervision requirements are followed when a wading pool is used by the children
5200	Swimming pools defined--Barriers and supervision	All swimming pool barrier requirements are followed – if applicable Maintain the swimming pool according to manufacturer's specifications, including cleaning and sanitizing – if applicable All swimming pool permission and supervision requirements are followed
5225	Bodies of water or water hazards on the licensed premises	All bodies of water or water hazards on the licensed premises requirements are followed – if applicable
5250	Bodies of water outside and near licensed space	Written safety plan for bodies of water outside or near licensed space Keep children from bodies of water that pose a drowning hazard

10. Supervision, Capacity and Ratio		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
Section	Requirement	Code
5600	Staff-to-child ratio	Maintain a 1:15 staff to child ratio
5625	Capacity	All children on the premises or being transported counted in capacity

<b>10. Supervision, Capacity and Ratio</b>			
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
<b>Section</b>	<b>Requirement</b>	<b>Code</b>	
5725	<b>Groups</b>	All children within the age range on the license counts in ratio	
		Must have clearly defined licensed space for each group	
		Group size must not exceed 30 children	
		Qualified staff must supervise each group	
5750	<b>Supervising children</b>	Total number of children does not exceed capacity of the space	
		Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance	
		Program staff must be aware of what children are doing, available and able to promptly assist or redirect	
		Electronic communication or surveillance device must not replace direct supervision	
		Program staff must be within sight or hearing of the children	

<b>11. Nurture and Guidance</b>			
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
<b>Section</b>	<b>Requirement</b>	<b>Code</b>	
6000	<b>Interactions with children</b>	Program staff must follow all requirements regarding interactions with children	
6025	<b>Prohibited interactions</b>	Program staff must follow all requirements regarding prohibited interactions	
6050	<b>Guidance and discipline</b>	Guidance and discipline must be consistent, fair and positive	
		Only the licensee or trained staff may discipline a child	
		Must have a written guidance and discipline policy	
6075	<b>Positive options for discipline</b>	Positive guidance methods must be used	
6100	<b>Separating a child from the group</b>	A child separated only long enough to allow the child to regain control; child must remain under direct supervision of program staff person	
6125	<b>Preventing harmful or aggressive acts</b>	Steps taken to protect children from harmful acts of others	
6150	<b>Prohibited actions</b>	Program staff must follow all requirements regarding prohibited actions	
6200	<b>Physical restraint--Prohibited uses or methods</b>	All requirements regarding prohibited uses or methods of physical or mechanical restraints are followed	
6225	<b>Physical restraint--Holding method allowed</b>	All requirements regarding the use of a holding method are followed	
6250	<b>Notice and documenting use of physical restraint</b>	All requirements regarding notice and documentation of the use of physical restraint are followed	
6275	<b>Abuse and neglect--Protection and training</b>	Program staff must report suspected or actual abuse or neglect and must be trained on mandatory reporting requirements as defined in RCW 26.44.020; and RCW 26.44.030	

<b>12. Program</b>			
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
<b>Section</b>	<b>Requirement</b>	<b>Code</b>	
6400	<b>Off-site activities--Parent or guardian permission</b>	Written permission for each child to engage in off-site activities	
6425	<b>Off-site activity supervision</b>	Must at all times provide supervision, and be able to promptly assist or redirect the children's activities	
6450	<b>Off-site activity--Emergency information and supplies</b>	Off-site activity-emergency information and supplies requirements are followed	
6475	<b>Transportation</b>	All requirements regarding transporting children are followed	

<b>12. Program</b>		
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
6575	<b>Activities to promote child growth and development</b>	Must provide daily activities that support each child's developmental stage
6600	<b>Equipment and play materials</b>	Must provide equipment and play materials that are washable, clean, nonpoisonous and free of toxins
6625	<b>Art materials</b>	All prepackaged art materials must be labeled "nontoxic" and as conforming to or meeting "ASTM D-4236."
6650	<b>Screen time</b>	Screen time must be educational, have child-appropriate content and be developmentally and age appropriate
6675	<b>Screen time—Limitations</b>	Screen time – limitation requirements are followed
6775	<b>Diversity</b>	All diversity requirements are followed

<b>13. Food Service and Nutrition</b>		
<b>Codes:</b> C = Compliance D = Discussed N = Non Compliance NA = Not Applicable		
<b>Section</b>	<b>Requirement</b>	<b>Code</b>
7500	<b>Food and milk must meet USDA guidelines</b>	Food and milk served according to current USDA - child and adult care food program (CACFP) charts
7515	<b>Menus and dietary restrictions</b>	Menus must be posted
		Have written instructions and post child's dietary restrictions
7525	<b>Parent or guardian-provided food</b>	Written food plan completed/signed by parent and program staff
7530	<b>Food sources</b>	All food is from approved food sources
7575	<b>Drinking water</b>	Safe drinking water is provided
7580	<b>Drinking fountains</b>	Drinking fountains must be cleaned and sanitized – if applicable
7625	<b>Meal and snack schedule</b>	All meals and snacks are served according to required schedule
7650	<b>Serving foods</b>	All serving food requirements are followed
7680	<b>Safe food handling</b>	Staff must follow the preparation, cooking and serving guidelines in the current edition of the WA state DOH food workers manual
7700	<b>Washing dishes</b>	Automatic dishwasher, using the sanitizing cycle or hand wash method by emersion in hot soapy water, rinse, sanitize and air dry
7725	<b>Food containers and utensils</b>	Containers used in the microwave are labeled for microwave use
		Disposable serving containers, dishes and utensils are sturdy and used only once
		Keep sharp utensils and utensils that may cause serious injury inaccessible to children when not in use
7750	<b>Food preparation area</b>	All food preparation area requirements are followed – if applicable
7800	<b>Food storage</b>	Food is stored safely
7825	<b>Satellite kitchens</b>	Must have copy of permit issued by local health jurisdiction
		Written policy on handling food from satellite kitchen

14. Staff records											
	DEL Orientation	Program Orientation	Background Check	TB Test	HIV/AIDS	BBP training	CPR	First aid	Food worker's card	STARS Training	
										Basic	10 Hrs
<b>Section</b>	1125	5800	1200	1750	1850		1825	1825	7675	1775	1800
<b>Staff Name</b>											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>

15. Staff Qualifications			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	Requirement		Code
1710	Program Director	Meet requirements and qualifications	
1715	Site Coordinator	Meet requirements and qualifications	
1720	Lead Teachers	Meet requirements and qualifications	
1730	Program assistants	Meet requirements and qualifications	
1735	Volunteers	Meet requirements and qualifications	

16. Children's Records								
	Enrollment application	Immunizations or exemption	Health history	Persons authorized to pick up child	Emergency contact	Parent/guardian information	Medical provider or written plan	Dental provider or written plan
<b>Section</b>	2050	3250-3300	2050	2050	2050	2050	2050	2050
<b>Child Number</b>								
Child #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Records			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	Requirement		Code
2050	Child records--Contents	Meets requirements	
2000	Recordkeeping--Records available to the department	Must keep all required records for a minimum of 5 years and current records kept in licensed space.	
2025	Child records--Confidentiality	Children's records are maintained in a confidential manner	
2075	Staff records	Completed staff files	
2125	Child attendance records--Staff to child ratio records	Daily attendance records kept for each child with required signature	

**18. Summary, Comments and Recommendations:**

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**19. Signatures:**

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