** Checklist for Child Care Programs **

This checklist was designed as a tool to assist you in preparing for the application monitoring visit that will be conducted by your Licensing Specialist. Once you have completed all items on this checklist, you are ready for your application visit. Please know this checklist does not take the place of or include all requirements that are in the Licensing Requirements. It is the responsibility the owner and all caregivers to meet and maintain all requirements found in the Licensing Requirements for Child Care Programs.

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Read the Licensing Requirements for Child Care Programs

\_\_\_ \_\_\_ \_\_\_ Submit a complete Request for License for Child Care Programs to my Licensing Specialist

**Administration:**

\_\_\_ \_\_\_ \_\_\_ Inspection from the local or state fire governmental authority is required

\_\_\_ \_\_\_ \_\_\_ Inspection from the Oklahoma State Department of Health or Indian Health Services is required

\_\_\_ \_\_\_ \_\_\_ Written program policy is available that includes all items listed in Licensing Requirements

\_\_\_ \_\_\_ \_\_\_ Written personnel policy is available that includes all items listed in Licensing Requirements

\_\_\_ \_\_\_ \_\_\_ Emergency Preparedness Plans and Procedures are available that includes plans for situations, child needs, accounting for children, shelter-in-place, lock-down, evacuation, relocation, reporting, and personnel listed in Licensing Requirements

\_\_\_ \_\_\_ \_\_\_ Facility has an operable phone in each building and on each floor

\_\_\_ \_\_\_ \_\_\_ Emergency information, emergency numbers, location of first aid kit and fire extinguishers are posted

\_\_\_ \_\_\_ \_\_\_ First Aid Kit is available that contains all items listed in Licensing Requirements

\_\_\_ \_\_\_ \_\_\_ Carbon Monoxide detector has been mounted according to the manufacturer instructions if the building has a fuel burning appliance

\_\_\_ \_\_\_ \_\_\_ Smoke alarms are required when the facility is not equipped with a central detection and alarm system

\_\_\_ \_\_\_ \_\_\_ All required items are posted per Section 281.1 Posted records and documentation

\_\_\_ \_\_\_ \_\_\_ Documentation of pet vaccinations from a licensed veterinarian is available

\_\_\_ \_\_\_ \_\_\_ Documentation of water supply – well water results are available

\_\_\_ \_\_\_ \_\_\_ Personnel information forms are completed for all personnel and owners or person who has authorization to obligate the business entity

Yes No N/A

**Personnel and Non-Personnel:**

\_\_\_ \_\_\_ \_\_\_ Owners, responsible entities, personnel applications, individuals with unsupervised access to children, and adults living in the facility prior to employment have been fingerprinted and have received complete Criminal History Review Results back

\_\_\_ \_\_\_ \_\_\_ A Qualified Entity Application and Agreement form is completed and submitted to the Office of Background Investigations

\_\_\_ \_\_\_ \_\_\_ At least one personnel has obtained CPR and First Aid through an approved source

\*Online CPR is not approved\*

\_\_\_ \_\_\_ \_\_\_ Prior to caring for infants, personnel obtain two or more hours in approved Infant Safe Sleep Training

\_\_\_ \_\_\_ \_\_\_ Director has documentation of a current Bronze or higher level Oklahoma Director’s Credential

\_\_\_ \_\_\_ \_\_\_ At least one master teacher is required for every 60 children of the licensed capacity who meets all master teacher requirements \*Director who meets master teacher qualifications can count\*

**Program:**

\_\_\_ \_\_\_ \_\_\_ Daily classroom schedules are posted

\_\_\_ \_\_\_ \_\_\_ Play equipment is arranged into five interest areas (art, blocks, books and language, dramatic play, and manipulatives) in classrooms with two-years and older children

\_\_\_ \_\_\_ \_\_\_ Animal litter boxes are not located in a food preparation area and not easily accessible to children

**Health and Hygiene:**

\_\_\_ \_\_\_ \_\_\_ All medicines are inaccessible to children and stored in a location such as a cabinet or a drawer clearly labeled medication

\_\_\_ \_\_\_ \_\_\_ Diaper changing areas are required in the classroom or in a restroom that opens directly into the classroom, when the classroom has 2-year-olds or younger in diapers

**Nutrition and Food Service:**

\_\_\_ \_\_\_ \_\_\_ Nutritional requirements for each meal are being met

\_\_\_ \_\_\_ \_\_\_ Thermometer is placed in each refrigerator and freezer

\_\_\_ \_\_\_ \_\_\_ Food in refrigerator is covered

\_\_\_ \_\_\_ \_\_\_ Food in cabinets and/or pantry is sealed

**Physical Environment:**

\_\_\_ \_\_\_ \_\_\_ Smooth and non-carpeted floors are in food service areas and restrooms

\_\_\_ \_\_\_ \_\_\_ Heating and cooling systems are operable to maintain an indoor temperature between 65 and 80 degrees Fahrenheit

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Have guards for heaters with hot surfaces, including floor furnaces

\_\_\_ \_\_\_ \_\_\_ An operable toilet, excluding urinals and potty chairs, is required for every 15 children

\_\_\_ \_\_\_ \_\_\_ An operable sink, excluding food service area and portable sinks, is required for every 15 children

\_\_\_ \_\_\_ \_\_\_ Diaper changing areas have at least one sink, excluding portable sinks in the same classroom or a restroom that opens directly into the classroom when the classroom has 2-year-olds or younger in diapers

\_\_\_ \_\_\_ \_\_\_ Food service areas have at least one hand washing sink, excluding portable sinks

\_\_\_ \_\_\_ \_\_\_ Interior and exterior exit doors must unlock, unlatch, and open with a single motion

\_\_\_ \_\_\_ \_\_\_ Restroom doors can unlock from the outside

\_\_\_ \_\_\_ \_\_\_ Closet doors can be opened from the inside

\_\_\_ \_\_\_ \_\_\_ Full glass doors are marked at child’s eye level

\_\_\_ \_\_\_ \_\_\_ Exterior doors and windows, when opened for ventilation, have properly fitted screens

\_\_\_ \_\_\_ \_\_\_ Interior and exterior stairways with 4 or more steps have a handrail

\_\_\_ \_\_\_ \_\_\_ Fire extinguishers are portable and Class ABC and are of the number, size, type, and installation required by the fire governmental authority

\_\_\_ \_\_\_ \_\_\_ At least 35 square feet of floor space per child for routine use in indoor play areas counted towards licensed capacity

\_\_\_ \_\_\_ \_\_\_ At least 40 square feet of floor space per infant in rooms occupied only by infants in indoor play areas counted towards licensed capacity

\_\_\_ \_\_\_ \_\_\_ At least 75 square feet of outdoor play area per child when the program has a licensed capacity of 23 or fewer children

\_\_\_ \_\_\_ \_\_\_ At least 75 square feet for at least one-third of the licensed capacity or 1800 square feet (whichever is greater) of outdoor play area per child when the program has a licensed capacity of 24 or more children

\_\_\_ \_\_\_ \_\_\_ Outdoor play areas are enclosed by a building or fence

\_\_\_ \_\_\_ \_\_\_ Fencing begins at ground level, is at least 48 inches high, poses no risk to children, and is maintained in a good condition

\_\_\_ \_\_\_ \_\_\_ Outdoor play areas have at least one exit that remains unlocked during the hours of operation and is away from the building

\_\_\_ \_\_\_ \_\_\_ Outdoor play areas have shade accessible to children

\_\_\_ \_\_\_ \_\_\_ Use zones are free of obstacles

\_\_\_ \_\_\_ \_\_\_ Use zones around non-portable play equipment that is 30 inches or less extend at least 3 feet in all directions from the equipment perimeter

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Use zones around non-portable play equipment that is 30 inches or more extend at least 6 feet in all directions from the equipment perimeter

\_\_\_ \_\_\_ \_\_\_ Impact absorbing material is required in use zones for climbers, swings, slides, and revolving equipment

\_\_\_ \_\_\_ \_\_\_ When equipment requires impact material, it is maintained at a depth of at least six inches

\_\_\_ \_\_\_ \_\_\_ At least two surface types are required in outdoor play areas

\_\_\_ \_\_\_ \_\_\_ Equipment is clean, safe and in good repair

\_\_\_ \_\_\_ \_\_\_ An appropriately sized, individual place for each child to rest is available

\_\_\_ \_\_\_ \_\_\_ If using mats, they are 2 inches thick

\_\_\_ \_\_\_ \_\_\_ If infants will be accepted into care, there is a crib available for each infant

\*Play yards are not approved sleep spaces\*

\_\_\_ \_\_\_ \_\_\_ No trampolines on premises

\_\_\_ \_\_\_ \_\_\_ Facility, including indoor and outdoor play space, is free of hazards

\_\_\_ \_\_\_ \_\_\_ Hazardous items, including toxic materials and medication, are inaccessible to children

\_\_\_ \_\_\_ \_\_\_ Tobacco products are kept inaccessible to children

\_\_\_ \_\_\_ \_\_\_ No trampolines used by children in care

\_\_\_ \_\_\_ \_\_\_ All weapons are stored unloaded and in a locked container

\_\_\_ \_\_\_ \_\_\_ All ammunition for all weapons is stored in a locked area separate from weapons

\_\_\_ \_\_\_ \_\_\_ Strangulation and choking hazards are inaccessible

\_\_\_ \_\_\_ \_\_\_ Facility and vehicles are clean, sanitary, and free of clutter and litter, including paper accumulation

\_\_\_ \_\_\_ \_\_\_ Outdoor play areas are free of tall grass and weeds, standing water, animal waste and debris

\_\_\_ \_\_\_ \_\_\_ Trash containers that will contain soiled diapers, disposable trainings pants, or food waste are leak-proof, non-absorbent, and covered with tight-fitting lids

\_\_\_ \_\_\_ \_\_\_ Facility is free of pests, such as rodents and insects

**Transportation:**

\_\_\_ \_\_\_ \_\_\_ Child passenger restraint system, such as a car or booster seat or an individual seat belt, is in compliance with applicable state laws

\_\_\_ \_\_\_ \_\_\_ Vehicles are identified with the program or business entity name and phone number that is easily read by the public

\_\_\_ \_\_\_ \_\_\_ Vehicles are in a safe, operating condition

\_\_\_ \_\_\_ \_\_\_ Vehicles have an operable heater and have a ventilation system

**\*\*\*Refer to Licensing Requirements for Child Care Programs for Addendum requirements for your specific program type\*\*\***