

Licensing Readiness Visit Checklist

The Toolkit mentor will use this checklist to assess the child care environment’s readiness for the DHHS Provisional License Compliancy Review required for licensure. *The completion of the checklist does not guarantee the pass of inspection but serves as a starting point for reaching compliancy.

Directions: Mark **Met** beside items that are ready. Mark **Not Met** beside items that need to be adjusted or completed before the DHHS review. Mark **Unsure** beside items that may need further clarification. Mark **Not Applicable** for unobserved items or items that do not pertain to the child care environment.

Provider: _____ **Date:** _____

Indoor Health & Safety Practices and Environment	Met	Not Met	Unsure	NA
1-006.24 & 24A: The licensee must provide child care in a safe, clean, comfortable environment. The licensee provides the necessary housekeeping and maintenance to protect the health and safety of children in care.				
1-006.24B Maintenance of Equipment, Fixtures, Furnishings, and Toys: Equipment, fixtures, furnishings, and toys used in the child care program are clean, safe, and in good repair.				
1-006.24B Maintenance of Equipment, Fixtures, Furnishings, and Toys: Furniture and equipment is arranged so as not to interfere with exits.				
1-006.24A Housekeeping and Maintenance: (1) Exposed lead-based paint surfaces that are flaking, peeling, or chipped is not evident in the child care home and any building on the premises in or around where children will be present.				
1-006.24A Housekeeping and Maintenance: (2) Rooms, walls, floors, and ceilings are clean, in good repair, and free of odor resulting from sewage, mold, mildew, or other environmental or biological hazards or unsanitary conditions.				
1-006.24A Housekeeping and Maintenance: (3-4) Heating, ventilation, and lighting in all rooms used for child care are adequate to protect the health of children. All doors opening to the outside are self-closing (except sliding doors) and all windows used for ventilation are screened.				

<p>1-006.24A Housekeeping and Maintenance: (5) The licensee can dispose of garbage so as to minimize odor and the transmission of infectious diseases. Disposal of garbage also prevents the attraction of vermin, rodents, flies, or other insects.</p>				
<p>1-006.25E Environmental Safety: (1) Surfaces are smooth and free of sharp edges, mold, or dirt, and the environment is free of other conditions which may pose a potential risk.</p>				
<p>1-006.25E Environmental Safety: (2) All cleaning agents, medications (both prescription and nonprescription), and poisonous materials are kept in locked storage at all times children are in care.</p> <p>*Separate locked storage is provided for medications requiring refrigeration.</p>				
<p>1-006.15B Beds, Cribs, and Sleeping Surfaces: Appropriate sleeping surfaces are available for each child in care. Acceptable sleeping surfaces for children over 12 months of age are-Beds, cots, cribs, playpens, sofas, washable sleeping bags, and waterproof mats.</p>				
<p>1-006.15B Beds, Cribs, and Sleeping Surfaces: (2) A crib or playpen is available for sleeping infants 12 months and under.</p> <p>Cribs and playpens are clean, in good repair, and do not have any surface covered by lead-based paint.</p>				
<p>1-006.15B Beds, Cribs, and Sleeping Surfaces: (b) Cribs are equipped with a tight-fitting waterproof mattress covered by a fitted sheet. The mattress pad for a playpen is specifically designed for playpen use and covered by a fitted sheet.</p> <p>(c) Cribs and playpens do not contain any soft objects, bumper pads, toys, or loose bedding. If a blanket is in the crib/playpen, it is secured or tucked under the crib mattress or the pad of the playpen.</p>				
<p>1-006.20G Storage: A place for storing over the counter, non-toxic topical ointment such as lip balm, petroleum jelly, sun block, and diaper ointment is available and inaccessible to children.</p>				
<p>1-006.25E Environmental Safety: (3) All firearms, other potentially hazardous weapons, weapon accessories, and ammunition are kept in locked storage.</p> <p>*Ammunition is stored separately from firearms. Firearms are unloaded.</p>				

<p>1-006.25E Environmental Safety: (4) Electrical outlets within reach of children are covered with safety caps, ground fault interrupters, or have safety outlets installed.</p>				
<p>1-007.06 Toilets and Sinks: The child care home has a toilet and sink available for children’s use. Toilets and sinks are conveniently located, clean and in good repair, accommodating to children with special needs, when applicable, and of suitable height for children.</p> <p>*A safe stepstool is provided, if necessary.</p>				
<p>1-006.16A Diapering and Toileting: (1) The licensee has established and posted diapering procedures.</p>				
<p>1-006.16A Diapering and Toileting: (1d) There is a place for storage/disposal of wet and soiled diapers established.</p>				
<p>1-006.16A Diapering and Toileting: (1e) Diaper-changing surfaces are clean.</p>				
<p>1-006.16A Diapering and Toileting: (2a) Potty chairs are not used or stored in eating or play areas.</p>				
<p>1-006.23F First Aid Kit: A first aid kit is available on the premises. The kit must include the following supplies: Fever thermometer, soap, bandages, gauze, first aid tape, scissors, and disposable gloves</p> <p>* The first aid kit is stored inaccessible to children. If any poisons or medications are stored in the kit, it is kept in locked storage.</p>				
<p>1-006.25E Environmental Safety: (6) Waterproof storage is provided for soiled or wet clothing and is not accessible to children.</p>				
<p>1-006.16 Infant/Toddler Care: (4) High chairs are equipped with three-point safety straps.</p>				
<p>1-007.02A Water Supply: The licensee has and maintains an accessible, adequate, safe, and potable supply of water for drinking, bathing, and hand washing.</p>				
<p>1-007.02A (3) Water Supply: The licensee maintains hot and cold water to all hand washing and bathing locations. Soap is available at the hand washing sink.</p> <p>*The hot water system must be maintained between a minimum of 100 degrees Fahrenheit and a maximum of 120 degrees Fahrenheit.</p>				

1-006.25C Animals/Pets: The licensee has veterinarian exam documentation available for any animal present at the child care home.				
1-006.25D Prohibited Animals: The licensee has sought out information from the Dept regarding keeping any animal that may be deemed exotic or unusual during hours of operation.				
1-006.25B Alcohol and Controlled Substances: Unlawful controlled substances are not evident on the premises.				
Children's Programming	Met	Not Met	Unsure	NA
<p>1-007.01 Activity Space: The child care home must have space for children's activities, napping, and free play. The child care activity space must have at least 35 square feet of indoor space per child (excluding areas not designated for child care) is available.</p> <p>*Bedrooms will be counted in the square footage total if used by the children. Adequate square footage must be available for the maximum number of children indicated on the license.</p> <p>*Bathrooms, hallways, and food prep areas are not counted in the activity space.</p>				
1-007.01 Activity Space: The environment contains furnishings to accommodate all activities and age-appropriate needs of the children in care.				
1-006.15A Toys, Equipment and Materials: The licensee provides a sufficient number of age-appropriate toys, equipment, and materials for all children in care.				
<p>1-006.15 Child Development Program: The licensee has an age-appropriate program designed to promote the cognitive, social, emotional, and physical development of children in care. The program includes:</p> <p>Time for indoor and outdoor play, napping and rest periods, opportunities for individual and group play times, opportunities for children to read and explore books, daily reading with children of age-appropriate literature, and fostering language and social development by talking and interacting with children and modeling appropriate language and behavior.</p>				
1-007.03 An outdoor play area must have at least 50 square feet per child of age-appropriate play space.				

1-006.22 Food Safety	Met	Not Met	Unsure	NA
1-006.22 (1) The child care home has an operating refrigerator running at a maximum temperature of 40 degrees for all perishable foods to be served in the program.				
1-006.22 (9) Any deep freezer on the premises that cannot be opened from the inside is locked or stored in a locked room.				
1-006.22 (8) All food preparation areas are easily cleanable and in good repair.				
1-006.22 (10) All utensils, equipment, and food storage areas are clean and in good repair.				
1-007.02A Water Supply (2) A sanitary drinking fountain or individual or disposable cups are available for drinking water.				
Emergency Preparedness	Met	Not Met	Unsure	NA
1-006.23A Telephone: A working telephone is available on the premises at all times. Emergency telephone numbers, including fire, rescue, police (or 911), and Poison Control, are prominently posted.				
1-006.23C Fire and Tornado Safety Diagrams: The child care has a fire and tornado safety diagram prominently posted and visible that shows the layout of the licensed child care area, fire evacuation routes, tornado safety locations, and how the evacuation of children with special needs will be conducted.				
<p>1-006.23D Disaster Preparedness: The licensee has a written plan that addresses:</p> <ol style="list-style-type: none"> 1. Evacuating and moving children to a safe location in the event of a fire, tornado, flood, or other natural or man-made disaster. 2. Notifying parents of children in care of an emergency. 3. Reunification of parents with their children in the event of an emergency that requires evacuation. 4. How children with special needs will be safe in the event of a disaster including evacuation and reunification with the parent. 				

1-007.07 Fire Safety	Met	Not Met	Unsure	NA
1-007.07 (1) There are two unblocked exits from every floor on which child care is provided. (Additional approval by the Fire Marshal is required)				
1-007.07 (2) Furnaces, wood-burning stoves, and other heaters are inaccessible to children when in use.				
1-007.07 (5) All storage areas are free of excessively combustible or highly flammable materials.				
1-007.07 (6) Bathroom and closet doors can be unlocked from the outside.				
1-007.07 (7) The environment contains properly mounted and operating smoke detection equipment. *Lincoln area providers: The environment contains properly mounted and operating carbon monoxide detection equipment.				
1-006.17 Overnight Care: The following fire safety standards for overnight care are met- Smoke detection is provided in the sleeping rooms of the licensee/staff and children and a portable fire extinguisher with a minimum safety rating of 2A10BC is located in the licensee/staff sleeping room.				
Outdoor Health & Safety Practices and Environment	Met	Not Met	Unsure	NA
1-007.03 Outdoor Play Areas: The play area is clean and safe and contain no accident hazards, debris, or stagnant water.				
1-007.03 Outdoor Play Areas: The play area does not contain any barnyard animals or fowl and is free of animal waste.				
1-007.05 Playground Surfaces: The area under climbing equipment, swings, slides, and other equipment from which children might fall is of resilient material such as sand, dirt, grass, rubber matting, rubber mulch, wood chips, or small-to-medium size gravel.				
1-007.04 Fencing: A fence is provided when the following conditions exist on or near the child care premises: Drainage ditches, wells, holes, heavy machinery, railroad tracks, bodies of water, decorative ponds, heavy street traffic, or other hazards.				

<p>1-006.18G Pool on the Premises Not Used by Children in Care: If an above-ground or in-ground swimming pool is on the premises and children in care are not going to be allowed to use it, the pool is enclosed with a fence that is at least four feet high and flush with the ground.</p> <p>An above-ground pool has non-climbable side walls.</p> <p>When a pool is covered, the cover used is the manufacturer’s recommended cover.</p> <p>Equipment needed to rescue a child or adult is readily accessible.</p>				
<p>1-006.18H Pool on the Premises Used by Children in Care: If the children in care are allowed to use a pool on the premises, the licensee has a permit issued by the Department and is also meeting the safety requirements above.</p>				
<p>1-007.02B Sewer Requirements: The licensee maintains a sanitary and functioning sewage system which does not include open sewage discharge on the child care premises.</p>				
<p>1-006.19 Transportation</p>	Met	Not Met	Unsure	NA
<p>1-006.19 (3) All doors on the vehicle must be capable of locking for when the vehicle is in motion.</p>				
<p>1-006.19 (5) The vehicle used to transport children is properly registered and contains a first aid kit and parent contact information for each child being transported.</p>				

Notes for any recommendations:

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Licensee Signature

Date

NECC Staff Signature

Date

