

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Criminal Records Checks 591-1-1-.09							
.09(1)(a) every actual and potential Director, Employee, and Provisional Employee of a Child Care Learning Center must have a Satisfactory Records Check Determination before the individual is present at the Center while any child is present for care or before the individual resides in a Center.	Never	Never	If planning to hire a new employee or resident will be turning 17 years. Or a new resident entering the facility.	Wrong purpose code used. Employee or provisional employee with a local check date completed after their hire date.	Records check not complete	Records check not complete and/or knowledge of a committed crime.	Incident resulting in death, extreme or permanent injury
.09(1)(b) no actual and potential Director, Employee, and Provisional Employee of a Child Care Learning Center with an Unsatisfactory Records Check Determination may be present at a Center when any child is present for care. No individual with an Unsatisfactory Records Check Determination may reside at a Center.	Never	Never	N/A	N/A	N/A	Unsatisfactory records check determination.	Incident resulting in death, extreme or permanent injury
Diapering Areas and Practices 591-1-1-10							
Inquire about procedures or observe actual diaper change							
.10(2) - a hand-washing lavatory with running, heated water, located adjacent to diapering area	No diapered children are currently enrolled.	Program not licensed for diapered children.	If room not in use, diaper changing station and/or sink made adjacent during the visit or diaper table is movable Warm water is not used. *If TA documented on previous visit, move to Low risk	Not properly disinfected; Sink not adjacent; No warm water at diapering sink (not available).	NA No operable sink in a diapering room	NA	NA
.10(3)(a) - diapering surface smooth, non-porous, has rails or strap, surface cleaned between each use	No diapered children are currently enrolled.	Program not licensed for diapered children.	Turn textured side over for a smooth surface *If TA documented on previous visit, move to Low risk; if disinfectant not used according to manufacturer's instructions isn't left on long enough- *Never move to Low risk	Changing pad has tears/non-smooth surface; Not properly disinfected; Missing rails and/or a safety strap, with no incident or injury	NA-Missing rails and/or a safety strap - with an incident or injury with no medical attention or with medical attention as a precaution	Missing rails and/or a safety strap - with an incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.10(3)(b) - infants & children shall not be left unattended while on diaper changing surface	No diapered children are currently enrolled.	Program not licensed for diapered children.	NA *If planning to serve diapered children in the future provide TA.	NA Child unattended on a changing table without an incident or injury (turns away without keeping hand on the child)	Unsupervised Child unattended on changing table without incident and/or injury - with an incident or injury with no medical attention or with medical attention as a precaution	Unsupervised Unattended on changing table with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.10(3)(c) - any items which might harm a child must be kept out of reach in the diaper changing area	No diapered children are currently enrolled.	Program not licensed for diapered children.	Harmful items within reach <u>on the table</u> <u>but</u> a child is not on table (i.e. diaper rash cream, Vaseline, baby powder, etc.) *If TA documented on previous visit, move to Low risk	Harmful items are within reach and handled by <u>baby, a child on table</u> with no incident or injury	Harmful items are reached and handled by a child/children with an incident or injury <u>with no medical attention or with medical attention as a precaution</u>	Harmful items that are <u>reached by a child/children</u> and/or ingested in diaper changing area with an incident and/or injury <u>requiring professional medical attention</u>	Incident resulting in death, extreme or permanent injury
.10(5) - staff wash hands <u>before</u> and after each diaper change, and staff will not diaper & do food preparation	No diapered children are currently enrolled.	Program not licensed for diapered children.	If diapered children not present, remind staff of rule. <u>Staff did not wash their hands before the first diaper change.</u>	Inconsistent hand washing <u>after following</u> diapering. <u>Staff wear gloves (disposable/single use) in place of handwashing.</u>	No hand washing after diapering. <u>Staff simultaneously prepares a bottle or snack prepares food after changing a diaper without washing hands</u>	No hand washing following diapering, staff simultaneously prepares a bottle or snack following changing a diaper without washing hands, and <u>There is evidence of spread of illness due to inconsistent or no hand washing (confirmed by CDC or HD)</u>	Incident resulting in death, extreme or permanent injury
.10(6) - area used for diapering shall not be used for food preparation, food and formula, etc.	Never (Met if no food preparation, food, or formula observed in diapering area)	Program not licensed for diapered children.	Areas not used for storage for any items such as supplies, toys etc.... N/A	Food and/or food preparation items in diapering area <u>(bottles/cups, etc. that children have used) not being currently used</u>	Food is prepared in and/or served from the diapering area	Food is prepared in and/or is served from the diapering area, and <u>There is evidence of spread of illness due to use of diapering area for food preparation, serving food and/or placement of food or food-related items (confirmed by CDC or HD)</u>	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Discipline 591-1-1-.11							
Observe teachers interactions with children, ask about and review policy							
.11(1) - Disciplinary actions shall not be detrimental to physical or mental health.	Never	Never	Address making a child face the wall during time out *If TA documented on previous visit, move to low risk , Consultant should discuss any inappropriate methods of discipline such as: a 4 y/r old standing in timeout for 5 minutes instead of 4. Recommend redirection of children under two instead of time-out. (a teacher placing a child under two in time-out for hitting/biting another child). CCS-Consultant should discuss posted behavior charts such as marks on board by child's name, putting child on yellow from green for bad behavior.	Inappropriate use of time out or redirection. Staff person conveys understanding of discipline rules and reports previous use of inappropriate discipline, such as "popping" a child's hand. Parent disciplines their child within sight and/or hearing of other children and center encourages or does not intervene.	Disciplinary action that is detrimental to a child's physical or mental health - no injury which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Disciplinary action that is detrimental to a child's physical health or was seriously detrimental to the child's mental health with an incident and/or injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury
.11(2) Personnel shall not:							
.11(2)(a) - physically or sexually abuse / engage in sexually overt conduct	Never	Never	NA	NA	NA	Physical or sexual abuse	Sexual abuse or Incident resulting in death, extreme or permanent injury
.11(2)(b) - inflict corporal/physical punishment upon a child	Never	Never	NA .Corporal punishment by a parent (not employed by the facility) of their own child to any body part i.e. popping on hand, buttocks, legs (not within sight or hearing of other children). See rule .11(1) if done within sight or sound of other children.	NA	NA Corporal punishment to any body part i.e.: popping on hand, buttocks, legs without a bruise/mark	Corporal punishment to any body part i.e.: popping on hand, buttocks, legs <u>with or without</u> a bruise/mark	Incident resulting in death, extreme or permanent injury
.11(2)(c) - shake, jerk, pinch or handle a child roughly	Never	Never	NA	NA	NA Jerk, roughly handling or pinch <u>with or without</u> a bruise or mark or other injury; shake a child age five years or older without an injury	Jerk, roughly handle or pinch <u>with or without</u> leaving a bruise or mark or other injury; Shake a child under five years old with or without an injury. Shake a child five years or older with an injury.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.11(2)(d) - verbally abuse/humiliate, including: threats, profanity or belittling remarks	Never	Never	Tone of voice; raised voice with a negative implication ; mild threat to call parent about behavior ("do we need to call your mom or you know what's going to happen when your mom gets here")* If TA documented on previous visit, move to Low risk	Raised voices with or without use of profanity or belittling remarks or threats; or use of profanity in general	Humiliating a child; Use of profanity towards a child ; Threats of physical harm; Screaming at a child, where child displays behavior demonstrating that he/she is afraid or upset	Extreme or repeated threats, humiliation or belittling remarks Screaming at a child, where child displays behavior demonstrating that he/she is afraid or upset	NA
.11(2)(e) - isolate a child in a dark room, closet or unsupervised area	Never	Never	NA	NA	NA- Isolation	Isolation with aggravating circumstances such as but not limited to the door being closed or the room being dark.	Incident resulting in death, extreme or permanent injury
.11(2)(f) - use mechanical or physical restraints or devices to discipline children	Never	Never	NA	NA	NA Use of mechanical and/or physical restraints which may or may not have resulted in an incident/injury with no medical attention or with medical attention as a precaution	Use of mechanical and/or physical restraints with an incident and/or injury requiring professional medical attention or restraint used for an egregious amount of time or there were egregious circumstances	Incident resulting in death, extreme or permanent injury
.11(2)(g) - use medication to discipline or control children's behavior	Never	Never	NA	NA	NA	Use of medication for discipline and/or to control behavior, other as prescribed by a physician.	Incident resulting in death, extreme or permanent injury
.11(2)(h) - restrict unreasonably a child from going to the bathroom	Never	Never	NA	NA Staff fails to respond appropriately/timely to a child's request/need to toilet (Staff states that child should have gone to the bathroom during the bathroom break and now you can't go.)	NA Child not allowed to go to the bathroom as punishment; which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Child not allowed to go to the bathroom as punishment with an incident and/or injury requiring professional medical attention or was not allowed to go to the bathroom for an egregious amount of time	NA
.11(2)(i) - punish toileting accidents	Never	Never	NA	NA Staff uses appropriate form of discipline as punishment immediately following a toileting accident (a 3 year old is put in time out for 3 minutes following a toileting accident.)	NA Staff uses an inappropriate form of discipline as punishment immediately following a toileting accident (a child is made to stand in the corner facing the wall following a toileting accident or a child was forced to clean up their own accident.)	Restriction/punishment for bathroom accidents with an incident and/or injury requiring professional medical attention or with aggravating circumstances.	NA

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.11(2)(j) - force-feed a child or withhold feeding a child regularly scheduled meals	Never	Never	NA	NA Feeding of a child was intentionally delayed but still occurred during the current meal or snack service	NA Feeding of a child was delayed and occurred after the current meal or snack service but still before the next meal or snack service. Child was compelled to eat without incident or injury.	Child is physically (a child's mouth is held and made to eat) force fed or food is withheld (and not given to child later for the entire day or for all meals or snack services) which resulted in a serious incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.11(2)(k) - force or withhold naps	Never	Never	Telling a child that they must lay in a particular position on the mat or cot (teacher makes children lay on their stomachs, turn faces to the left...)* If TA documented on previous visit, move to Low risk under .11(1)	NA Force or withhold naps with no physical contact	Physically Force/withhold naps without an incident or injury.	Physically force naps with an incident or injury	Incident resulting in death, extreme or permanent injury
.11(2)(l) - allow children to discipline or humiliate other children	Never	Never	The teacher designates a child for the specific purpose of reporting bad behavior of all children in the class. *If TA documented on previous visit, move to Low risk	NA Staff allow and/or encourage children to humiliate another child (name calling, belittling remarks, threats, use of profanity, etc.)	Allow child to humiliate another child. Staff allow and/or encourage children allowed to physically discipline each other with or without an incident or injury with no medical attention or with medical attention as a precaution	Staff allow and/or encourage children to physically discipline each other with an incident or injury requiring professional medical attention or discipline with extenuating circumstances.	Incident resulting in death, extreme or permanent injury
.11(2)(m) - confine a child for disciplinary purposes to equipment	Never	Never	NA	NA Confined for discipline without an incident or injury	Confined for discipline which resulted in an incident or injury with no medical attention or with medical attention as a precaution. Or confined for discipline for an extended amount of time.	Confine for discipline with an injury or incident requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.11(2)(n) - commit any criminal act in the presence of any child enrolled at the center	Never	Never	NA	NA	NA Staff commit criminal act on the premises while children are in attendance.	Staff commit criminal act and child/children can see or hear the act.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Field Trips 591-1-1-.13							
Review the last field trip documentation							
.13(2) - parental permission, written signed and dated in advance of a field trip	If facility does provide field trips, but has not gone on any since the last visit or since field trips were last evaluated	If facility does not provide field trips at all	Incomplete parental permission (dates) for 50% or less of the children *If TA documented on previous visit, move to Low risk	Missing <u>written</u> parental permission (<u>signature</u>) for at least one, but not all children and/or over 50% of dates missing	No written parental permission for 100% of children participating <u>without an incident or injury with no medical attention or with medical attention as a precaution.</u>	NA No written parental permission for 100% of children participating with incident and/or injury requiring professional medical attention (ex: visiting a petting zoo and child has an allergic reaction or if a vehicle accident occurs)	NA Incident resulting in death, extreme or permanent injury
.13(4) - list of trip participants (children & adults), left at the center and taken on the trip	If facility does provide field trips, but has not gone on any since the last visit or since field trips were last evaluated	If facility does not provide field trips at all	The list left at the center did not include the adults that attended *If TA documented on previous visit, move to Low risk	No participant list (<u>field trip or transportation checklist</u>) left at the center without an incident.	No participant list left at the center with an incident or injury; no participant list (<u>field trip or transportation checklist</u>) taken on the trip with or without an incident or injury (i.e. center evacuation necessary, disaster occurs at or away from the center, and no list available)	NA	NA
.13(5) - emergency medical information, left at the center and taken on the trip	If facility does provide field trips, but has not gone on any since the last visit or since field trips were last evaluated	If facility does not provide field trips at all	20% or less of children participating have incomplete emergency medical forms *If TA documented on previous visit, move to Low risk	More than 20% of children participating have incomplete emergency medical forms, and/or at least one child participating is Missing an emergency medical form	No emergency medical information for 100% of children participating <u>without an incident or injury with no medical attention or with medical attention as a precaution.</u>	Missing/Incomplete paperwork: emergency medical information form - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.13(6) - name tags, including child's name, center's name, address, and phone number	If facility does provide field trips, but has not gone on any since the last visit or since field trips were last evaluated	If facility does not provide field trips at all	Name tags are missing the center address <u>or</u> missing center number *If TA documented on previous visit, move to Low risk	Missing/Incomplete Name Tag for at least one, but not all children participating, <u>without an incident</u>	No name tags for all children participating or at least one missing name tag <u>without an incident or injury with no medical attention or with medical attention as a precaution.</u>	Missing / Incomplete Name Tag with an incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Hygiene 591-1-1-.17 Ask about procedures or observe staff & children wash hands, if observe single incident of no handwashing, observe longer or in another room to determine if inconsistent or none							
.17(7)(a through e) - hand washing, children's hands shall be washed prior to eating / after toileting	Never	Never	If you observe children use hand sanitizer or bar soap instead of liquid soap during hand washing, children not washing hands within a few minutes after leaving restroom and staff reminding them. Warm water not used. If TA on previous visit move to LOW.	Inconsistent hand washing which includes inconsistencies within a classroom or throughout the center following toileting and diapering and/or prior to meals and snacks; inappropriate use of washcloth hand/face washing. Warm running water is not available; Children do not wash hands immediately in the following situations: upon arrival, when moving from one class to another, after outside play, after meals and snacks, handling or touching food, water play, sand play, touching animals or pets, contact with bodily fluids, or after other contamination, and inappropriate washcloth hand washing.	No hand washing observed throughout the center following toileting and diapering, prior to meals and snacks	No hand washing observed following toileting, prior to meals and snacks, there is evidence of spread of illness due to lack of hand washing (confirmed by CDC or HD)	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.17(8)(a through d) - hand washing, staff shall wash their hands at all required times	Never	Never	If you observe staff use hand sanitizer or bar soap instead of liquid soap during hand washing. Warm water not used. If TA on previous visit move to LOW.	Inconsistent hand washing observed related to toileting, serving food, or other contamination. Warm running water is not available; Staff not washing hands: upon arrival, moving from one class to another, after outside play, before & after dispensing medication/lotion, after: food prep, eating/drinking, feeding children, touching animals/pets, or contamination by any other means. Staff observed to wear gloves (disposable/single use) in place of handwashing.	No hand washing throughout the center related to toileting, serving food, or other contamination	No hand washing observed related to toileting, serving food, or other contamination, and Evidence of spread of the illness due to lack of hand washing (confirmed by CDC or HD)	Incident resulting in death, extreme or permanent injury
.17(10) - potty chairs shall be emptied and disinfected after each use, stored in the bathroom, and sink disinfected if used	Never	If program does not have any potty chairs	If you observe potty chairs in a room other than bathroom and is not in use. *If TA documented on previous visit, move to Low	Potty chairs observed in a room other than the bathroom and in use. Potty chairs not disinfected after each use. No disinfecting of sink if used.	Potty chairs not emptied after each use	NA	NA
Medications 591-1-1-.20 Review a sample of four medication forms							
View stored medication (make sure all medication present has a medication authorization form)							
.20(1) - parental authorization, including: child's name, medication name, Rx # (if applicable), date(s) to be given, dosage, time(s), parent/guardian signature & date auth.	If medication has not been administered since last visit or since medication was last evaluated; If forms are inaccessible *If this is the case, cite Staff .31(1)(a)	If program does not administer <u>any</u> medication	Isolated instance of Incomplete Paperwork other than missing parent signature *If TA documented on previous visit, move to Low If planning to dispense in the future, provide TA.	Incomplete Paperwork: missing date(s), prescription name and/or number, dosage, time(s), etc.; Medication is on-site and there is no medication authorization, but <u>not</u> dispensed	Dispensed medication without authorization with no adverse reaction, or missing parent/guardian signature with no adverse reaction; Incorrect type or amount dispensed with no adverse reaction, did not dispense medication as authorized by parent	Dispensed medication without authorization with an adverse reaction, or missing parent/guardian signature with an adverse reaction; Incorrect type or amount dispensed with an adverse reaction. Medication dispensed to the wrong child.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.20(2) - dispensing medication, limit to two weeks, original container labeled with child's name	If medication has not been administered since last visit or since medication was last evaluated; If forms are inaccessible *If this is the case, cite Staff .31(1)(a)	If program does not administer <u>any</u> medication	If container only has first or last name instead of complete name *If TA documented on previous visit, move to Low If planning to dispense in the future, provide TA	Medication not in original container with no incident or adverse reaction; Medication dispensed beyond two weeks without physicians authorization with no incident or adverse reaction	N/A-Medication dispensed beyond two weeks without physicians authorization with no incident or adverse reaction	Medication not in original container with an incident or adverse reaction; Medication dispensed beyond two weeks with an incident or adverse reaction	Incident resulting in death, extreme or permanent injury
.20(3) - dispensing records, including: date(s), time(s), amount administered, adverse reaction, staff initials	If medication has not been administered since last visit or since medication was last evaluated; If forms are inaccessible *If this is the case, cite Staff .31(1)(a)	If program does not administer <u>any</u> medication	Isolated instance of Incomplete Paperwork other than missing parent signature *If TA documented on previous visit, move to Low If planning to dispense in the future, provide TA.	Incomplete dispensing record Paperwork: not documenting an adverse reaction(s), date(s) dispensed, initials, amount dispensed etc., N/A or None not noted on form, missing for adverse reaction.	Incomplete Paperwork: not documenting an adverse reaction(s), date(s) given etc.; or Dispensing of medication not documented at all without incident or injury.	Dispensed of medication not documented at all, contributing to an incident or injury (i.e., over medicating a child)	Incident resulting in death, extreme or permanent injury
.20(4) - storage, kept in a locked or inaccessible container, away from chemicals	If medication has not been administered since last visit or since medication was last evaluated; If forms are inaccessible	If program does not administer <u>any</u> medication	NA- If planning to dispense in the future, provide TA	Medication stored with cleaning chemicals or supplies, or poisons without an incident	Medication accessible but not handled or ingested by a child (located in cubbies, drawer etc.) or medication handled but no incident or injury	Child came in contact by ingesting and/or handling accessible medication with an incident; Medication stored with cleaning chemicals or supplies, or poisons with an incident	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Physical Plant - Hazards 591-1-1-.25 Evaluate for accessible hazards (check a few children's bags, drawers, cabinets, closets, etc.)							
.25(13) - hazardous equipment, materials, supplies must be kept inaccessible	Never	Never	Hazards in a room that are currently not in use for the day (after school room), Hazards in a room currently in use: Isolated minor hazards such as but not limited to brooms, dustpans, toothpaste, office supplies (stapler, white out), toilet brushes and plungers, items that say "keep out of reach of children", etc.... *If TA documented on previous visit, move to Low Soap that says "keep out of reach of children" (never move to higher level unless an incident or injury occurs.)	Hazards that are accessible with or without being handled by a child	Any serious/dangerous hazard handled by a child; or hazards that are easily ingestible (open container) or dangerous are accessible with or without being handled by a child which may or may not have resulted with an incident or injury with no medical attention or medical attention as a precaution , i.e. a cup of bleach on a shelf, or a sharp knife lying on a table, 3 gallon bucket with water	Hazards that were accessible, handled, or ingested that caused an injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Playgrounds 591-1-1-.26 Observe fencing (measure height of fence), equipment, and playground(s) for any hazards							
.26(4) - fence shall be at least four feet high, shall not be hazardous, shall be maintained, and any gate(s) shall be kept closed, except when entering or exiting	Inclement weather (heavy rain, standing water, etc.) If severe weather alert issued in the area. Per policy, a follow-up visit may be required to assess the playground.	Never	If children are not outside and the gate is open *Never move to Low risk. An isolated <u>minor fencing issue in a limited area</u> , such as a small gap (less than 3.5 inches which does not allow an entrapment or escape hazard) Isolated damage to the fence and the facility has made hazardous area inaccessible to children. *If TA documented on previous visit, move to Low cite accordingly	Minor: Fence not four feet high, hazardous (loose wires, bolts measuring over 2 threads, rust, splintering wood,, potential impalement hazard, exposed sharp prongs, nails or screws, fence not secured), etc.; Gate open without an incident while children are on the playground ; Potential entrapment hazard (i.e. gap that measures 3.5-9 inches)	Not completely enclosed, child did not leave premises; actual entrapment occurs - which may have resulted in an incident or injury with no medical attention or medical attention as a precaution	Not completely enclosed, child left premises; Fence not four feet, child left premises; Fence hazardous, resulting in an injury. Gate open with an incident; Entrapment with an injury — Child left premises due to: -fence not completely enclosed, -gate opened - fence not four feet high Injury requiring professional medical attention resulting from: -fence hazards or entrapment	Incident resulting in death, extreme or permanent injury
.26(6) - playground equipment, variety, age-appropriate, free from hazards, won't obstruct supervision of children	Inclement weather (heavy rain, standing water, etc.) If severe weather alert issued in the area. Per policy, a follow-up visit may be required to assess the playground.	Never	An isolated minor hazard such as small area of chipped paint and rust, a single missing pedal or hand grip, <u>open S hooks</u> . Portable equipment that is damaged beyond use (i.e. flat ball). *If TA documented on previous visit, move to Low	Minor hazards: rusted chains, <u>open S hooks</u> , large areas of chipped paint, missing handles, pedals, grips etc.; No variety present; Equipment in use not age-appropriate (no injury) ; Supervision obstructed - with no incident and/or injury; Broken equipment sectioned off to make inaccessible	Accessible Broken/Hazardous equipment - such as sharp edges, worn hardware, broken/ingestible pieces, prohibiting use, or not age-appropriate - with incident or injury with no medical attention or medical attention as a precaution	Broken/Hazardous equipment, or not age-appropriate, with an incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.26(7) - climbing & swinging equip. anchored with resilient surface beneath and in fall zone(s)	Inclement weather (heavy rain, standing water, etc.) If severe weather alert has in the area. Per policy, a follow-up visit may be required to assess the playground.	If there is no equipment that would be required to be anchored or have resilient surface beneath and in fall zones	If resilient surface is compacted, fluff and redistribute *If TA documented on previous visit, move to Low If portable equipment is observed on a hard surface and can be moved during the visit. If isolated grass is observed to be growing in resilient surface.	Inadequate amount of resilient surface for climbing equipment under 5 feet tall more than 0 inches but less than 3 inches observed. For climbing equipment that is 5 feet or greater in height or swinging equipment more than 0 inches but less than 6 inches observed. Inadequate fall zone.	No resilient surface without an incident or injury; Non-mobile equipment not anchored, without an incident or injury with no medical attention or with medical attention as a precaution	No/Inadequate resilient surface with an incident and/or injury requiring medical attention; Non-mobile equipment not anchored, with an incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.26(8) - kept clean, free from litter and hazards	Inclement weather (heavy rain, standing water, etc.) If severe weather alert issued in the area. Per policy, a follow-up visit may be required to assess the playground.	Never	An isolated minor hazard such as small amount of trash/debris, a few pinecones, minimal roots, thorny vines, sticks or branches, mops and brooms outside of high traffic area. If one inch or less of standing water is observed. If TA documented on previous visit, move to Low	Minor hazard(s) that are widespread and/or in high traffic areas: mops and brooms, rakes, tripping hazards, sticks, branches, thorny vines, trash/debris, nests of and/or biting ant/stinging insects, poisonous plants, standing water without a drowning hazard (1-2 inches) etc. Tools and equipment located in an enclosed but unlocked shed (not access by children).	Dangerous playground hazard(s), no injury, i.e. lawn mower, tools, discarded equipment and appliances; presence children access nests of and/or biting ants/stinging insects; children access poisonous plants; standing water with a drowning hazard (2 inches or more), etc. with or without an incident or injury or with medical attention as a precaution	Playground hazard with an incident and/or injury requiring professional medical attention, i.e. exposed nail causing an impalement or puncture injury tripping over tree root and breaking arm, eating poisonous plants, bitten by ants/stinging insects etc.	Incident resulting in death, extreme or permanent injury
Safe Sleep and Resting Requirements 591-1-1-.30 Observe or inquire about all Infant Sleeping Requirements							
.30(1)(a)-cribs that meet CPSC and ASTM safety standards provided for each infant	Never	Program not licensed for infants	Noncompliant crib not being used and are located in an area not used for childcare, and is removed from the facility during the visit, and sufficient compliant cribs are available for enrolled infants. If planning to care for infants in the future.	Noncompliant crib not being used and is located in an area not used for childcare, and crib is unable to be removed from the facility during the visit, and sufficient compliant cribs are available for enrolled infants.	Noncompliant crib in childcare area, regardless of whether the crib is being used, with Insufficient number of compliant cribs for enrolled infants which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Use of noncompliant crib with incident/injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.30(1)(a)1.-cribs in good repair and free of hazards; stack cribs and cribs with drop sides not used	Never	Program not licensed for infants	N/A If planning to care for infants in the future	N/A	Crib not in good repair and/or hazards present without an incident/injury. Stack crib or crib with drop sides used which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Crib not in good repair and/or hazards present with an incident/injury. Stack crib or crib with drop sides used with an incident/injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.30(1)(a)2.-mattress firm, tight-fitting without gaps; at least 2 inches thick and covered with a waterproof, washable material; disinfected before change of occupant	Never	Program not licensed for infants	N/A If planning to care for infants in the future. Noncompliant mattress not being used and is located in an area not used for childcare,	Mattress not two inches thick; not covered with waterproof, washable material; not disinfected before change of occupant	Mattress is not tight-fitting or firm which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Mattress is not tight-fitting or firm with incident/injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury
.30(1)(a)3.-individual, tight fitting sheet which is changed daily or more often as needed and prior to change of occupant	Program licensed for infants, but none are currently enrolled and no sheets in use	Program not licensed for infants	N/A If planning to care for infants in the future. Program licensed for infants but none are currently enrolled and sheets are not tight-fitting on crib mattresses. Isolated instance of a sheet not being tight-fitting in an unoccupied crib and the sheet can be changed during the visit. **If TA documented on previous visit move to Low.	Crib sheet not changed daily or more often as needed; not changed prior to change of occupant	Crib sheet not tight fitting without incident/injury which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Crib sheet not tight fitting with incident/injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury
.30(2)(a)-Infant shall be placed on their back in a crib unless the center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed.	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	N/A If planning to care for infants in the future.	N/A Physician's written statement missing specific instructions and/or time frames.	Infant not placed on their back to sleep with no incident or injury.	Infant not placed on their back to sleep with incident/injury.	Incident resulting in death, extreme or permanent injury
.30(2)(b)-no objects shall be placed or allowed in or on the crib with an sleeping infant	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	Objects observed in or on unoccupied crib. If planning to care for infants in the future.	N/A	Objects observed in or on crib with a sleeping infant without incident or injury (examples: toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, blankets)	Objects observed to be in or on a crib with a sleeping infant with incident/injury (examples: toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, blankets)	Incident resulting in death, extreme or permanent injury
.30(2)(c)-no objects shall be attached to a crib with a sleeping infant	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	Objects attached to unoccupied crib. If planning to care for infants in the future.	N/A	Objects attached to crib with sleeping infant without incident or injury. (examples: crib gyms, toys, mirrors, mobiles)	Objects attached to crib with sleeping infant with incident/injury. (examples: crib gyms, toys, mirrors, mobiles)	Incident resulting in death, extreme or permanent injury
.30(2)(d)-Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face. Swaddling shall not be used without a physician's written statement.	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	N/A If planning to care for infants in the future.	N/A Physician's written statement missing specific instructions and/or time frames	Sleepers, sleep sacks and wearable blankets not used according to manufacturer's guidelines without injury or incident. Swaddling used and no written statement from the physician on file without incident or injury.	Sleepers, sleep sacks and wearable blankets not used according to manufacturer's guidelines with injury/incident. Swaddling used and no written statement from the physician on file with incident/injury.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.30(2)(e)- the infant's sleeping area is to be comfortable for a lightly clothed adult within a temperature range of 65 to 85 degrees, depending on season; adequate lighting	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	N/A If planning to care for infants in the future.	N/A Sleeping area not comfortable due to temperature not being within required range without incident/injury. Lighting not adequate without incident/injury	Sleeping area not comfortable due to and temperature not being within required range. Lighting not adequate which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution	Sleeping area not comfortable and temperature not within required range with incident/injury. Lighting not adequate with incident/injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury
.30(2)(f)-center staff places an infant on their back and allows the infant to roll over on to his or her preferred position and not re-position	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	N/A If planning to care for infants in the future.	N/A	Infant that can roll over not placed on their back to sleep initially without incident/injury. Infant not allowed to roll over into preferred position or repositioned without incident or injury.	Infant that can roll over not placed on their back to sleep initially with incident/injury. Infant not allowed to roll over into preferred position or repositioned with incident/injury.	Incident resulting in death, extreme or permanent injury
.30(2)(g)-wedges, other infant positioning devices and monitors shall not be used unless a parent/guardian provides a physician's written statement	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	N/A If planning to care for infants in the future. Positioning device in unoccupied crib.	N/A Physician's written statement missing specific instructions and/or time frames	Wedge, positioning device, monitor used without a physician's written statement without incident or injury.	Wedge, positioning device, monitor used without a physician's written statement with incident/injury.	Incident resulting in death, extreme or permanent injury
.30(2)(h)-infants shall not sleep in equipment other than safety-approved cribs, such as but not limited to, a car seat, bouncy seat, high chair or swing. Infants who arrive at the center asleep or fall asleep in such equipment, on the floor, or elsewhere shall be transferred to a safety approved crib	Program licensed for infants, but none are currently enrolled	Program not licensed for infants	N/A If planning to care for infants in the future.	N/A	Infant allowed to sleep somewhere other than a safety approved crib without incident or injury.	Infant allowed to sleep somewhere other than a safety approved crib with incident/injury.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Staff: Child Ratios 591-1-1-.32 Evaluate staff: child ratios based on a head count, ask ages to determine 20%(if appl.)	Infants (less than 1 y/o or children who are under 18 mths & not walking) 1:6 One y/o's (who are walking) 1:8 Two y/o's 1:10 Three y/o's 1:15 Four y/o's 1:18 Five y/o's 1:20 Six y/o's & up 1:25						
.32(1) - required staff:child ratios and group size are maintained	If no children are present	Children are grouped in only mixed age groups	NA During the visit additional children arrive and center staff immediately reconciles ratios (adequate staff available in the building In order to immediately reconcile) and comply with required Staff:child ratios	N/A	Ratio citation with or without incident or injury with no medical attention or with medical attention as a precaution	Ratio citation with incident and/or injury requiring professional medical attention or could be seriously detrimental to the child	Incident resulting in death, extreme or permanent injury
.32(2) - mixed-age groups, staff:child ratio based on youngest age group that makes up more than 20% of the group	If no children are present	If there are no mixed age groups	NA While consultant is present, observed additional child to arrive and center staff immediately reconciles ratios (adequate staff available in the building In order to immediately reconcile)	N/A	Ratio citation with or without incident or injury that did not required medical attention or with medical attention as a precaution.	Ratio citation with incident and/or injury requiring professional medical attention or could be seriously detrimental to the child(ren)	Incident resulting in death, extreme or permanent injury
.32(3)(a-b) - mixed-age groups for centers with a licensed capacity of 18 or fewer children: staff:child ratio based on: age of youngest child under three years of age shall determine the staff:child ratio for the group in which the children under three years of age are cared for OR where all of the children in any one group are three years of age or older, the age of the majority of the children in the group shall determine the Staff:child ratios	If no children are present	If there are no mixed age groups	While consultant is present, observed additional child to arrive and center staff immediately reconciles ratios (adequate staff available in the building In order to immediately reconcile)	N/A	Ratio citation with or without incident or injury with no medical attention or with medical attention as a precaution	Ratio citation with incident and/or injury requiring professional medical attention or could be seriously detrimental to the child(ren)	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Supervision 591-1-1-.32(7) Observe for adequate supervision, staff members are physically present in the area and able to supervise all children (If staff steps out of classroom to open the door for the consultant, refer to rule .31(11).)							
.32(7) - supervision shall be maintained at all times	If no children are present	Never	If consultant observes staff not circulating, short term limited visibility - room dark at naptime, children behind cubbies *If TA documented on previous visit, move to Low	N/A Brief break in watchful oversight (i.e., Stepping over the threshold, staff places cart or diaper outside of the room, child briefly walks out of supervised area without adult supervision and comes back). Staff responsible for two separate physical areas for a brief period or during nap time.	Supervision citation with or without incident or injury with no medical attention or with medical attention as a precaution	Supervision citation with incident and/or injury requiring professional medical attention or could be seriously detrimental to the children. (i.e. Leaving a child on a playground for an extended amount of time.)	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
Swimming Pools and Water-related Activities 591-1-1-.35 Review the last swimming activity for parental permission and ratios. Ratios are based on the number of children who had proof that they could swim. If pool is located at the center, check that pool is inaccessible. Review lifeguard certification							
.35(2) - all swimming & wading pools shall be inaccessible to children except during supervised activities	Never	If there is no pool on facility premises	If planning to provide swimming activities in the future, provide TA. Wading pool without water observed to be accessible. If children are not outside and the gate is unlocked.	NA-Pool area accessible but not accessed by children. (i.e. Gate latched but not locked.)	Swimming pool accessible and accessed by child or children but no child entered the water. Wading pool used for water related activities accessible - with no incident or injury	Swimming pool accessible and/or wading pool used for water related activities accessible - with incident and/or injury; any swimming related incident and/or injury	Incident resulting in death, extreme or permanent injury
.35(3) - supervision in water more than two feet / lower swimming staff:child ratios, <u>swim test ratios</u> . Proper ratios: Under 2 1/2 yrs.: 1:2 2 1/2 to 4 yrs.: 1:5 4 yrs. & older who cannot swim a distance of 15 yds. unassisted: 1:6 4 yrs. & older who can swim a distance of 15 yds. unassisted: 1:15	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA	Incomplete/Missing paperwork: no evidence of swim test, or documentation of lifeguard certification missing (if center has pool on-site)	No certified lifeguard and/or Inadequate ratio/supervision - with <u>no</u> incident or injury	No certified lifeguard and/or Inadequate ratio/supervision <u>with</u> incident and/or injury	Incident resulting in death, extreme or permanent injury
.35(4) - supervision in water less than two feet / supervision in accordance with normal staff:child ratios Proper ratios: Infants (less than 1 y/o or children who are under 18 mths & not walking) 1:6 One y/o's (who are walking) 1:8 Two y/o's 1:10 Three y/o's 1:15 Four y/o's 1:18 Five y/o's 1:20 Six y/o's & up 1:25	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA	NA	Inadequate ratios/supervision - with no incident or injury	Inadequate ratios/supervision - with incident and/or injury	Incident resulting in death, extreme or permanent injury
.35(5) - additional supervision, at least one staff above the required ratios when:							
.35(5)(a) - the majority of children in a group not accustomed to, or afraid of, the water	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA. Some of the children not accustomed to or afraid of the water - no incident and/or injury.	NA	Majority of children not accustomed to or afraid of the water - with no incident or injury or with medical attention as a precaution	Majority of children not accustomed to or afraid of the water - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.35(5)(b) - the majority of group cannot swim 15 yards unassisted and cannot touch the bottom without submerging their heads	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA. Some of the children cannot swim 15 yards unassisted and touch the bottom of pool without submerging their heads with no incident and/or injury	NA	Majority of children cannot swim 15 yards unassisted and touch the bottom of pool without submerging their heads - with no incident or injury or with medical attention as a precaution	Majority of children cannot swim 15 yards unassisted and touch the bottom of pool without submerging their heads - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.35(5)(c) - water facility is particularly crowded	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA	NA	Water facility is particularly crowded - with no incident or injury or with medical attention as a precaution	Water facility is particularly crowded - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.35(5)(d) - children have special needs that impact ability to participate safely	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA	NA	Children with special needs that impact their ability to participate - with no incident or injury or with medical attention as a precaution	Children with special needs that impact their ability to participate - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.35(6) - no child shall participate in swimming activity without written parental permission	If haven't participated in swimming activities since last visit or swimming was last evaluated	If no swimming activities are provided	If planning to provide swimming activities in the future, provide TA	Incomplete/Missing paperwork: written parental permission - no incident and/or injury	NA No written parental permission for all children - with no incident or injury or with medical attention as a precaution	Incomplete/Missing paperwork and/or no written parental permission - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
Transportation 591-1-1-.36	***If vehicle not onsite during visit consultant should discuss where vehicle is located and an appropriate time for the vehicle to be observed. Vehicle must be observed at least one time per fiscal year. be evaluated when home transportation evaluated (clarification - if large groups such as HS, Pre-k, etc., children under 5, transportation ratios will be evaluated.						
Review annual vehicle inspection . make sure tag # matches vehicle							
Review a transportation or field trip passenger checklist							
Review a sample of at least four vehicle emergency forms	36(4)(a) & (b) Evaluate when more than 36 children are transported at one time						
.36(4)(a) - each vehicle shall have a satisfactory annual safety check, in center or on vehicle	If vehicle annual safety check is still valid from the last visit or since it was last evaluated	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA	No or Expired vehicle safety check	<u>Annual safety check citation not corrected from previous visit;</u> Unsatisfactory annual safety check without documentation of repairs - with no incident or injury	No, Expired, or Unsatisfactory annual safety check without documentation of repairs - with incident and/or injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.36(4)(b) - interior of vehicle must be clean, in safe repair, free from hazardous objects	If vehicle is not on site during the visit	If program does not provide routine transportation, or transportation for field trips	Isolated minor hazards such as trash, dirt, candy wrappers, minor tear to seat *If TA documented on previous visit, move to Low	Torn seat covers with foam or metal exposed, frayed or torn seat belts that are not in use, trash, debris present; hazardous objects present, i.e. tire iron, first aid kit, jumper cables, brooms, etc. - no incident and/or injury	Serious hazards that are easily ingestible or accessible with or without being handled by a child. Safety issues: missing mirrors, unable to open door, motor vehicle tools present such jack or tire iron, fluids such as motor oil, antifreeze, windshield wiper fluid, etc. - with no incident or injury or with medical attention as a precaution	Serious hazards that have been ingested or accessed. Hazardous objects present; Safety issues - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(4)(e) - seats must be securely fastened to the body of the vehicle	If vehicle is not on site during the visit	If program does not provide routine transportation, or transportation for field trips	NA If planning to provide transportation in future or vehicle is not currently in use.	NA	Seats not securely fastened to the body of the vehicle - with no incident or injury or with medical attention as a precaution	Seats not securely fastened to the body of the vehicle - with incident and/or injury requiring professional medical attention was required	Incident resulting in death, extreme or permanent injury
.36(4)(f)1 - all children shall be secured in a child passenger restraining system or seat safety belt in accord. with state and fed laws.	If vehicle is not on site during the visit	If program does not provide routine transportation, or transportation for field trips	A car seat that has not been in use, installed improperly. *If TA documented on previous visit, move to Low. If planning to provide transportation in the future, provide TA. Discuss referring to manufacturer's guidelines for restraint type used and for vehicle in which the seat is being installed.	NA	No restraints or improperly not restrained in accordance with state and federal laws (torn or frayed seat belts in use) - with no incident or injury or with medical attention as a precaution	No restraints or improperly not restrained in accordance with state and federal laws -with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(4)(f)2 - no vehicle shall exceed manufacturer's rated seating capacity	If vehicle is not on site during the visit. Never (can be obtained from proof of the manufacturer's rated seating capacity)	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	NA	Exceed seating capacity - with no incident or injury or with medical attention as a precaution	Exceed seating capacity, with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(4)(g) - no more than three persons in front including driver, <u>follow manufacturers instructions for seating children in front seat.</u>	If not observed during the visit and/or If haven't participated in transportation including transportation for field trips since last visit or transportation including transportation for field trips was last evaluated	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	NA	More than three persons in the front seat (see vehicle manufacturers instructions to ensure a child is allowed to be in the front seat) child under four years in front seat - with no incident or injury or with medical attention as a precaution.	More than three persons in the front seat (see vehicle manufacturers instructions to ensure a child is allowed to be in the front seat) child under four years in front seat - with incident and/or injury requiring professional medical attention.	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.36(5)(b) - either driver or staff on vehicle must have current certification in first aid & CPR	If documentation is inaccessible during visit Never	If program does not provide routine transportation, or transportation for field trips	If center did not have the card, but a certificate *If TA documented on previous visit, move to Low . If planning to provide transportation in the future, provide TA	Staff or driver do not have evidence of CPR and/or FA - no incident and/or injury	NA Staff or driver do not have evidence of CPR and/or FA - with no incident or injury or with medical attention as a precaution	Staff or driver do not have evidence of CPR and/or FA - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(5)(c) - additional supervision, transportation ratios must be maintained	If facility does not provide home transportation, and/or does not transport children under age 4; if no additional staff person(s) are required by .36(5)(c).	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	N/A	Additional required staff not present - with no incident or injury	Additional required staff not present -with incident and/or injury	Incident resulting in death, extreme or permanent injury
.36(5)(d)1 - when more than 36 children under five years are on vehicle, ratios from .32(1) thru .32(3) met regular .32(1) staff:child ratios met	Never transport more than 36 children on one vehicle at a time	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA	N/A	Regular, .32(1) thru .32(3), ratios not met - with no incident or injury	Regular, .32(1) thru .32(3), ratios not met - with an incident and/or injury	Incident resulting in death, extreme or permanent injury
.36(5)(d)2 - when more than 36 children five years and over, one additional staff (in addition to driver and monitor) per 20 additional children transported	Less than 36 children on one vehicle at a time	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	N/A	Transportation ratios not met - with no incident or injury	Transportation ratios not met - with an incident and/or injury	Incident resulting in death, extreme or permanent injury
.36(6) - parental authorization, to include: pick-up & delivery location & time, name of person authorized to receive the child	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	20% or less have incomplete transportation agreement forms *If TA documented on previous visit, move to Low . If planning to provide transportation in the future, provide TA.	<u>Missing written parental authorization for More than 20%</u> , Missing/Incomplete paperwork (information not provided): transportation agreement -with no incident and/or injury	NA Missing/Incomplete paperwork with no incident or injury or with medical attention as a precaution	Missing/Incomplete paperwork: transportation agreement -with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(6) - transportation plan, must implement following requirements:							
.36(7)(a) - center and passenger info., pick-up & delivery location & time, alternate delivery location, person authorized to receive the child, center name, driver, and phone number	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	Isolated instances of Incomplete Paperwork other than load/unload *If TA documented on previous visit, move to Low . If planning to provide transportation in the future, provide TA.	Missing paperwork for more than 20% , Incomplete paperwork Transportation checklist: center name missing, some children's pick-up or delivery information incomplete or missing	No Passenger Info. - no incident or injury Missing/Incomplete paperwork with no incident or injury or with medical attention as a precaution	No Passenger Info. - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(7)(b) - emergency medical info., must be maintained on vehicle for each child	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	Incomplete emergency medical forms for 20% or less for transported children. *If TA documented on previous visit, move to Low . If planning to provide transportation in the future, provide TA.	<u>Incomplete emergency medical form for more than 20%</u> of transported children. No emergency forms for at least one transported child.	No Missing/Incomplete emergency medical information not on the vehicle for all children transported - with no incident or injury	Missing/Incomplete No emergency medical information on the vehicle with injury/incident	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.36(7)(c)1-4 - passenger checklist; - approved and complete checklist - checklist includes child's first and last name - checklist marked with mark or symbol to account for loading/ unloading at each location - arrival/departure times for each location - turned over to director or director's designated staff person following completion of trip - transportation checklists shall be maintained as center records for one year	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	If blanks were observed on the checklist for children that were absent. If planning to provide transportation in the future, provide TA.	Missing/Incomplete paperwork: transportation checklist - checklist missing required information, i.e., complete child's name, designated person, arrival/departure times documented; Transportation checklist was not given to person in charge and/or checklist not maintained for one year	No passenger checklist or checklist without Load/Unload not accounted for - with no incident or injury or with medical attention as a precaution	No passenger checklist or checklist without Load/Unload not accounted for - with incident and/or injury requiring professional medical attention	Incident resulting in death, extreme or permanent injury
.36(7)(d)- Checking the Vehicle - First check completed by staff person on the vehicle. - Second check completed by designated staff person (present on vehicle or not).	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	If phone contact to report check not documented; Missing documentation of a check of the vehicle but consultant observed check completed.	No check of the vehicle was completed, no signature of check - with no incident or injury 1st check is there, but 2nd check is missing or 2nd check is there, but 1st check is missing (Only one check is documented).	If any required check of vehicle not completed, no signature of check - with incident and/or injury	Incident resulting in death, extreme or permanent injury
.36(7)(d)1 (i-iv)- Checking the Vehicle: - 1st check must be completed immediately upon unloading the last child. - staff should physically walk through the vehicle -visually inspect all seat surfaces, seats, compartments, etc. - staff person checking signs checklist - give the check list to the 2nd designated staff person	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	If phone contact to report check not documented; Missing documentation of a check of the vehicle but consultant observed check completed.	If required check of vehicle not completed, and/or no signature of check - with no incident or injury.	If any required check of vehicle not completed, no signature of check - with incident and/or injury	Incident resulting in death, extreme or permanent injury
.36(7)(d)2- Checking the vehicle - 2nd Person - 2nd person will check the vehicle as required - staff should physically walk through the vehicle -visually inspect all seat surfaces, seats, compartments, etc. - staff person checking signs checklist - Provides watchful oversight during vehicle inspection.	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	If phone contact to report check not documented; Missing documentation of a check of the vehicle but consultant observed check completed.	If required check of vehicle not completed, no signature of check - with no incident or injury. First check of vehicle conducted and a child was found immediately in the seamless transition between the first and second check.	If any required check of vehicle not completed, no signature of check - with incident and/or injury	Incident resulting in death, extreme or permanent injury
.36(7)(d)3- Checking the vehicle. - No 2nd person available. - Driver will check the vehicle as required - Report by phone to the director or designated person in charge that check was completed. - Document time and verification, of phone contact, on checklist.	Transportation records not available for review. *If this is the case, cite Staff .31(1)(a)	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	If phone contact to report check not documented;	If any required check of vehicle not completed, no signature of check - with no incident or injury	If any required check of vehicle not completed, no signature of check - with incident and/or injury	Incident resulting in death, extreme or permanent injury

CCLC CORE RULES REFERENCE CHART

Child Care Learning Center Core Rules	NE	NA	TA	Low Risk	Medium Risk	High Risk	Extreme
.36(9)- child shall not be dropped off anywhere that there is no one to receive child	If not observed during the visit and/or If haven't participated in transportation including transportation for field trips since last visit or transportation including transportation for field trips was last evaluated	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	NA	NA	Child dropped off at location where there is no one to receive the child	Incident resulting in death, extreme or permanent injury
.36(10)- child(ren) shall never be left unattended in a vehicle	If not observed during the visit and/or If haven't participated in transportation including transportation for field trips since last visit or transportation including transportation for field trips was last evaluated	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	N/A	NA	Child/Children left on vehicle unattended	Incident resulting in death, extreme or permanent injury
.36(12) - when driver exits: motor off, brake set, keys out when the driver leaves the vehicle, no child shall have to cross street in order to meet the vehicle or arrive at a destination	If not observed during the visit and/or If haven't participated in transportation including transportation for field trips since last visit or transportation including transportation for field trips was last evaluated	If program does not provide routine transportation, or transportation for field trips	If planning to provide transportation in the future, provide TA.	Keys present in the vehicle ignition, no children on the vehicle	N/A Child must cross street in order to meet the vehicle or arrive at destination without an incident or injury	Unattended while vehicle turned on, child must cross street due to vehicle in in order to meet the vehicle or arrive at destination with an incident or injury	Incident resulting in death, extreme or permanent injury