

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 | | | | | | | |
| Review all CRCs for Director, Employees, Provisional Employees, and others present in facility | | | | | | | |
| .09(1)(b) - every Director of a CCLC must have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center or before an individual age 17 or older resides in Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. | Never | Never | If planning to hire a new Director; A resident will be turning 17 years old; A new resident is entering the facility | Records Check Clearance Date on Comprehensive Records Check Determination <u>older</u> than preceding 12 months of hire date OR Records Check Clearance Date on Comprehensive Records Check Determination is not older than the preceding 12 months of license date, but there was a lapse of employment from the industry greater than 180 days (6 months) or longer | Satisfactory Comprehensive Records Check Determination not completed | Satisfactory Comprehensive Records Check Determination not completed and/or knowledge of a committed crime | Incident resulting in death, extreme or permanent injury |
| .09(1)(c) - every Employee of a CCLC must have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center or before an individual age 17 or older resides in Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. | Never | Never | If planning to hire a new Employee; A resident will be turning 17 years old; A new resident is entering the facility | Records Check Clearance Date on Comprehensive Records Check Determination <u>older</u> than preceding 12 months of hire date OR Records Check Clearance Date on Comprehensive Records Check Determination is not older than the preceding 12 months of license date, but there was a lapse of employment from the industry greater than 180 days (6 months) or longer | Satisfactory Comprehensive Records Check Determination not completed | Satisfactory Comprehensive Records Check Determination not completed and/or knowledge of a committed crime | Incident resulting in death, extreme or permanent injury |

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| <p>.09(1)(d) - every Provisional Employee of a CCLC must have a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center or before an individual age 17 or older resides in Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required.</p> | Never | Never | <p>If planning to hire a new Provisional Employee; A resident will be turning 17 years old; A new resident is entering the facility</p> | <p>Records Check Clearance Date on Comprehensive Records Check Determination <u>older</u> than preceding 12 months of hire date OR Records Check Clearance Date on Comprehensive Records Check Determination is not older than the preceding 12 months of license date, but there was a lapse of employment from the industry greater than 180 days (6 months) or longer; Provisional Employee not supervised by Director or Employee with a Comprehensive Records Check Determination</p> | Satisfactory Fingerprint Records Check Determination not completed | Satisfactory Fingerprint Records Check Determination not completed and/or knowledge of a committed crime | Incident resulting in death, extreme or permanent injury |
| <p>.09(1)(e) - no actual and potential Director, Employee, and Provisional Employee of a CCLC with an unsatisfactory Fingerprint Records Check Determination or an unsatisfactory Comprehensive Records Check Determination may be present at a Center when any child is present for care or reside at a Center</p> | Never | Never | N/A | N/A | N/A | Unsatisfactory Fingerprint Records Check Determination OR Unsatisfactory Comprehensive Records Check Determination | Incident resulting in death, extreme or permanent injury |
| <p>Diapering Areas and Practices 591-1-1-.10</p> <p>Inquire about procedures or observe actual diaper change</p> | | | | | | | |

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| .10(2) - a hand-washing sink w/ running, heated water, located adjacent to diapering area | If no diapered children are currently enrolled | If program not licensed for diapered children | Diapered room not in use; Diaper changing station and/or sink made adjacent during visit; Diaper table is movable; Warm water not used *If TA documented on previous visit, move to Low Risk | Sink not adjacent to changing station; Warm water is not available | No operable sink in diapering room | N/A | N/A |
| .10(4) - the diapering surface shall be smooth, non-porous, and equipped with a guard rail or straps to prevent falls. Between each diaper change, surface shall be cleaned with a disinfectant and dried with a single-use disposable towel | If no diapered children are currently enrolled | If program not licensed for diapered children | Turn textured side over for a smooth surface; Disinfectant not used according to manufacturer's instructions *If TA documented on previous visit, move to Low Risk | Changing pad has tears/non-smooth surface; Surface not properly disinfected; Missing rail(s) and/or safety strap(s) with no incident or injury | Missing rail(s) and/or safety strap(s) with an incident and/or injury with no medical attention or with medical attention as a precaution; There is evidence of isolated illness and confirmed lack of proper disinfection | Missing rail(s) and/or safety strap(s) with an incident and/or injury requiring professional medical attention; There is evidence of widespread illness due to lack of proper disinfection (by CDC or HD) | Incident resulting in death, extreme or permanent injury |
| .10(5) - infants & children shall not be left unattended while on diaper changing surface. | If no diapered children are currently enrolled | If program not licensed for diapered children | If planning to serve diapered children in the future | Unattended on changing table without an incident or injury (staff turns away without keeping a hand on the child) | Unattended on changing table with an incident and/or injury with no medical attention or with medical attention as a precaution | Unattended on changing table with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .10(9) - the area used for diapering shall not be used for food preparation; It must be clear of formulas, food, food utensils and food preparation items | Never | If program not licensed for diapered children | N/A | Food and/or food preparation items in the diapering area (bottles/cups, etc. that children have used) | Food prepared in and/or served from the diapering area | 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) | Incident resulting in death, extreme or permanent injury |
| Discipline 591-1-1.11 | | | | | | | |
| Observe teachers interactions with children, ask about and review policy if children are napping or not present | | | | | | | |

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| .11(1) - Disciplinary actions shall not be detrimental to physical or mental health | Never | Never | Observing inappropriate discipline methods: making a child face the wall for time out, a 4 y/r old standing in timeout for 5 min. instead of 4, children under 2 in timeout instead of redirection, behavior charts posted that use marks, colors, etc. by children's names *If TA documented on previous visit, move to Low Risk | Misuse or inappropriate use of time out or redirection; Staff encourages or does not intervene when a Parent disciplines their child within sight and/or hearing of other children; Staff convey understanding of discipline rules and report previous use of inappropriate discipline, such as popping a child's hand | Disciplinary action detrimental to child's physical or mental health which may or may not have resulted in an incident and/or injury with no medical attention or with medical attention as a precaution | Disciplinary action detrimental to child's physical health OR was seriously detrimental to a child's mental health with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .11(2) - Staff shall not: See disciplinary technique below for citation level | | | | | | | |
| Physically/sexually abuse a child; Engage in sexually overt conduct in the presence of any child | Never | Never | N/A | N/A | N/A | Physical abuse | Sexual abuse OR incident resulting in death, extreme or permanent injury |
| Inflict corporal/physical punishment | Never | Never | Corporal punishment by a Parent (not employed by the facility) of their own child to any body part (popping on hand, buttocks, legs) not within sight/hearing of other children (If within sight/ hearing of children see Rule .11(1)) | N/A | Corporal punishment to any body part (popping on hand, buttocks, legs, etc.) without a bruise or mark | Corporal punishment to any body part (popping on hand, buttocks, legs) with a bruise or mark | Incident resulting in death, extreme or permanent injury |
| Shake, jerk, pinch or roughly handle | Never | Never | N/A | N/A | Jerk, handle roughly, or pinch without a bruise or mark or injury; Shake a child five years or older without an injury | Jerk, handle roughly, or pinch with a bruise or mark or 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 |
| Verbally abuse or humiliate (includes use of threats, profanity or belittling remarks about a Child or his family) | Never | Never | Tone of voice; Raised voice with negative implications; 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 profanity or belittling remarks or threats; Use of profanity in general | Humiliating a child; Threatening 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 | N/A |

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| Isolate in a dark room, closet or unsupervised area | Never | Never | N/A | N/A | 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 |
| Use of mechanical or physical restraints or devices | Never | Never | N/A | N/A | Use of mechanical and/or physical restraints which may or may not have resulted in an incident and/or 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 restraints used for an egregious amount of time or there were egregious circumstances | Incident resulting in death, extreme or permanent injury |
| Use medication to control behavior | Never | Never | N/A | N/A | N/A | Use of medication for discipline and/or to control behavior, other than as prescribed by a physician | Incident resulting in death, extreme or permanent injury |
| Restrict unreasonably from going to the bathroom | Never | Never | N/A | Staff fail to respond appropriately and/or timely to a child's request or need to toilet (Staff states, "You should have gone to the bathroom during the bathroom break and now you can't go.") | Child(ren) not allowed to go to the bathroom as punishment, which may or may not have resulted in an incident and/or injury with no medical attention or with medical attention as a precaution | Child(ren) 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 for an egregious amount of time | N/A |
| Punishing toileting accidents | Never | Never | N/A | Staff uses an 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) | 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 | Incident resulting in death, extreme or permanent injury |
| Force-feed or withhold feeding regularly scheduled meals/snacks | Never | Never | N/A | Feeding of a child was intentionally delayed but still occurred during the current meal or snack service | Feeding of a child was delayed but still occurred after the current meal or snack but before the next meal or snack; Child was compelled to eat with no incident or injury | Child(ren) physically force fed (a child's mouth is held and made to eat) which resulted in a serious incident and/or injury requiring professional medical attention; Food withheld (and not given to child for the entire day or for all meals or snack services) | Incident resulting in death, extreme or permanent injury |

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| Force or withhold naps | Never | Never | Telling child(ren) that they must lay in a particular position on the mat or cot *If TA documented on previous visit, move to Low Risk under .11(1) | Force or withhold naps with no physical contact | Physically force/withhold naps without an incident or injury | Physically force naps with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| Allow Children to discipline or humiliate other Children | Never | Never | Staff requires child(ren) to report the bad behavior of other child(ren) *If TA documented on previous visit, move to Low Risk | Staff allow and/or encourage child(ren) to humiliate other child(ren) (name calling, belittling remarks, threats, use of profanity, etc.) | Staff allow and/or encourage child(ren) to physically discipline each other with or without an incident and/or injury with no medical attention or with medical attention as a precaution | Staff allow and/or encourage child(ren) to physically discipline each other with an incident and/or injury requiring professional medical attention OR discipline with aggravating circumstances | Incident resulting in death, extreme or permanent injury |
| Confine a Child for disciplinary purposes to equipment | Never | Never | N/A | Child(ren) confined for discipline without an incident or injury | Child(ren) confined for discipline which resulted in an incident and/or injury with no medical attention or with medical attention as a precaution; Child(ren) confined for discipline for an extended amount of time | Child(ren) confined for discipline with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| Equipment and Toys 591-1-1-.12(4) | Potentially unstable equipment and furniture that might injure a child if not secured include, but are not limited to, televisions, chests of drawers, bookcases, shelving, cabinets and fish tanks. Examples of items not required to be secured include, but are not limited to, child-sized tables and chairs, rocking chairs, and cribs. | | | | | | |
| Observe equipment in classrooms and throughout Center | | | | | | | |
| .12(4) - Equipment and furniture shall be secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over | Never | Never | If room is not currently in use or potentially unstable equipment or furniture is observed outside the classroom area (fish tank in hallway, lobby, etc.); Facility is planning to add new equipment (ordering new cubbies, etc.) | Potentially unstable equipment or furniture observed in the classroom with no incident or injury | Potentially unstable equipment or furniture observed in the classroom or accessible to children in care with an incident and/or injury with no medical attention or with medical attention as a precaution | Potentially unstable equipment or furniture observed in the classroom or accessible to children in care with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| Hygiene 591-1-1-.17 | | | | | | | |

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| Ask about procedures or observe staff and children wash hands; if observe a single incident of no handwashing, observe longer or in another room to determine if inconsistent or none; observe diapering or ask about diapering procedures | | | | | | | |
| .17(7) - Child Handwashing: Children shall wash their hands at all required times | Never | Never | Children observed to use hand sanitizer or bar soap instead of liquid soap; Children not washing hands after leaving restroom and Staff reminding them within a few minutes; Warm water not used *If TA documented on previous visit move to Low Risk | Inconsistent hand washing following toileting and diapering and/or prior to meals and snacks; Children not washing hands <u>immediately</u> : upon arrival, when moving from one classroom to the next and after outside play, <u>before & after</u> : handling or touching food, water play, <u>after</u> : sand play, touching animals/pets, contact with bodily fluids, or other contamination; Warm water is not available | <u>No</u> hand washing observed throughout the Center following toileting and diapering or prior to meals and snacks | Evidence of spread of illness due to lack of hand washing (confirmed by CDC or HD) | Incident resulting in death, extreme or permanent injury |
| .17(8) - Staff Handwashing: Staff shall wash their hands at all required times | Never | Never | Staff observed to use hand sanitizer or bar soap instead of liquid soap; Warm water not used; Staff did not wash their hands before the first diaper change *If TA documented on previous visit, move to Low Risk | Inconsistent hand washing observed related to toileting, diapering, serving food, or other contamination; Staff not washing hands <u>immediately</u> : upon first child's arrival and after outside play, <u>before & after</u> : dispensing medication/lotion, eating/drinking, food prep/feeding children, <u>after</u> : touching animals/pets, garbage, bodily fluids or other contamination; Staff observed to wear gloves (disposable/single use) in place of handwashing; Warm water is not available | <u>No</u> hand washing observed throughout the Center related to toileting, diapering, serving food, or other contamination | Evidence of spread of illness due to lack of handwashing (confirmed by CDC or HD) | Incident resulting in death, extreme or permanent injury |
| License Capacity 591-1-1-.19 | | | | | | | |
| Observe # of Children in each classroom/area of the Center during visit. | | | | | | | |
| .19(1) - A Center must have thirty-five (35) square feet of usable space per child | Never | Never | If additional child arrives and Staff immediately reconcile licensed capacity of classroom OR if a special activity is occurring in a special use area, remind of parameters such as time limits and appropriate activities | Up to 10% over capacity with <u>no</u> incident or injury | More than 10% over capacity OR over capacity with an incident and/or injury with no medical attention or with medical attention as a precaution | Over capacity with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |

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| 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 showing: Child's name, medication name, Rx # (if applicable), date(s) and time(s) to be given, dosage, Parent/Guardian signature & date authorizing | 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 planning to dispense medication in the future; Isolated instance of incomplete paperwork other than missing parent signature *If TA documented on previous visit, move to Low Risk | Incomplete paperwork: missing date(s), prescription name and/or number, dosage, time(s), etc.; Medication is on-site with no medication authorization, but not dispensed | Dispensed medication without authorization with no adverse reaction; Missing Parent/Guardian signature with no adverse reaction; Incorrect type/amount dispensed with no adverse reaction; Medication not dispensed as authorized | Dispensed medication without authorization with an adverse reaction; Missing Parent/Guardian signature with an adverse reaction; Incorrect type/amount of medication dispensed with an adverse reaction; Medication dispensed to the wrong child | Incident resulting in death, extreme or permanent injury |
| .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 planning to dispense medication in the future; Medication container only has first or last name, not full name; *If TA documented on previous visit, move to Low Risk | Medication not in original container with no incident or adverse reaction | Medication dispensed beyond two weeks without physician's 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 showing: 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 | If planning to dispense medication in the future; Isolated instance of incomplete paperwork other than missing parent signature *If TA documented on previous visit, move to Low Risk | Incomplete dispensing record: not documenting adverse reaction(s) or not documenting N/A or None for no adverse reactions, missing date(s) or time(s) dispensed, initials, amount dispensed etc. | Dispensed medication not documented at all with no incident or injury | Dispensed medication not documented at all with an incident or injury (i.e. over medicating a child) | Incident resulting in death, extreme or permanent injury |

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| .20(4) - Storage: Kept in a locked or inaccessible storage cabinet or container; separate from cleaning chemicals, supplies or poisons; refrigerated meds kept in leak-proof container | If medication has not been administered since last visit or since medication was last evaluated | If program does not administer <u>any</u> medication | If planning to dispense in the future | Medication stored with cleaning chemicals/supplies or poisons with <u>no</u> incident or injury; Medication accessible but <u>not</u> handled or ingested by a child (located in cubbies, drawer, etc.) | Medication handled with <u>no</u> incident or injury | Child ingested and/or handled medication <u>with</u> an incident and/or injury; Medication stored with cleaning chemicals/supplies or poisons <u>with</u> an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| Physical Plant: Hazards 591-1-1-.25 | *Note: Poisonous or hazardous plants/shrubs observed accessible in classrooms/buildings should be cited under the .25(17) plant/shrub rule. | | | | | | |
| Evaluate for accessible hazards throughout Center (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); Isolated minor hazards: brooms, dustpans, toothpaste, office supplies (stapler, white out), toilet brushes and plungers, etc. *If TA documented on previous visit, move to Low Risk **Soap that says "Keep Out of Reach of Children" never moves higher unless an incident and/or injury occurs | Hazards accessible with or without being handled by a child (plastic grocery bags, aerosol cans, items that say "Keep Out of Reach Children" etc.) | Serious/dangerous hazards handled by a child OR easily ingestible hazards (open container) that are accessible with or without being handled by a child which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution (cup of bleach on a shelf, sharp knife lying on a table, 3 gallon bucket of water) | Hazards accessible and handled or ingested with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| Playgrounds 591-1-1-.26 | *Note: Poisonous or hazardous plants/shrubs observed accessible or on the playground/outside premises should be cited under the .25(17) plant/shrub rule and no longer under .26(9). | | | | | | |
| Observe playgrounds for cleanliness/hazards; playground equipment for hazards/anchoring; fencing for hazards/height (measure); measure depth of fall zones under equipment | | | | | | | |
| .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 | If severe weather alert has been issued in the area; Per policy, a follow-up visit may be required to assess the playground | Never | Children not outside and the gate is open *never move to Low Risk ; Isolated minor fencing issue in a limited area: small gap (less than 3.5 inches wide and no entrapment or escape hazard; Isolated damage to fence and hazardous area made inaccessible to children *If TA documented on previous visit, cite accordingly | Fence not four feet high; Minor fencing hazards: 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 with <u>no</u> incident, while children on the playground; Potential entrapment hazard (gap that measures between 3.5 - 9 inches) | Not completely enclosed and child(ren) did <u>not</u> leave premises; Actual entrapment occurs, with an incident and/or injury with no medical attention or with medical attention as a precaution | Child left premises due to: fence not completely enclosed, gate open, fence not four feet high; Entrapment or fence hazards with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |

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| .26(6) - Playground Equipment: Variety, age-appropriate, good repair, free from hazards, won't obstruct supervision of children | If severe weather alert has been issued in the area; Per policy, a follow-up visit may be required to assess the playground | Never | Isolated minor hazards: small area of chipped paint or rust, a single missing pedal or hand grip, open "S" hooks, portable equipment damaged beyond use *If TA documented on previous visit move to Low Risk | Minor hazards: rusted chains, large areas of chipped paint, missing handles, pedals, grips, broken equipment sectioned off to make it inaccessible to children; No variety of equipment present; Equipment is not age-appropriate with <u>no</u> injury; Supervision is obstructed with <u>no</u> injury | Accessible hazards which prohibit safe use of the equipment: sharp edges, worn/broken hardware, broken/ingestible pieces; Hazardous OR non age appropriate equipment with an incident and/or injury with no medical attention or with medical attention as a precaution; Supervision is obstructed with an incident and/or injury with no medical attention or with medical attention as a precaution | Broken/hazardous/Non age appropriate equipment with an incident and/or injury requiring professional medical attention; Supervision is obstructed with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .26(7) - Anchoring: Climbing and swinging equipment anchored | If severe weather alert has been issued in the area; Per policy, a follow-up visit may be required to assess the playground | If there is no climbing or swinging equipment required to be anchored | If adding non-portable playground equipment that would need anchoring | Non-portable equipment anchored but not stable | Non-portable equipment not anchored which may or may not have resulted in an incident and/or injury with no medical attention or with medical attention as a precaution | Non-portable equipment not anchored with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .26(8) - Resilient Surfacing: Adequately maintained for resiliency beneath and in the fall zones of climbing and swinging equipment NOTE: Resilient surfacing is NOT required under infant/toddler bucket swings or infant/toddler swings that require the child to be buckled in | If severe weather alert has been issued in the area; Per policy, a follow-up visit may be required to assess the playground | If there is no climbing or swinging equipment requiring resilient surfacing beneath and in fall zones | Compacted resilient surfacing; Portable equipment is observed on a hard surface and can be moved during the visit; Isolated grass growing in resilient surfacing *If TA documented on previous visit, move to Low Risk | Inadequate amount of resilient surface: Climbing equipment under 5 feet tall (more than 0 inches but less than 3 inches); Climbing equipment that is 5 feet or greater in height or swinging equipment (more than 0 inches but less than 6 inches); Inadequate fall zones | No resilient surface with <u>no</u> incident or injury | No/inadequate resilient surface with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .26(9) - Playgrounds: kept clean, free from litter and hazards | If severe weather alert has been issued in the area; Per policy, a follow-up visit may be required to assess the playground | Never | Isolated minor hazards: small amount of trash/debris, minimal roots, thorny vines, sticks or branches; Mops or 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 Risk | Widespread minor hazards: tripping hazards, sticks, branches, thorny vines, trash/debris; Presence of nests of and/or biting ants/stinging insects; Mops, brooms, or rakes accessible or in high traffic area; Accessible heating and cooling equipment; Standing water without a drowning hazard (1-2 inches); Tools/equipment in an enclosed but unlocked shed (not accessed by children); With <u>no</u> incident or injury | Dangerous playground hazards: lawn mowers, tools, discarded equipment or appliances; Children accessed nests of and/or biting ants/stinging insects; Standing water with a drowning hazard (2 inches or more); With or without an incident and/or injury with no medical attention or with medical attention as a precaution | Playground hazards with an incident and/or injury requiring professional medical attention (exposed nail causing an impalement/puncture injury, bitten by ants/stinging insects, exposed root causing broken arm, etc.) | Incident resulting in death, extreme or permanent injury |
| Infant Sleeping Safety Requirements 591-1-1-.30 | | | | | | | |

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|--|---|-------------------------------------|--|--|--|--|--|
| Observe or inquire about all infant sleep safety practices; Observe cribs used for sleeping infants | | | | | | | |
| .30(1)(a) - Cribs that meet CPSC and ASTM safety standards are provided for each infant | Never | If program not licensed for infants | If planning to care for infants in the future; Noncompliant crib(s) not being used, located in an area not used for childcare and removed from facility during the visit with sufficient compliant cribs available for # of enrolled infants | Noncompliant crib(s) not being used, located in an area not used for childcare and unable to be removed from facility during the visit with sufficient compliant cribs available for # of enrolled infants | Noncompliant crib(s) in childcare area regardless of whether the crib is being used, which may or may not have resulted in an incident or injury with no medical attention or with medical attention as a precaution; Insufficient # of compliant cribs for # of 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 | Noncompliant crib(s) used with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .30(1)(a)1. - Crib construction: Good repair and free of hazards; Stack cribs and cribs with drop sides not used | Never | If program not licensed for infants | If planning to care for infants in the future | N/A | Crib(s) not in good repair and/or hazards are present without an incident or injury; Stack crib(s) or crib(s) with drop sides used, which may or may not have resulted in an incident and/or injury with no medical attention or with medical attention as a precaution | Crib(s) not in good repair and/or hazards are present with an incident and/or injury requiring professional medical attention; Stack crib(s) or crib(s) with drop sides used with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .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 | If program not licensed for infants | If planning to care for infants in the future; Noncompliant mattress not being used and located in an area not used for childcare | Mattress not two inches thick; Not covered with waterproof, washable material; Not disinfected before a change of occupant | Mattress is not tight-fitting or firm which may or may not have resulted in an incident and/or injury with no medical attention or with medical attention as a precaution | Mattress is not tight fitting or firm with incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .30(1)(a)3. - Sheets: Individual and tight fitting and changed daily or more often as needed and prior to the change of an occupant | If program licensed for infants, but none are currently enrolled and no sheets in use | If program not licensed for infants | If planning to care for infants in the future; If program serves infants, but none are currently enrolled and sheet(s) not tight-fitting on crib mattress; Isolated instance of a sheet not tight-fitting in an unoccupied crib and the sheet can be changed during the visit *If TA documented on previous visit move to Low Risk | Crib sheet is not changed daily or more often as needed; Crib sheet not changed prior to change of occupant | Crib sheet not tight-fitting and crib in use, which may or may not have resulted in an incident and/or injury with no medical attention or with medical attention as a precaution | Crib sheet not tight-fitting 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 |
|---|--|--|---|--|--|---|--|
| <p>.30(2) - Staff shall place an infant to sleep on the infant's back unless the Parent has 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. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. 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 may be used when necessary for the comfort of the sleeping infant, however swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant such as but not limited to crib gyms, toys, mirrors and mobiles.</p> <p style="text-align: center;">See rule components below for citation levels</p> | | | | | | | |
| <p>Back to Sleep - Infant placed on back to sleep unless the Parent has 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</p> | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future | Physician's written statement missing specific instructions and/or time frames | Infant(s) not placed on back to sleep with no physician's written statement and no incident or injury | Infant(s) not placed on back to sleep with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| <p>Rolling Infant - When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his/her preferred position and not re-position the infant</p> | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future | N/A | Infant(s) not allowed to roll over into their preferred position or repositioned without an incident or injury | Infant(s) not allowed to roll over into their preferred position or repositioned with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| <p>Sleepers/Swaddling - Sleepers, sleep sacks and wearable blankets fit according to the manufacturer's guidelines and will not slide up around the infant's face; Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use that includes instructions and a time frame for swaddling the infant</p> | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future | 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 an incident or injury; Swaddling used and no written physician's statement on file without an incident or injury | Sleepers, sleep sacks, and wearable blankets not used according to manufacturer's guidelines and do not fit appropriately with an incident and/or injury; Swaddling used and no physician's written statement on file with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| <p>Objects in Crib - No objects shall be placed or allowed on/in the crib with a sleeping infant</p> | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future; Objects in or on an unoccupied crib | N/A | Objects in or on a crib with a sleeping infant (such as but not limited to: toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, blankets or other soft items) without an incident or injury | Objects in or on a crib with a sleeping infant (such as but not limited to: toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, blankets, or other soft items) with an 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 |
|---|--|--|---|--|--|--|--|
| Objects Attached to Crib - No objects shall be attached to crib with a sleeping infant | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future; Objects attached to unoccupied crib | N/A | Objects attached to a crib with a sleeping infant (such as but not limited to: crib gyms, toys, mirrors and mobiles) without an incident or injury | Objects attached to a crib with a sleeping infant (such as but not limited to: crib gyms, toys, mirrors and mobiles) with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| .30(2)(a) - 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 | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future | Sleeping area not comfortable due to the temperature not being within the required range without an incident or injury; Lighting not adequate without an incident or injury | Sleeping area not comfortable due to temperature not being within the required range which resulted in an incident or injury with no medical attention or with medical attention as a precaution; Lighting not adequate which resulted in an incident or injury with no medical attention or with medical attention as a precaution | Sleeping area not comfortable due to temperature not being within the required range with an incident and/or injury requiring professional medical attention; Lighting not adequate with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .30(2)(b) - Wedges, other infant positioning devices and monitors shall not be used unless a Parent provides a physician's written statement that includes time frame for use | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future; Positioning device in unoccupied crib | Physician's written statement missing specific instructions and/or time frames | Wedge, positioning device, monitor used without a physician's written statement without an incident or injury | Wedge, positioning device, monitor used without a physician's written statement with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| .30(2)(c) - 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 | If program licensed for infants, but none are currently enrolled | If program is not licensed for infants | If planning to care for infants in the future | N/A | Infant(s) allowed to sleep in equipment not approved for infant sleep without an incident or injury | Infant(s) allowed to sleep in equipment not approved for infant sleep with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| Staff: Compliance with Laws 591-1-1-.31(13) | | | | | | | |
| Observe that staff are in compliance with applicable laws and regulations | | | | | | | |
| .31(13) - Staff shall not commit any criminal act in the presence of any child enrolled in the Center | Never | Never | N/A | N/A | Commit criminal act on the premises while child(ren) are in attendance | Commit criminal act and child(ren) can see or hear the act | Incident resulting in death, extreme or permanent injury |
| Staff: Child Ratios 591-1-1-.32 | | | | | | | |

CCLC CORE RULES REFERENCE CHART

| Child Care Learning Center Core Rules | NE | NA | TA | Low Risk | Medium Risk | High Risk | Extreme |
|--|--|---|--|--|--|--|--|
| Evaluate Staff: Child ratios based on a head count, ask ages to determine 20% (if applicable) Infants (less than 1 year old or Children who are under 18 mths & not walking) 1:6 One year olds (who are walking) 1:8 Two year olds 1:10 Three year olds 1:15 Four year olds 1:18 Five year olds 1:20 Six year olds & up 1:25 | | | | | | | |
| .32(1) - Required Staff: Child ratios and group size are maintained | If no children are present | If children are grouped in only mixed age groups | If additional children arrive and Center Staff immediately reconcile ratios (adequate Staff available in the building in order to immediately reconcile and comply with Staff: Child ratios) | N/A | Ratio citation with or without an incident and/or injury with no medical attention or with medical attention as a precaution | Ratio citation with an 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(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 | If additional children arrive and Center Staff immediately reconcile ratios (adequate Staff available in the building in order to immediately reconcile and comply with Staff: Child ratios) | N/A | Ratio citation with or without an incident and/or injury with no medical attention or with medical attention as a precaution | Ratio citation with an 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) - Mixed-age groups for Centers with a licensed capacity of 18 or fewer children: Younger than Three: Age of youngest child under three years of age shall determine the Staff: Child ratio for the group Three Years & 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 | If additional children arrive and Center Staff immediately reconcile ratios (adequate Staff available in the building in order to immediately reconcile and comply with Staff: Child ratios) | N/A | Ratio citation with or without an incident and/or injury with no medical attention or with medical attention as a precaution | Ratio citation with an 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 |
| Supervision 591-1-1-.32 | *Note: A supervision citation for a Provisional Employee being the <u>ONLY</u> one supervising children would not be issued under .32(7), but would be issued under .09(1)(d) | | | | | | |
| 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 Staff observed not circulating; Short term limited visibility (i.e. room dark at naptime or child behind cubbies) *If TA documented on previous visit, move to Low Risk | Brief break in watchful oversight (i.e. Staff steps over threshold of classroom, places something in hallway, or child briefly walks out of a supervised area without adult supervision and comes back); Staff responsible for two separate physical areas for a brief period of time or during nap time | Supervision citation with or without an incident and/or injury with no medical attention or with medical attention as a precaution | Supervision citation with an incident and/or injury requiring professional medical attention OR could be seriously detrimental to the child(ren)(i.e. leaving a child on the playground for an extended period 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 & 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 it is inaccessible; Review lifeguard certification | | | | | | | |
| .35(2) - All swimming & wading pools shall be inaccessible to children except during supervised activities | If there is no pool on the premises | If there is no pool on the premises | If planning to provide swimming activities in the future; Wading pool without water is accessible; If children not outside and the gate to the pool is unlocked | Pool area accessible but not accessed by children (gate latched but not locked) | Swimming pool accessible and accessed by child(ren) but no child(ren) 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 an incident and/or injury; Any other swimming related incident and/or injury | Incident resulting in death, extreme or permanent injury |
| .35(3) - Supervision in water <u>more</u> than two feet (requires lower Staff: Child ratios, lifeguard certification and verification of swimming distance) Proper ratios: Under 2 1/2 years: 1:2 2 1/2 to 4 years: 1:5 4 yrs & older who cannot swim a distance of 15 yds unassisted: 1:6 4 years & older who can swim a distance of 15 yds unassisted: 1:15 | If haven't participated in swimming activities since last visit or since swimming was last evaluated | If no swimming activities are provided | If planning to provide swimming activities in the future | 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 ratios/supervision with no incident or injury | No certified lifeguard and/or inadequate ratios/supervision with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| .35(4) - Supervision in water <u>less</u> than two feet (requires ratios/supervision in accordance with normal Staff: Child ratios) Proper ratios: Infants (less than 1 year old & Children who are under 18 mths & not walking) 1:6 One yr olds (who are walking): 1:8 Two year olds 1:10 Three year olds 1:15 Four year olds 1:18 Five year olds 1:20 Six year olds & up 1:25 | If haven't participated in swimming activities since last visit or since swimming was last evaluated | If no swimming activities are provided | If planning to provide swimming activities in the future | N/A | Inadequate ratios/supervision with no incident or injury | Inadequate ratios/supervision with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| Transportation 591-1-1-.36 | | | | | | | |

CCLC CORE RULES REFERENCE CHART

| Child Care Learning Center Core Rules | NE | NA | TA | Low Risk | Medium Risk | High Risk | Extreme |
|--|---|--|--|--|--|--|---|
| <p>Check interior of vehicles; If vehicle is not onsite during visit, Consultant should discuss where vehicle is located and an appropriate time for it to be observed; *Vehicle must be observed at least one time per fiscal year; Review a transportation or field trip passenger checklist, a sample of at least 4 emergency medical forms, and driver qualifications</p> <p>.36(5)(b) Transportation ratios to be evaluated when home transportation evaluated (clarification - if large groups such as HS, Pre-K, children under 5 are transported, evaluate transportation ratios). .36(5)(c) Transportation ratios to be evaluated when more than 36 children are transported at one time</p> | | | | | | | |
| <p>.36(4)(b) - Interior of vehicle must be clean, in safe repair, free from hazardous objects</p> | If vehicle is not on site during the visit | If program does not provide routine transportation or transportation for field trips | <p>Isolated minor hazards: trash, dirt, candy wrappers, minor tear to seat</p> <p>*If TA documented on previous visit, move to Low Risk</p> | <p>Torn seat covers; Frayed or torn seat belts that are not in use; Trash or debris; Hazardous objects: first aid kit, jumper cables, brooms, etc. with no incident or injury</p> | <p>Serious/easily ingestible hazards(motor oil, antifreeze, wiper fluid, etc.) accessible with or without being handled by a child; Safety issues: missing mirrors, doors won't open, tools accessible (jack or tire iron, etc.) with or without an incident and/or injury with no medical attention or with medical attention as a precaution</p> | <p>Serious hazards accessible and handled or ingested with an incident and/or injury that required professional medical attention; Safety issues with an incident and/or injury that required professional medical attention</p> | <p>Incident resulting in death, extreme or permanent injury</p> |
| <p>.36(4)(f)1. - All children shall be secured in a child passenger restraining system or seat safety belt in accordance with applicable state and federal laws</p> | If vehicle is not on site during the visit | If program does not provide routine transportation or transportation for field trips | If planning to provide transportation in the future | N/A | <p>No restraints or not restrained in accordance with state and federal laws (torn or frayed seat belts in use) with or without an incident and/or injury with no medical attention or with medical attention as a precaution</p> | <p>No restraints or not restrained in accordance with state and federal laws with an incident and/or injury requiring professional medical attention</p> | <p>Incident resulting in death, extreme or permanent injury</p> |
| <p>.36(4)(f)2. - No vehicle shall exceed the manufacturer's rated seating capacity</p> | 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 | N/A | <p>Exceeded vehicle seating capacity with or without an incident and/or injury with no medical attention or with medical attention as a precaution</p> | <p>Exceeded vehicle seating capacity with an incident and/or injury requiring professional medical attention</p> | <p>Incident resulting in death, extreme or permanent injury</p> |

CCLC CORE RULES REFERENCE CHART

| Child Care Learning Center Core Rules | NE | NA | TA | Low Risk | Medium Risk | High Risk | Extreme |
|---|---|--|--|--|--|--|--|
| .36(5)(b) - Transportation ratios must be maintained: Driver + 1 Staff when: 3 or more child(ren) under age 3 7 or more children under age 5 18 or more children under age 5 Driver + 2 Staff when: 8 or more children under age 3 More than 20 children under age 5 | No additional staff person(s) 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 | N/A | Additional required staff not present with no incident or injury | Additional required staff not present with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| .36(5)(c)2. - Ratios: More than 36 children five years and over: One additional Staff (in addition to driver and monitor) per 20 additional children transported required | If 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 | 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(7)(a) - Transportation Plan - Center & Passenger Information: Pick-up & delivery location & time, alternate delivery location, person authorized to receive the child, Center name, driver, and phone number | If 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; Isolated instances of incomplete paperwork other than load/unload *If TA documented on previous visit, move to Low Risk | Missing paperwork for more than 20% of transported children; Incomplete transportation paperwork: Missing Center name, some children's pick-up or delivery information incomplete/missing, etc. | Missing/Incomplete paperwork with an incident and/or injury with no medical attention or with medical attention as a precaution | No passenger information/paperwork with an incident and/or injury requiring professional medical attention | Incident resulting in death, extreme or permanent injury |
| .36(7)(b) - Emergency Medical Information: Maintained on vehicle for each child and includes: child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications, name and phone number of the child's doctor, the local medical facility that the Center uses and the telephone numbers where the Parent(s) can be reached | 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; Incomplete emergency medical information for 20% or less of transported children *If TA documented on previous visit, move to Low Risk | Incomplete emergency medical information for more than 20% of transported children; No emergency medical information for at least one transported child | Missing/Incomplete emergency medical information for all transported children with no incident or injury | No emergency medical information on the vehicle with an incident and/or injury | Incident resulting in death, extreme or permanent injury |
| .36(7)(c) - Passenger Checklist: - Approved and complete checklist for each vehicle | 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; If using one checklist for multiple vehicles *If TA documented on previous visit, move to Low Risk | Unapproved transportation checklist being used resulting in missing components of documentation | No passenger checklist with or without an incident and/or injury with no medical attention or with medical attention as a precaution | No passenger checklist with an incident and/or injury that required 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(7)(c)1. - Passenger Checklist: - Checklist includes child's first and last name and children listed individually | 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 | Missing/Incomplete checklist information: child(ren)'s complete name(s) OR each child not listed separately | N/A | N/A | N/A |
| .36(7)(c)2. - Passenger Checklist: - Checklist marked with mark or symbol to account for loading/unloading at each location | 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; Blanks on the checklist for children that were absent *If TA documented on previous visit, move to Low Risk | N/A | Checklist without load/unload documented with or without an incident and/or injury with no medical attention or with medical attention as a precaution | Checklist without load/unload documented with an incident and/or injury that required professional medical attention | Incident resulting in death, extreme or permanent injury |
| .36(7)(c)3. - Passenger Checklist: - Arrival/departure time(s) for each location | 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 | Missing/Incomplete checklist information: arrival/departure time(s) | N/A | N/A | N/A |
| .36(7)(c)4. - Passenger Checklist: - Turned over to Director or Director's designated Staff person following completion of trip | 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 | Checklist not turned over to person in charge | N/A | N/A | N/A |
| .36(7)(d)1. - Checking the Vehicle - First Check: - 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 checklist 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 | Missing documentation of a first check of the vehicle and/or no signature on form, but Consultant observed check completed | First check of vehicle not completed and/or no signature on form to verify vehicle was checked with no incident or injury | First required check of vehicle not completed/no signature on form to verify check with an 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 |
|--|--|---|--|--|---|---|---|
| <p>.36(7)(d)2. - Checking the Vehicle - Second Check:</p> <ul style="list-style-type: none"> - 2nd Staff 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 | <p>Transportation records not available for review *If this is the case, cite Staff .31(1)(a)</p> | <p>If program does not provide routine transportation or transportation for field trips</p> | <p>If planning to provide transportation in the future</p> | <p>Missing documentation of a second check of the vehicle and/or no signature on form, but Consultant observed check completed</p> | <p>Second check of vehicle not completed and/or no signature on form to verify vehicle was checked with no incident or injury; Second check of vehicle conducted and a child was found immediately during a seamless transition between the first and second check</p> | <p>Second required check of vehicle not completed/no signature on form to verify check with an incident and/or injury</p> | <p>Incident resulting in death, extreme or permanent injury</p> |
| <p>.36(7)(d)3. - Checking the Vehicle - No 2nd person available:</p> <ul style="list-style-type: none"> - 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 -Sign checklist | <p>Transportation records not available for review *If this is the case, cite Staff .31(1)(a)</p> | <p>If program does not provide routine transportation or transportation for field trips</p> | <p>If planning to provide transportation in the future</p> | <p>Vehicle check reported by phone, but call not documented</p> | <p>No check of vehicle was completed and/or no signature of check or phone call documentation with no incident or injury</p> | <p>No check of vehicle was completed and/or no signature of check or phone call documentation with an incident and/or injury</p> | <p>Incident resulting in death, extreme or permanent injury</p> |
| <p>.36(9) - Child shall not be dropped off at any location if there is no one present authorized to receive Child</p> | <p>If not observed during the visit; If haven't participated in transportation of any kind since last visit or since transportation of any kind was last evaluated</p> | <p>If program does not provide routine transportation or transportation for field trips</p> | <p>If planning to provide transportation in the future</p> | <p>N/A</p> | <p>N/A</p> | <p>Child(ren) dropped off at location where there was no one present authorized to receive the child</p> | <p>Incident resulting in death, extreme or permanent injury</p> |
| <p>.36(10) - Child(ren) shall never be left unattended in a vehicle</p> | <p>If not observed during the visit; If haven't participated in transportation of any kind since last visit or since transportation of any kind was last evaluated</p> | <p>If program does not provide routine transportation or transportation for field trips</p> | <p>If planning to provide transportation in the future</p> | <p>N/A</p> | <p>N/A</p> | <p>Child(ren) left on a vehicle unattended</p> | <p>Incident resulting in death, extreme or permanent injury</p> |
| <p>.36(12) - No child shall have to cross street in order to meet the vehicle or arrive at a destination</p> | <p>If not observed during the visit; If haven't participated in transportation of any kind since last visit or since transportation of any kind was last evaluated</p> | <p>If program does not provide routine transportation or transportation for field trips</p> | <p>If planning to provide transportation in the future</p> | <p>N/A</p> | <p>Child must cross street in order to meet the vehicle or arrive at destination with no incident or injury</p> | <p>Child must cross street in order to meet the vehicle or arrive at destination with an incident and/or injury</p> | <p>Incident resulting in death, extreme or permanent injury</p> |