

CCLC Monitoring Visit Checklist

Core Rules

Facility:		Date:	
Arrival:		Departure:	
Facility Update Completed: Yes or No		Enforcement & Compliance Discussed: Yes or No	
Staff: Child Ratios:		Staff Present in Classrooms:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	

Rule Number	C	NC	CRIMINAL RECORD CHECKS	Comments
591-1-1-.09(1)(b)			Director – valid and current sat. Comprehensive Records Check Det.; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
591-1-1-.09(1)(c)			Employee – valid and current sat. Comprehensive Records Check Det.; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
591-1-1-.09(1)(d)			Provisional Employee – valid and current sat. Fingerprint Records Check Det. & supervised by staff w/ sat. Comp; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
591-1-1-.09(1)(e)			No actual or potential Director, Employee or Provisional Employee with an unsatisfactory Fingerprint Records Check Determination or Comprehensive Records Check Determination present	

Rule Number	C	NC	DIAPERING AREAS and PRACTICES	Comments
591-1-1-.10(2)			Hand washing sink adjacent; warm running water available	
591-1-1-.10(4)			Changing surface non-porous/cleaned, etc.; Guard rails	
591-1-1-.10(5)			Child not left unattended on table	
591-1-1-.10(9)			Diapering/food service not in same area	

Rule Number	C	NC	DISCIPLINE	Comments
591-1-1-.11(1)			Discipline detrimental to physical/mental health of child	
591-1-1-.11(2)			No Physical/Sexual abuse	
			No Corporal/Physical Punishment	
			Not Shake, Jerk, Pinch or Roughly Handle a Child	
			No Verbal Abuse or Humiliation	
			Not Isolated in Dark Room/Closet/Unsupervised Area	
			No Use of Mechanical or Physical Restraints	
			Use of Medication to Discipline	
			Use of Bathroom Restricted	
			Toileting Accident Punished	
			Force Fed/Food Withheld	
			Naps Forced/Withheld	
			Children Discipline/Humiliate Others	
			Confined to Swing, Highchair, Etc.	
Rule Number	C	NC	EQUIPMENT and TOYS	Comments
591-1-1-.12(4)			Unsecured equipment/furniture	
Rule Number	C	NC	HYGIENE	Comments
591-1-1-.17(7)			Children – correct handwashing	
591-1-1-.17(8)			Staff - correct handwashing	
Rule Number	C	NC	LICENSE CAPACITY	Comments
591-1-1-.19(1)			35 sq. ft per child requirement met	
Rule Number	C	NC	MEDICATIONS	Comments
591-1-1-.20(1)			Complete parental authorization	
591-1-1-.20(2)			Not dispensed beyond 2-week period; In original container; Labeled with child's name	
591-1-1-.20(3)			Complete dispensing record	
591-1-1-.20(4)			Medication inaccessible to children; Refrigeration requirements met	
Rule Number	C	NC	PHYSICAL PLANT-Safe Environment	Comments
591-1-1-.25(13)			Safe storage of hazardous items	
Rule Number	C	NC	PLAYGROUNDS	Comments
591-1-1-.26(4)			Fence four feet in height; Fencing not hazardous; Fence gate kept closed	
591-1-1-.26(6)			Equipment age-appropriate, free of hazards, does not obstruct supervision	
591-1-1-.26(7)			Equipment anchored	
591-1-1-.26(8)			Adequate resilient surface and fall zones	
591-1-1-.26(9)			Free of litter and hazards, kept clean	

Rule Number	C	NC	SLEEPING and RESTING EQUIPMENT	Comments
591-1-1-.30(1)(a)			Adequate number of safety approved cribs	
591-1-1-.30(1)(a)1.			Crib in good repair/free of hazards; Stack cribs and cribs with drop sides not used	
591-1-1-.30(1)(a)2.			Crib mattress firm, tight-fitting, two-inches thick, waterproof, cleaned	
591-1-1-.30(1)(a)3.			Crib sheet tight-fitting, changed daily	
591-1-1-.30(2)			Infant placed on back for sleeping; even if rolling infant	
			No soft items in crib with sleeping infant	
			No objects attached to crib with sleeping infant	
			Sleep sack without proper fit; Swaddling used without physician statement	
591-1-1-.30(2)(a)			Infant sleeping area 65-85 degrees; Adequate lighting to see breathing/color	
591-1-1-.30(2)(b)			Positioning device/monitor not used unless with physician statement	
591-1-1-.30(2)(c)			Infant sleeping in equipment other than crib	

Rule Number	C	NC	STAFF	Comments		
591-1-1-.31(13)			Comply with all applicable laws & regulations; Not commit criminal act in presence of children			
Rule Number	C	NC	STAFF: CHILD RATIOS	Comments		
591-1-1-.32(1)			Adequate Ratio/Group Size	Inf: 1:6 (12)	1s: 1:8 (16)	2s: 1:10 (20)
				3s: 1:15 (30)	4s: 1:18 (36)	5s: 1:20 (40)
				6+: 1:25 (50)		
591-1-1-.32(2)			Centers licensed for 19+ children - Adequate Ratio/Mixed Age Grouping			
591-1-1-.32(3)			Centers licensed for 18 or fewer children - Adequate Ratio/Mixed Age Grouping (

Rule Number	C	NC	SUPERVISION	Comments	
591-1-1-.32(7)			Children supervised at all times; Seated within arm's length away from children 3 yrs and younger during mealtime		
Rule Number	C	NC	SWIMMING POOLS and WATER RELATED ACTIVITIES	Comments	
59-1-1-.35(2)			Swimming or wading pool inaccessible to children when not in use		
591-1-1-.35(3)			Adequate supervision and staff: child ratios- Water more than 2 ft. deep	Under 2 ½ yrs = 1:2	2 ½ - 4yrs = 1:5
				4yr+ = 1:6 Cannot Swim 15ft. unassisted	4yr+ = 1:15 Can swim 15ft unassisted
			One person with lifeguard certification present		
			Swim test confirmation (15 yards unassisted) or copies of certificates		

591-1-1-.35(4)			Adequate staff: child ratio- Water less than 2 ft. deep	Under 1 = 1:6	1yr walking = 1:8
				Under 18mth Not walking = 1:6	2yrs = 1:10
				3Yrs = 1:15	5Yrs = 1:20
				4Yrs = 1:18	6Yrs = 1:25

Rule Number	C	NC	TRANSPORTATION	Comments	
591-1-1-.36(4)(b)			Interior of vehicle clean and safe		
591-1-1-.36(4)(f)1.			All children secured in child passenger restraining system or seat belts		
591-1-1-.36(4)(f)2.			Vehicle seating capacity not exceeded		
591-1-1-.36(5)(b)			Adequate # of staff for supervision/ratios		
591-1-1-.36(5)(c)2.			Adequate # of staff when transporting more than 36 children >5 yrs		
591-1-1-.36(7)(a)			Center/Passenger info on vehicle: full names, p/u & delivery location & time, person to receive, Center's name & driver of vehicle		
591-1-1-.36(7)(b)			Complete emergency medical information for each child on vehicle	Child's full name	Medical needs
				Date of birth	Prescribed medications
				Allergies	Name & # of doctor
				Medical facility	Parent contact #
591-1-1-.36(7)(c)			Approved transportation checklist being used; Separate checklist on each vehicle		
591-1-1-.36(7)(c)1.			Children listed individually with first and last name		
591-1-1-.36(7)(c)2.			Symbol to account for loading/unloading and absence (check attendance)		
591-1-1-.36(7)(c)3.			Arrival/departure times and date documented		
591-1-1-.36(7)(c)4.			Completed checklist given to director/director's designee		
591-1-1-.36(7)(d)1.			Responsible person checked vehicle-1 st check; immediately upon unloading		
591-1-1-.36(7)(d)2.			Designated person checked vehicle-2 nd check; immediately after 1 st check		
591-1-1-.36(7)(d)3.			No 2 nd person available-must report by telephone to director/director's designee		
591-1-1-.36(9)			Center responsible for child; Not dropped off with no one to receive child		
591-1-1-.36(10)			Children supervised on vehicle		
591-1-1-.36(12)			No child has to cross street to meet vehicle		

NOTES/FOLLOW-UP/ADDITIONAL CITATIONS: