

CHILD CARE CENTER (CCC)
SELF-EVALUATION

Licenseses are required to meet all licensing laws and regulations. It is critical to the health and safety of children in CCCs that licenseses routinely review their facilities to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements which, if not met, could jeopardize the health and safety of children in your care. If your review is done on a regular basis, it could prevent some of the most serious violations from occurring. Please note that the regulations/H&S Code sections below are for general reference, are not all inclusive, and do not identify *all* of the requirements that must be met. Also, there are additional requirements when caring for infants or school-aged children. We encourage you to involve staff, friends, parents, and others in this self-evaluation process as well.

Regulation/H&S Code Section	Description of Licensing Requirement	Met	Not Met
101170-101170.2 101208	Have criminal record clearances and Child Abuse Central Index checks been done for ALL staff? Presence of a person without proper clearances, including excluded persons, is a serious violation.		
101214, 101215.1, 101216,101229, 101230(c)(1), 101415.1,101425, 101426.2	Are children <u>visually</u> supervised by a teacher at all times? Are your volunteers supervised by a teacher? When on field trips, are qualified and adequate staffing present? Staff to child ratios must be met at all times. Visual observation is required at all times. Failure to provide adequate care and supervision may result in loss of a child, a child wandering off, injury, or even death.		
101215 and 101216, et al.	Do your director, teachers and teacher aides meet all qualifications?		
101179, et al.	Are you caring for no more children than your license allows? Capacity limitations must be adhered to at all times. A program with too many children presents a risk to all children in care and may also violate the fire clearance.		
101223, 101423.1	Do you ensure that the personal rights of all children are protected? There can be no corporal punishment, and no unacceptable discipline such as spanking, excessive timeout or nap time, withholding of food or any other activity which violates the health and safety of children in care. Infants shall not be confined to cribs, high chairs, playpens, etc. as a form of discipline or punishment.		
101238, 101238.2, 101238.3, 101238.4, 101239, 101239.1, 101239.2, 101439	Is your facility clean, safe, sanitary and in good repair at all times? Are hazards such as bodies of water, disinfectants, detergents, cleaning compounds, medicines, and other items which could pose a danger made inaccessible to children? Are poisons stored in locked areas? Are smoke alarms and fire extinguishers operable? Is drinking water readily available both indoors and outdoors? Are firearms not allowed on or stored on the premises? Do staff in infant centers wash their hands before and after each infant feeding and diaper change? Repairs or changes needed for situations that may pose a danger to children must be made immediately and preventative maintenance must be done to ensure the health and safety of children in care is protected.		
101215.1, 101216, 101217, et al.	Are your CPR and First Aid cards and certificates current?		
101212, 101226	Do you report to your local licensing office whenever an incident occurs that might endanger the health and safety of children in care? This includes death of a child, any injury to a child that requires medical treatment, and other issues. Do you notify Licensing when a new director is hired?		
101174, 101221; H&S 1596.841	Do you have an Emergency Disaster Plan in place, including emergency information for children in care, and conduct fire drills every 6 months? Do you keep a <u>current</u> roster of children in your care?		
H&S 1596.859 1596.8595; 1596.8895	Are you following all posting and parent notification requirements for a Type A deficiency citation? (See Parent Notification Requirements on the website.)		

NOTE: *You are required by law to allow a Department employee, who has proper identification, to enter and inspect your home during normal business hours or anytime children are in care. This inspection authority includes private interviews with children and staff to determine compliance with licensing laws and regulations.*