

CHILD CARE CENTER - INFANT PROGRAM KEY INDICATOR TOOL (KIT) #1

Compliance areas not listed on this tool, but observed as deficient during the facility review, will be cited on the visit report.

GENERAL COMPLIANCE AREAS (PRE-SCHOOL, INFANT, SCHOOL - AGE, MILDLY ILL)

REVIEW CATEGORY	REGULATION	COMPLIANCE INDICATOR DESCRIPTION
PHYSICAL PLANT	101238 (e)	(Zero Tolerance) All pools, spas, hot tubs, fish ponds, or simliar bodies of water shall be fenced or covered as specified to be inaccessible to children.
	101238 (g)(2)	(Zero Tolerance) Firearms and other weapons shall not be allowed or stored on the premises of a child care center.
	101238 (g)	Disinfectants, cleaning solutions, poisons and other items that are dangerous to children, shall be inaccessible to children.
	101238 (g)(1)	Storage areas for poisons shall be locked.
	101226 (e)(1)(A)	Medications shall kept in a safe place inaccessible to children.
	101239 (n)	Furniture and equipment shall be in good condition, free of sharp, loose, or pointed parts.
	101239 (o)	Playground equipment shall be in safe condition, free of sharp, loose or pointed parts.
	101238.2 (d)(2)	The surface of the outdoor activity space shall be maintained in a safe condition, and free of hazards.
	101239 (e)(4)	All toilets, handwashing, and bathing facilities shall be in safe and sanitary operating condition.
	101238.3 (b)	All floors shall be clean and safe.
	101227 (a)(18)	All kitchen, food-preparation and storage areas shall be kept clean, free of litter, rubbish and free of rodents and other vermin.
	101227 (a)(19)	All food shall be protected against contamination. Contaminated food shall be discarded immediately.
	101239 (f)(1)	All storage containers for solid waste, including moveable bins shall have tight-fitting covers that are kept on, and in good repair.
	101239.2 (a)	Uncontaminated drinking water shall be readily available both indoors and out.
	101238.2 (e)	The areas around or under high climbing equipment, swings, slides, and similar equipment shall be cushioned with material that absorbs a fall.
	101239 (q)	All materials and surfaces accessible to children shall be toxic free.
101238.2 (d)(2)	Outdoor activity space surfaces shall be free of hazards.	
101238 (a)(1)	The licensee shall take measures to keep the facility free of flies, other insects and rodents.	

REVIEW CATEGORY	REGULATION	COMPLIANCE INDICATOR DESCRIPTION
FACILITY ADMINISTRATION	101200 (a)	(Zero Tolerance) The Department has inspection authority as specified in Health & Safety Code sections 1596.852, 1596.853, and 1596.8535.
	101170.1 (a)	(Zero Tolerance) The Department shall notify a licensee to immediately terminate the employment of, or to remove/bar any person with specified convictions or for other reasons. The licensee shall comply with the notice.
	101161 (a)	(Zero Tolerance) The licensee shall not exceed the conditions, limitations and capacity specified on the license. (Cited as a Zero Tolerance Violation only when the approved capacity of the fire clearance is exceeded).
	101170 (e)(1)	Prior to working or volunteering in a licensed child care facility, all individuals subject to criminal record review shall obtain a clearance or criminal record exemption.
	101216 (f)	At least one person trained in CPR and Pediatric First Aid shall be present when children are at the facility or at offsite activities.
	101212 (b)	The name of the child care center director or fully qualified teacher(s) designated to act in the director's absence shall be reported to the Department within 10 days of a change.
	101229.1 (a)(1)	The person who signs the child in/out shall use their full legal signature and shall record the time of day.
EVALUATION OF CARE AND SUPERVISION	101161 (a)	The licensee shall not exceed the conditions, limitations and capacity specified on the license.
	101229 (a)(1)	(Zero Tolerance) No child(ren) shall be left without the supervision, including visual supervision, of a teacher at any time, except as specified in sections 101216.2 (e)(1) and 101230 (c)(1).
	101216.3 (a)	There shall be a ratio of one teacher supervising no more than 12 children in attendance except as specified in 101216.3 (b) and (c).
FACILITY RECORDS REVIEW	101221 (b)(5)	Each child's record shall contain information including, but not limited to the following: Name, address and telephone number of the child's authorized representative and of relatives or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary.
	101227 (a)(6)	Menus shall be posted at least one week in advance in a place visible by the child's authorized representative, dated and kept on file for 30 days, and made available upon request.
	101217 (a)(11)	Each personnel record shall contain a health screening as specified in section 101216 (g).
	101221 (b)(8)	Each child's record shall contain a medical assessment.

INFANT PROGRAM (in addition to general compliance areas)		
REVIEW CATEGORY	REGULATION	COMPLIANCE INDICATOR DESCRIPTION
PHYSICAL PLANT	101439	The facility shall have age appropriate furniture and equipment including, but not limited to, cribs, cots or mats; changing tables, and feeding chairs that meet the requirements of 101439 (a) - (m).
	101439.1	The facility shall have sufficient infant napping equipment that meets the requirements of 101439.1 (a) - (f).
	101438.3	The facility shall have indoor activity space for infants that is physically separate from space used by child care center/school-age components, and meets the requirements of 101438.3 (a) - (e).
	101438.2	The facility shall have outdoor activity space for infants that is physically separate from space used by child care center/school-age components, and meets the requirements of 101438.2 (a) - (d).
EVALUATION OF CARE AND SUPERVISION	101429 (a)(1)	(Zero Tolerance) The facility shall ensure that each infant is <u>never left unattended</u> , and under the direct visual supervision of a staff person at all times.
	101416.5	The facility shall be in compliance with the staff-infant ratios required in 101416.5 (a) - (e).
	101417	If the facility has a toddler component, the facility shall comply with staff - child ratios and group size requirements of 101417 (a) (4) & (5).
FACILITY RECORDS REVIEW	101427	The facility shall have an individual feeding plan for each infant that meets the requirements of 101427 (b)(1) - (5).
	101419.2 and 101419.3	The facility shall ensure that each infant has an Infant Needs and Services Plan that meets the requirements of 101419.2 (a)-(b) and 101419.3 (a).
	101416.2	The facility shall ensure that staff being utilized as infant teachers during the compliance review meet the qualification requirements of 101416.2 (a), (b), (c) and (g).

