

DWS CHILD CARE INITIAL APPROVAL INSPECTION

Licensor's Name _____ Date of Inspection _____ Start Time _____ End Time _____

Facility ID _____ Provider's Name _____ Phone Number _____

Address Where Care Will Be Done _____

E-mail Address _____

When Care Will Be Provided

Additional information _____

Care Location Provider's Home Child(ren)'s Home

DWS Customer Name _____ DWS Customer Name _____
Number of Children _____ Number of Children _____

Children's Names and Ages

Relationship with the child(ren) in care Grandparent Aunt/Uncle Cousin Sibling Over Age 18 Friend/Neighbor

Notes (Include information from Sticky Notes)

New Provider Orientation Test Submitted Expiration Date of In Process Approval _____

Review the photos from the Sex Offender Registry and remind the provider that these individuals cannot have unsupervised access to children in care.

child(ren) means child(ren) for care
 Choose ✓ for Compliance, O for Out of Compliance, N/A for Not Applicable

EXPLANATION OF HEALTH & SAFETY REGULATIONS

1) a) i)	ask if needed	► Are you at least 18 years old?									
1) b)	ask	When care will be in the provider's home - ► Do the children live here? When care will be in the child(ren)'s home - ► Do you live here?									
1) c)	ask if needed	If he/she lives in the same home as the child(ren) - ► Are you a sibling of the child(ren)?									
1) d)	ask	Are you a parent of the child(ren) who will be in care for payment?									
1) e)	ask	When care will be in the child(ren)'s home : ► Will a parent of the child(ren), including a DWS customer working from home, be here when care is provided?									
3) a) i) ii) 3) b) i) ii)	ask and calculate	All children younger than 13-years-old, including the provider's children and any children related to the provider, who are in the home when care is provided are considered children in care.									
		► Other than the child(ren) of the DWS customer(s), will there be any other children younger than 13 in the home when care is provided?									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">provider's home</th> <th style="text-align: center; padding: 5px;">child(ren)'s home</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">When all children in care are siblings who are related to the provider and there are no other children in care - no limit</td> <td style="padding: 5px;">When all children in care are siblings and there are no other children in care - no limit</td> </tr> <tr> <td style="padding: 5px;">When there are children in care who are not siblings who are related to the provider - no more than 8 children and no more than 2 of those children can be younger than 2-years-old</td> <td style="padding: 5px;">When there are children in care who are not siblings - no more than 8 children and no more than 2 of those children can be younger than 2-years-old</td> </tr> <tr> <td style="padding: 5px;">(License or RC required when there are more than 4 unrelated children in care.)</td> <td style="padding: 5px;">(Only the children living in the home can be in care.)</td> </tr> </tbody> </table>	provider's home	child(ren)'s home	When all children in care are siblings who are related to the provider and there are no other children in care - no limit	When all children in care are siblings and there are no other children in care - no limit	When there are children in care who are not siblings who are related to the provider - no more than 8 children and no more than 2 of those children can be younger than 2-years-old	When there are children in care who are not siblings - no more than 8 children and no more than 2 of those children can be younger than 2-years-old	(License or RC required when there are more than 4 unrelated children in care.)	(Only the children living in the home can be in care.)	
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4) a)	explain	When the children are indoors, you must be indoors supervising them. When the children are outdoors, you must be outdoors supervising them. The exception is school-age children. They can be outdoors when you are indoors if you can hear them.									
7) b) i)	explain	► Will you take the child(ren) off the premises (for example, to run errands or go to a park)? If yes --You must make the parents aware of this.									
7) b) ii)		► Will you allow the child(ren) to leave the premises, such as to go to a neighbor's house or ride their bikes on the street? If yes --You must make the parents aware of this.									
4) b)	explain	► Will there be infants in care? If yes -- When they are sleeping, you must supervise them by: <ul style="list-style-type: none"> • having them sleep where you can see and hear them or • visually checking on them at least once every 15 minutes 									
5) g) ii)	explain	You can never place them on their stomachs for sleeping.									

5) l) i)	explain	<ul style="list-style-type: none"> ➤ Will you transport the child(ren)? If yes -- They must wear appropriate individual safety restraints. 	
5) l) ii)	explain	You can never ever leave them unattended in the vehicle.	
5) l) iii)	explain	You can never be intoxicated or impaired when transporting them.	
5) i)	ask	<ul style="list-style-type: none"> ➤ Are there any animals that will be accessible to the (child)ren? If yes --Do they have a history of dangerous, attacking, or aggressive behavior? 	
6) c)	explain	You must ensure that the children are not subjected to physical, emotional, or sexual abuse while in care.	
6) d)	explain	If you witness or suspect abuse, neglect, or exploitation of the children, you must report it to Child Protective Services.	
6) e)	ask	<ul style="list-style-type: none"> ➤ If needed, how will you discipline the child(ren)? 	
6) e) i)	explain	You can't discipline children: with the use any form of corporal punishment that produces pain or discomfort such as hitting, spanking, shaking, biting, pinching.	
6) e) ii)	explain	by restraining movement by binding, tying, or other form of restraint.	
6) e) iii)	explain	by shouting at them.	
6) e) iv)	explain	with any form of emotional abuse.	
6) e) v)	explain	by forcing or withholding food, rest, or toileting.	
6) e) vi)	explain	by confining them in a closet, locked room, or other enclosure such as a box, cupboard, or cage.	
9) c)	explain	You must have an emergency and disaster plan.	
9) c) i)	ask	<ul style="list-style-type: none"> ➤ What will you do if there is a fire in the home? 	
9) c) ii)	ask	<ul style="list-style-type: none"> ➤ What will you do if there is an earthquake? 	
9) c) iii)	ask	<ul style="list-style-type: none"> ➤ Where will you re-locate if you have to leave the premises? ➤ If you have to re-locate, how will you let the parent know? 	
7) a)	explain	The parents of the child(ren) must have access to all areas used for care. [NA when care is in the child(ren)'s home.]	
8) a)	explain	In the case of a life threatening incident or injury, you must contact emergency personnel immediately and before contacting the parent.	
8) b)	explain	<ul style="list-style-type: none"> ➤ Will you give medication to the child(ren)? If yes – You must report any adverse reaction to a medication or any error in the administration of a medication to the parent immediately upon recognizing the error or reaction. 	
8) c)	explain	Within 24 hours of its occurrence, you must notify us of any fatality, hospitalization, emergency medical response, or injury that requires attention from a health care provider.	
8) d)	explain	Within 48 hours of becoming aware of the conviction, you must notify us of any felony or misdemeanor conviction of a covered individual.	
8) e)	explain	Within 10 calendar days of the change, you must notify us of any changes in your name, your telephone number, your child care schedule, and the children in care.	

DOCUMENTATION

2) a)	ask	<p>➤ When care will be in the provider's home: What are the names of everyone age 12-years old and older who live in the home?</p> <p>➤ When care will be in the child(ren)'s home: What are the names of everyone 12-years-old and older who live in the home except the DWS customer(s) and 12- to 17-year-old siblings of children for care.</p> <p>Living in the home means the individual:</p> <ul style="list-style-type: none"> • daily shares a bathroom, kitchen, and/or living area with others in the home; or • does not have a signed rental/lease agreement with the person who owns the home; or • does not have a separate mailing address and mailbox from the rest of the home (A Post Office Box is not considered a separate mailing address); or • does not live in an area with a separate outside entrance and there is not an interior doorway (inside the home) between the living areas; or • could have unsupervised access to the children in care. <p>Names of Covered Individuals in the home:</p>		
9) a)	observe	Does the provider have current First Aid certification?		
9) b)	observe	Does the provider have current infant/child CPR certification from a class that included hands-on testing?		
10) a) ii)	explain	You must keep a 12 month record of the dates and times each child was in care. (Explain the technical assistance form.)		
10) a) iii)	explain	You must have parent/guardian attestation statements of current immunization records for each child. (Explain the technical assistance form.)		

INDOOR AND OUTDOOR

5) b)	observe	Is the home, outdoor area, toys, and equipment maintained in a safe manner to prevent injury to the child(ren)?	
5) c)	observe	Is there a working telephone?	
5) d)	observe	Is there a working fire extinguisher?	
5) e)	observe	Is there a working smoke detector on each floor of the home?	
6) b)	observe	Is there a flushing toilet and a working hand washing sink?	
5) f)	ask observe	<p>► Are there firearms on the premises? If yes - Are they loaded? Are they in a cabinet, safe, or area that is locked with a key or combination lock?</p>	
5) g)	ask observe	<p>► Will there be infants in care? If yes – Is there equipment designed for sleep for them?</p>	
5) h) i)	observe	Are there prescription medications, over-the-counter medications, vitamins, or herbal supplements that would be accessible?	
5) h) ii)	observe	Are there any empty refrigerators or freezers that would be accessible?	
5) h) iii)	observe	Are there any exposed live electrical wires that would be accessible?	
5) h) iv)	observe	Are there open containers of alcohol that would be accessible?	
5) h) v)	observe	Are there illegal substances that would be accessible?	
5) h) vi)	ask if not observed	► Are there portable space heaters, fireplaces, or wood burning stoves that, when in use, would be accessible?	
5) h) vii)	observe	<p>Are any of the following toxic substances where they would be accessible?</p> <ul style="list-style-type: none"> ammonia anti-freeze bleach (undiluted) corroded batteries drain cleaners energy shots fertilizer with weed killer flourescent light tubes gasoline gunpowder gun solvent hydrocarbons iodine insecticide insect repellent iodine jewelry cleaner kerosene lighter fluid 	<ul style="list-style-type: none"> linseed oil liquid correction fluids model glue nail glue nail polish remover/other solvents containing acetone paint thinner pesticides rubber cement rubbing alcohol silicone spray spray paint super glue Tiki Torch Fuel tile grout sealer turpentine vinyl adhesive remover water sealant WD-40 weed killer windshield washer fluid
5) h) viii)	observe	Are there poisonous plants that would be accessible?	
5) h) ix)	observe	Are there open flames that would be accessible?	
6) a)	observe	Is there a clean and sanitary environment for the child(ren)?	

OUTDOOR (N/A when there is no outdoor area)

5) j) i) (1)	observe	Are there unanchored swings and/or large metal slides that would be accessible?	
5) j) i) (2)	observe measure if needed	Are there raised decks or balconies or open stairwells 5 feet or higher without protective barriers or with protective barriers with gaps greater than 5 inches by 5 inches that would be accessible?	
5) j) l) (3)	observe	Are there motor vehicles on blocks that would be accessible?	
5) j) i) (4)	observe	Are there rebar or metal rods less than 36 inches long sticking up from the ground or out of walls that would be accessible?	
5) j) ii)	observe	Is there stationary play equipment over hard surfaces such as cement or asphalt that would be accessible?	
4) e)	observe ask	<ul style="list-style-type: none"> ➤ Is there a trampoline? If yes -- ➤ How will you supervise children when they are on the trampoline? 	
4) c)	ask	<ul style="list-style-type: none"> ➤ Will you use wading pools? If yes -- ➤ How will you supervise children in the wading pool? 	
4) d)	observe ask	<ul style="list-style-type: none"> ➤ Is there a swimming pool that's not emptied after each use? If yes -- ➤ How will you supervise children when they are in the swimming pool? 	
5) k) i)	ask	If yes – ➤ How will you ensure children are protected from unintended access to the pool?	
5) k) ii)	observe ask	<ul style="list-style-type: none"> ➤ Is there a hot tub with water in it? If yes – ➤ How will you ensure children are protected from unintended access to the hot tub? 	
5) k) iii)	observe ask	<ul style="list-style-type: none"> ➤ Are there any water hazards such as ponds, streams, or fountains with more than 2 inches of water in them? If yes – ➤ How will you ensure children are protected from unintended access to the water hazard? 	
5) j) iii)	observe ask	<p>Is there equipment?</p> <p>If yes -- ➤ How will you ensure equipment be used in a safe manner to prevent injury to the child(ren)? (Unsafe use includes walking on slides, going down slides head first, being on top of swing sets, climbing up the outside of covered slides, playing on the roofs of structures, and swinging while standing, twisting, or on stomachs.)</p>	