

READY

NOT
APPLICABLE

**ARIZONA DEPARTMENT OF HEALTH SERVICES
BUREAU OF CHILD CARE LICENSING**

NEW FACILITY READINESS SELF CHECKLIST

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Qualified director (Qualification form & attachments submitted to DHS) R9-5-401.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of Services (Parent Handbook) (See attached list) R9-5-302.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Liability Insurance R9-5-308.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of vehicle insurance, if applicable R9-5-308.A |
| <input type="checkbox"/> | <input type="checkbox"/> | Violation free sanitation inspection (for kitchen, school cafeteria or Catering permit if food is catered) R9-5-309.A.1 and R9-5-509.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Violation free fire inspection R9-5-309.A.3. |
| <input type="checkbox"/> | <input type="checkbox"/> | Violation free gas inspection (if gas lines are present on the premises) R9-5-309.A.2. |
| <input type="checkbox"/> | <input type="checkbox"/> | Class attendance roster for each activity area. R9-5-306.B. |
| <input type="checkbox"/> | <input type="checkbox"/> | Log to record communicable illnesses and infestations R9-5-515.D. |
| <input type="checkbox"/> | <input type="checkbox"/> | Medication procedures if applicable R9-5-516.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation procedures if applicable R9-5-517. |
| <input type="checkbox"/> | <input type="checkbox"/> | Field trip procedures if applicable R9-5-518. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign in and out procedures for children R9-5-306.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily attendance procedures for all staff and director R9-5-301.A.3. |
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit R9-5-514.A.1-8. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire evacuation maps near fire exits in each room R9-5-514.C. |
| <input type="checkbox"/> | <input type="checkbox"/> | Accident, evacuation, and emergency plan accessible to staff/posted R9-5-514.B.1-5/E. |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke detectors, fire alarm as required by local fire department R9-5-601.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguisher mounted in classrooms or as required by local fire department R9-5-606. |
| <input type="checkbox"/> | <input type="checkbox"/> | Log to record monthly fire drills R9-5-301.J. |
| <input type="checkbox"/> | <input type="checkbox"/> | Daily activity schedule in each room R9-5-501.B.5. |
| <input type="checkbox"/> | <input type="checkbox"/> | Weekly lesson plan for each room R9-5-501.B.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment and toys set up and ready for children R9-5-501.A.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Playground with shade, resilient fall surface (minimum 6 inches), fence R9-5-604 |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage can for food waste with liner and lid R9-5-512.D.4. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drinking water in classrooms and on playground (coolers are acceptable) R9-5-501.A.4. |
| <input type="checkbox"/> | <input type="checkbox"/> | Toxic and flammable materials locked R9-5-501.A.20. |
| <input type="checkbox"/> | <input type="checkbox"/> | Soap, running water, individually dispensed mounted paper towels or air hand dryer, mounted toilet paper in bathrooms R9-5-512.D. |
| <input type="checkbox"/> | <input type="checkbox"/> | Area designated near entrance with required posted items (see attached list) R9-5-303.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff in charge in director's absence meets qualifications R9-5-301.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Menu R9-5-509.B.14. |
| <input type="checkbox"/> | <input type="checkbox"/> | Required Emergency Information and Immunization record cards for children accessible to staff R9-5-304.B.1-10. |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff files (see attached Personnel Records form for items required) R9-5-402.A.1-12. |
| <input type="checkbox"/> | <input type="checkbox"/> | Licensing File for all inspections A.R.S. § 36-882.L. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sleeping Materials and Equipment if applicable R9-5-511.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Quiet time cot or mat, sheet and blanket for each activity area R9-5-501.A.11. |
| <input type="checkbox"/> | <input type="checkbox"/> | Standards for diaper changing areas if applicable R9-5-503.A. and R9-5-602.C. |
| <input type="checkbox"/> | <input type="checkbox"/> | Standards for Infants if applicable R9-5-502.A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation of required staff with current first aid and C.P.R. certificates R9-5-403.E. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure that asphalt or concrete are not used under swings or climbing equipment unless as a base for rubber surfacing R9-5-604.E. |