



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Bureau of Child Care Licensing

ARE YOU READY FOR YOUR INITIAL INSPECTION?

Child Care Center Initial Inspection
New Facility Readiness Checklist Guide

Readiness Self Checklist

Welcome To The Presentation

If you are reviewing this presentation,
you should be the individual responsible for
setting up the facility for the initial inspection.

■ You may be the facility:

- Director
- Owner
- Staff
- Licensee representative

Readiness Self Checklist

For this presentation, you will need a copy of the following items:

- New Facility Readiness Self Checklist

http://azdhs.gov/documents/licensing/childcare-facilities/providers/forms/new_facility_readiness_checklist.pdf

- Arizona Administrative Code, and Arizona Revised Statutes for Child Care Facilities

<http://azdhs.gov/documents/licensing/childcare-facilities/rules/bccl-child-care-facility-rules.pdf>

- The *Rules Instrument* used for the initial inspection will reference these rules

1. Have you hired a qualified facility director?

R9-5-401.1

Staff Qualifications: Facility Director

To qualify as a facility director, the individual must be at least 21 years of age and meet one of the qualification options listed in R9-5-401.1. (a-d).

The director is responsible for running the daily onsite operations of the facility.

2. Have you created your facility's Statement of Services?

All items listed must be addressed in the Statement of Services – even if not offered

R9-5-302.A. Statement of Services #1 – #8. (sometimes known as a Parent Handbook)

- 1. Description of facility's child care services
- 2. Hours of operation
- 3. Facility's street address, city, state, zip code, mailing address & phone number
- 4. Child enrollment and disenrollment procedures
- 5. Charges, fees
- 6. Child admission and release requirements
- 7. Discipline guidelines and methods
- 8. Transportation procedures, if applicable

2. Have you created your facility's Statement of Services?

All items listed must be addressed in the Statement of Services – even if not offered

R9-5-302.A. Statement of Services #9 – #18.

- 9. Field Trip procedures, if applicable
- 10. Parent responsibilities
- 11. General description of activities & programs
- 12. Liability insurance
- 13. Medication procedures, if applicable
- 14. Accident & Emergency procedures
- 15. Inspection reports are available on-site
- 16. Facility is regulated by the Department, with the Department's address and phone number
- 17. Pesticide application procedures
- 18. Parental access during hours of operation

3. Do you have Liability Insurance?

R9-5-308.A.

General facility liability insurance

- Minimum of \$300,000 per incident
- Provide a copy of the Certificate to the Department and keep one at your facility for review

Received 3-20-13

ACORD

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Samuel Goulet
Firm Name: (480) 809-2864 FAX: (480) 227-5445
Address: CS@TheGouletGroup.com
INSURER'S AFFIDAVIT OF COVERAGE: 10472
INSURER: National Liability and Fire
INSURED: [REDACTED]
PHOENIX: AS 85012

CERTIFICATE NUMBER: CL110250188 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	INSURANCE PERIOD	LIMITS
GENERAL LIABILITY			
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			EACH OCCURRENCE \$ 3,000,000
<input type="checkbox"/> CLAIM-MADE <input checked="" type="checkbox"/> OCCUR			AGGREGATE \$ 100,000
	9POL366454-02	12/6/2012 12/6/2013	MAXIMUM PER OCCURRENCE \$ 5,000
			PERSONAL AND ADULT \$ 1,000,000
			GENERAL AGGREGATE \$ 3,000,000
			PRODUCTS-COMPOUND \$ 2,000,000
AUTOMOBILE LIABILITY			
<input checked="" type="checkbox"/> ANY AUTO			COMBINED SINGLE LIMIT \$ 1,000,000
<input checked="" type="checkbox"/> ALLOWED			SOBRIETY (Per Person) \$
<input type="checkbox"/> EXCLUDED			PROPERTY DAMAGE \$
<input type="checkbox"/> EXCESS LIABILITY			AGGREGATE \$
<input type="checkbox"/> EXCESS LIABILITY			AGGREGATE \$
<input type="checkbox"/> EXCESS LIABILITY			AGGREGATE \$
WORKERS COMPENSATION AND EMPLOYER LIABILITY			
<input checked="" type="checkbox"/> WORKERS COMPENSATION			PER PERSON \$
<input checked="" type="checkbox"/> EMPLOYER LIABILITY			PER PERSON \$
<input checked="" type="checkbox"/> BOTH WORKERS COMPENSATION AND EMPLOYER LIABILITY			PER PERSON \$
<input type="checkbox"/> EXCLUDED			PER PERSON \$
<input type="checkbox"/> EXCLUDED			PER PERSON \$
<input type="checkbox"/> EXCLUDED			PER PERSON \$

DESCRIPTION OF OPERATIONS/LOCATIONS/ENTITIES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER: (602) 366-4768
Arizona Department of Health Services
Child Care Licensing Division
150 North 18th Avenue
Suite 400
Phoenix, AZ 85007

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: Samuel Goulet/020187

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4. Do you require Motor Vehicle Insurance?

R9-5-308.A.

- **Proof of vehicle insurance**
 - If using a facility vehicle for taking enrolled children on fieldtrips
 - If transporting children
 - Examples: To/from school or home, field trips
- Keep one copy on facility premises
- Provide copy of changes to Department at time of changes

5. Do you require a Sanitation Inspection Report?



R9-5-509.A

■ Current Sanitation Permit dated before the license is issued for the following areas, as applicable:

- For your facility's kitchen
- For the school cafeteria
- License permit from caterer, if food is catered

**Contact your County's Health Department/Sanitarian
for more information**



6. Do you have a Fire Inspection Report?

R9-5-309 Fire Inspection

Before license is issued, a violation-free Fire Inspection Report must be obtained from

- Local fire department

OR

- State Fire Marshal

- Keep a copy of the current fire inspection on facility premises
- Provide a copy to Department before the license is issued and when requested by the Department

7. Do you require a Gas Inspection Report?



R9-5-309 Gas Inspection

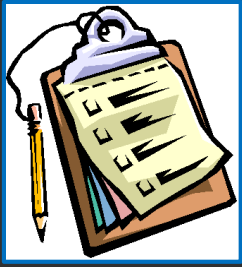
If gas lines are on the premises...

A violation-free gas inspection is required before a license can be issued and must be conducted by

- A licensed plumber
- OR
- Individual authorized by local jurisdiction

Conduct a gas inspection every 12 months after license issued

-  Keep a copy of the current gas inspection on facility premises
-  Provide a copy to Department before the license is issued and when requested by the Department



8. Do you have a roster prepared for each activity area?

R9-5-306 Attendance Records

- Class attendance Roster for each *activity area*

Create a policy and procedures for staff to carry out how they will keep track of and document the presence of children in each activity area.

Definition: Activity area means a specific indoor or outdoor space *or room* of a licensed facility that is designated for use by an enrolled child for an activity.

9. Have you prepared an Illness and Infestation log?

R9-5-515 Illness and Infestation

- A Log to record communicable illnesses and infestations is required for:
- Enrolled children
- AND
- Staff members

Forms can be found on the Bureau of Child Care Licensing webpage
<http://azdhs.gov/licensing/childcare-facilities/index>
Select the Provider Info button

10. Will you administer medications?

R9-5-516 Medications

- Medications - policy and procedures
 - Prepare a written statement that specifies:
 - Whether or not prescription or nonprescription medications will be administered to enrolled children
 - If medications will be administered:
 - Designate in writing who is responsible for the administration of all medication
- Medication authorization form:
 - Completed by enrolled child's parent or health care provider

Forms can be found on the Bureau of Child Care Licensing webpage

<http://azdhs.gov/licensing/childcare-facilities/index>

Select the Provider Info button

11. Will you provide transportation?

R9-5-517.A.B. Transportation procedures

- Qualified driver
- Staff-to-children ratios are met (R9-5-404.)
- For transportation of enrolled children to and/or from school
 - Obtain dated, written permission from the enrolled child's parent before transporting child
 - Motor vehicle is registered, insured and inspected by our Department prior to use

12. Will you offer field trips?

R9-5-518.A. Field Trips

- Field Trips procedures must be documented, if applicable
- In order to transport children TO and FROM a field trip location:
 - Obtain dated, written permission from the enrolled child's parent before the child participates in a field trip.
 - Prepare a field trip plan

Forms can be found on the Bureau of Child Care Licensing webpage

<http://azdhs.gov/licensing/childcare-facilities/index>

Select the Provider Info button

13. Do you have attendance forms ready for parents to sign their child in and out?

R9-5-306.A. Admission and Release of Children

- Sign in and out procedures for children
 - Have attendance forms/system in place
 - Include spaces for the child's name, date, time in and signature space, time out and signature
 - Additional sign in and sign out spaces if necessary

14. Do you have daily attendance forms for staff to record their time in and out?

R9-5-301.A.3 General Licensee Responsibilities

- Daily attendance procedures for all staff
 - This includes the DIRECTOR
- Have a staff attendance form/system in place
 - Staff and director must enter their time of arrival and departure every day

Forms can be found on the Bureau of Child Care Licensing webpage

<http://azdhs.gov/licensing/childcare-facilities/index>

Select the Provider Info button

15. Do you have a complete first aid kit ready for use?

R9-5-514.A.1-8 Accident and Emergency Procedures

■ First Aid Kit must contain the following:

- A pair of scissors
- Re-closable 1 gallon bags
- Adhesive tape
- Antiseptic solution or sealed antiseptic wipes
- Single-use, non-porous gloves
- Sterile/individually packaged items:
 - Sterile Band-Aids of various sizes
 - Sterile gauze pads
 - Sterile gauze rolls

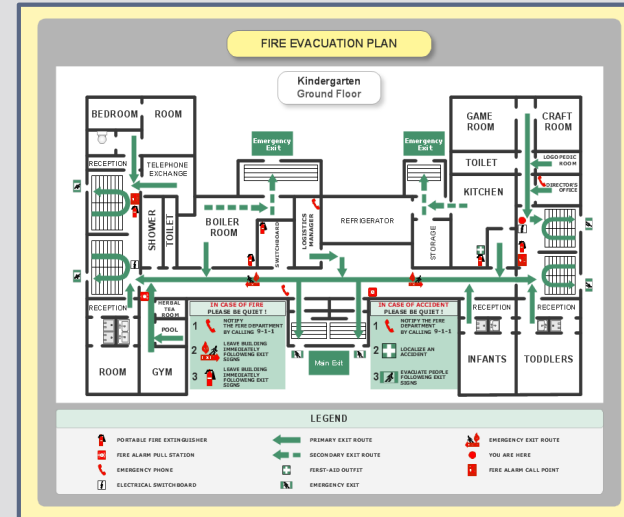
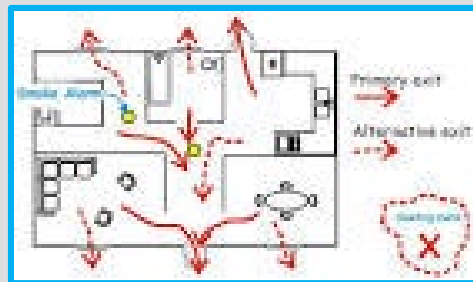
■ If purchasing a commercial kit, remove medication packets

16. Do you have a fire evacuation map created and posted in each activity area?

R9-5-514.C. Accident and Emergency Procedures

■ Fire evacuation map

- Posted near the fire exits in each room
- Remain posted at all times



17. Do you have a written accident, evacuation and emergency plan ready?

R9-5-514.B.1-5/E. Accident and Emergency Procedures

- Accident, evacuation and emergency plan
 - Accessible to staff
 - Posted in activity areas without a 2-way communication system

RECOMMENDED ACCIDENT, EVACUATION, AND EMERGENCY PLAN
RS-5-514, 4/03

The first aid kit is located:	
The staff with current first aid certification are:	
Name	Exp. Date
Name	Exp. Date
Name	Exp. Date
The staff with current CPR certification are:	
Name	Exp. Date
Name	Exp. Date
Name	Exp. Date
In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means, which will be accomplished by doing the following:	
In the event of an accident or emergency, parents are to be given written notification within 24 hours, which will be accomplished by doing the following:	
The facility's address is:	
Emergency Phone Numbers (actual phone numbers in case 911 is not available):	
Fire Department:	Police Department:
Ambulance Service:	Poison Control Center:
Update completed: Update every 12 months or when information changes occur.	
Maintain this plan on the facility premises in a location accessible to staff members and post in any facility activity area that does not have an operable telephone service or two-way communication.	
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18. & 19. Do you have the required fire and safety equipment?

R9-5-605

Fire and Safety

- Fire Extinguisher mounted in classroom
- Record service checks of fire extinguisher
- Anything else as required by local fire department


R9-5-605, 301

A log to record smoke detector battery checks

20. Do you have a log ready to record monthly fire drills?

R9-5-301 General Licensee Responsibilities

- A log to record monthly fire drills
- Drills must be:
 - Unannounced
 - At different times of day
 - Once a month



ARIZONA DEPARTMENT
OF HEALTH SERVICES
LICENSING

Fire Drills and Smoke Detector Battery Check
MONTHLY RECORD

INSTRUCTIONS

- During each monthly drill, conditions shall vary and each should be given at an unexpected time. Familiarize children with alternate routes.
- Emphasis should be placed upon quiet and orderly evacuation under proper discipline.
- Record information for the Bureau of Child Care Licensing.

DATE(year) ____	DAY	TIME OF DAY	EVACUATION TIME	BATTERY CHECK
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

KEEP THIS FORM FOR 12 MONTHS FROM THE DATE OF LAST FIRE DRILL

G:\Forms\Fire Drill & smoke detector battery check log.docx (11/16) CCL form - 294

21. Does your staff have a schedule of daily activities posted?

R9-5-501 General Standards

- Daily activity schedule posted:
 - Inside each activity area (classroom)
- Includes:
 - Time and name of activity scheduled
 - *Example:*
 - 8:00 am Circle time
 - 8:30 am Table activities
 - 9:00 am Music and Movement

22. Does your staff have a lesson plan prepared and posted in each activity area?

R9-5-501.B.6 General Standards

■ A dated, weekly lesson plan is posted in each indoor activity area

■ *Example:*

- Circle time = introduce theme (Vehicles/Transportation)
- Table activities = transportation theme puzzles/vehicle tracing sets/paint with cars
- Music/Movement = song, “Wheels on the bus”
- Sensory activity = hide/find mini vehicles
in play dough



23. Is each activity area ready for enrolled children?

R9-5-501, 513, 514 Age Appropriate Equipment

- Equipment/tables/shelves in place
- Toys/books set up and accessible
- Dress-up items
- Sensory items
- Safe and ready for children's use



23. Is each activity area ready for enrolled children?

R9-5-501, 513, 514 Age Appropriate Equipment

- Arts & craft items
- Music & Science items
- Manipulatives



24. Is the outdoor activity area safe and ready for children?

R9-5-603 Outdoor Activity Areas

- Enclosed by a fence
- Open spaces do not exceed 4 inches
- Shade
- Resilient surface in fall zones
 - Definition of “fall zone” (R9-5-101.47)
 - Minimum of 6 inches resilient surface
- Drinking water accessible (R9-5-501.A.2)
- Hazard free and ready for use
by enrolled children



25. Do you have a covered and lined garbage can for food waste?

R9-5-512 Cleaning & Sanitation

- Garbage can for food waste
 - Liner and cover
- Floors and restrooms kept clean and sanitary

26. Do you have drinking water available and accessible?

R9-5-501.A.4 General Standards

- Drinking water **sufficient** for the needs of and **accessible** to all children:
 - Indoor activity areas
 - Outdoor activity areas

27. Do you have a safe place to store hazardous items out of reach of children?



R9-5-501 General Standards

- Toxic and flammable materials AND Items labeled with a child warning label
 - Stored separate from food items
 - **Inaccessible** (out of a child's reach) OR **Locked**

- Hazardous facility equipment
 - Toilet brushes, plungers, ladders, lawn mowers
 - **Inaccessible** (out of a child's reach) OR **Locked**

27. Do you have a safe place to store hazardous items out-of-reach of children?

R9-5-501 General Standards

- Except when used as part of an activity, the following are stored in an area **inaccessible** to an enrolled child:
 - Garden tools such as
 - a rake, trowel, and shovel;
 - Cleaning equipment and supplies, such as
 - a mop and mop bucket.

Inaccessible means out of a child's reach OR locked.

28. Are the restrooms ready for use by enrolled children?

R9-5-512.D. Cleaning & Sanitation

■ Each restroom contains within easy reach of enrolled children:

- Mounted toilet tissue
- Dispensed soap
- Disposable, single-use paper towels in a mounted dispenser

Or

- A mechanical air hand dryer



29. Do you have an area picked out to place all required postings?

R9-5-303.A. Posting of Notices

■ Conspicuously posted for viewing:

- An area designated near the entrance for individuals entering or leaving the facility
- A designated location in the activity area





30. Do you have a qualified facility Director's Designee?

R9-5-401 Staff Qualifications: Facility Director's Designee

To qualify as a Director's Designee, the individual must be at least 21 years of age and meet the one of the qualification options listed in R9-5-401.2. (a-d).

The director's designee is to act on behalf of the facility director when the facility director is not present in the facility.

31. Do you have a weekly menu prepared and dated one week in advance?

R9-5-509 Food Service and Food Handling Standards

■ Menu:

- Prepare a weekly menu – one week in advance
- Include names of specific foods
 - State actual kind of fruit- example: “peaches”
 - State actual kind of vegetable- example: “celery”
- Dated for current week
- Posted in area for conspicuous viewing

32. Does each enrolled child have a completed enrollment card?

R9-5-304 Enrollment of Children

■ Emergency, Information, and Immunization Record card

■ A copy of the **Immunization Record** must be attached

The image shows a two-page form titled "ADHS Emergency, Information, and Immunization Record Card". The form is divided into several sections:

- Child's Information:** Includes fields for Child's Name, Date Enrolled, Home Address, Home Phone, Date of Birth, Sex, and Date Received.
- Parent or Guardian Information:** Includes fields for Name, Address, Phone, and Email.
- Medical Information:** Includes checkboxes for allergies, chronic conditions, and other medical issues.
- Immunization Information:** Includes checkboxes for various immunizations and a section for "Other special instructions".
- Emergency Information:** Includes fields for the parent's name, address, and phone number.

The form is designed to be a comprehensive record of a child's emergency and medical information, as well as their immunization status.

Forms can be found on the Bureau of Child Care Licensing webpage

<http://azdhs.gov/licensing/childcare-facilities/index>

Select the Provider Info button

33. Do you have a system to maintain complete staff files?

R9-5-402 Staff Records & Reports

- Maintain a file for each staff member
 - Personnel records checklist
(form available on website)
- Records must be available on facility premises

PERSONNEL RECORDS
R9-5-402.A., R9-5-403

<input type="checkbox"/> 1. Employee Name	Date of Birth:
Home Address:	Position:
Telephone #:	Alone <input type="checkbox"/> Supervised <input type="checkbox"/>
<input type="checkbox"/> 2. Start Date:	Hire Date: (if different)
<input type="checkbox"/> 3. End Date:	
<input type="checkbox"/> 4. Emergency Contact: (name)	Phone #
Mailing address	
<input type="checkbox"/> 5. Immunization Statement: In Compliance with Arizona State Law, the undersigned does hereby testify that he/she has immunizations against measles, rubella, diphtheria, mumps and pertussis that are current. Employee Signature: _____ Date: _____	
<input type="checkbox"/> 6-7. Verification of Fingerprint Registration (see A.R.S. § 36-883.02 c, R9-5-203): <input type="checkbox"/> Original signed Criminal History Affidavit dated _____ <input type="checkbox"/> Copy of the Applicant Fingerprint Registration Application (application # _____) <input type="checkbox"/> Copy of the Fingerprint Clearance Card (expiration date _____) (# _____) <input type="checkbox"/> DPS contacted (date _____) <input type="checkbox"/> Valid <input type="checkbox"/> NOT valid	
<input type="checkbox"/> 8. Documents required by R9-5-301(f) <input type="checkbox"/> Meritoux TB Test Results (on or within 12 months prior to start date) _____ date of test results <input type="checkbox"/> A health care provider's signed statement that the individual is free from TB, dated within 6 months of start date	
<input type="checkbox"/> 9. Documents required by R9-5-401 <input type="checkbox"/> High School Diploma/GED Certificate <input type="checkbox"/> new org. <input type="checkbox"/> by phone <input type="checkbox"/> by letter <input type="checkbox"/> Work Experience Verified (name) _____ by: _____ (date) _____	
<input type="checkbox"/> 10. Written Documentation of Training required by R9-5-403 <input type="checkbox"/> New Staff Training within 10 days of starting date _____ (date) _____ <input type="checkbox"/> Eighteen (18) Hours of Annual In-Service Training based on starting date, including at least 6 hours in areas of child growth & development YEAR: _____ (based on hire date) HOURS: _____	
<input type="checkbox"/> 11. Current License or Certification <input type="checkbox"/> AZ Driver's License <input type="checkbox"/> Food Handlers Card <input type="checkbox"/> First Aid Certificate <input type="checkbox"/> CPR Certificate (if a van driver) Expires: _____ Expires: _____ Expires: _____ <input type="checkbox"/> 12. Good faith efforts to contact previous employers: <input type="checkbox"/> Contact 1 Name: _____ Date: _____ <input type="checkbox"/> Contact 2 Name: _____ Date: _____	
<input type="checkbox"/> 13. <input type="checkbox"/> CPS Registry background check <input type="checkbox"/> CPS Registry Direct Service Position form or Affidavit form	

RETAIN ENTIRE FILE 12 MONTHS FROM TERMINATION DATE
C:\Programs\records\checklist.doc (2/13) CCL form - 246

Forms can be found on the Bureau of Child Care Licensing webpage

<http://azdhs.gov/licensing/childcare-facilities/index>

Select the Provider Info button

34. Do you have a system to maintain inspection reports

A.R.S. §36-882.Q., R9-5-309 and 509
Department Inspection Reports

- Available to parents on request
- Maintain a file for all other inspection reports:
 - Sanitation inspection or permit
 - Gas inspection
 - Fire inspection
- Available for review during inspections

35. Do you have sleeping and napping equipment ready?

R9-5-511.A. Sleeping and Napping

- Each child who sleeps or naps at the facility is provided with:
 - Cot, mat or crib
 - Clean sheet to cover cot, mat, crib
 - Clean blanket or sheet available

36. Do you have a *separate* cot or mat, a sheet and a blanket available?

R9-5-501.A.10 General Standards

- Provides in one indoor activity area one cot or mat, with a sheet and a blanket available
 - *So an ill or tired child can rest quietly away from other children*

37. Do you have a complete diaper changing area prepared?

R9-5-503.A. and 601.4. Standards for Diaper Changing

- Ensure that the diapering area is set up per rule requirements
- Required in each activity area with diapered children



Seamless/smooth diapering surface
– kept clear of items not required for
diapering



Soiled diapers and soiled clothing
containers **inaccessible to children**

DIAPER CHANGING

A child's diaper shall be changed as soon as it is soiled.

1. Diaper change surface shall be nonabsorbent, seamless and smooth, and kept clear of items not required for diaper change. Wash hands with antibacterial soap and water. **WASH AWAY GERMS** before each diaper change! Put on disposable gloves.
2. Place child on surface. Remove soiled diaper/clothing. Place soiled diaper into a covered, plastic-lined container. Place soiled clothing into a labeled plastic bag and keep in a plastic lined container (for this purpose only) until pick-up.
3. Clean child's bottom with disposable wipe. Throw soiled wipe into the soiled diaper container.
4. Remove Gloves and throw away in the soiled diaper container. Use disposable wipe to further clean your hands, if needed. (Limit touching the environment or supplies with gloved hands.)
5. After removing the contaminated gloves, put a clean diaper on the child and dress the child.
6. Wash the CHILD'S hands (regardless of age) with running water and antibacterial soap. Return the child to the activity area or crib.
7. Clean the diaper changing area with soap and water, and sanitize with bleach solution, using single use paper towels.
8. Wash YOUR hands with antibacterial soap and water. **WASH AWAY GERMS!** Be sure to note the diaper change on the dated log.

38. Are you prepared for infant care?

R9-5-502 Supplemental Standards for Infants

■ Age appropriate activities

- Active and quiet
- Indoor and outdoor
- Tummy time while awake
- Non abrasive flooring

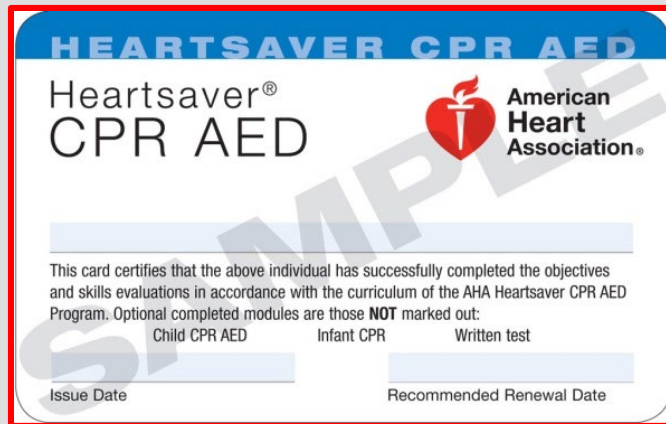
■ Keeps dated, daily, documentation of each infant including:

- Description of activities infant participated in
- The infant's food consumption
- Diaper changes

39. Is at least one staff member with current CPR and first aid training present at all times?

R9-5-403, 301 Training Requirements

- First Aid certification – for child and infants
- CPR certification – for child and infants
 - Must include demonstration of skill



40. Do you have safe climbing equipment, fall zone surfaces, and shade ready?

R9-5-603 Outdoor Activity

- Resilient surfacing is required
- Hard surface material is not used under resilient surfacing
 - Unless used as a base for rubber surfacing only
- Shade for all children playing in the outside activity area



Here is a list of forms available for your use on the Department's website...

Child Care Centers and Public Schools

- [Center Rules Instrument Checklist](#)
- [Center Rules Instrument \(Condensed\)](#)
- [Infant Daily Log](#)
- [New Facility Readiness Self Checklist](#)
- [Personnel Records Checklist](#)
- [Posting of Notices](#)
- [Recommended Accident, Evacuation & Emergency Plan](#)
- [Retention Requirements](#)
- [Staff Qualification Guidelines](#)
- [Statement of Services Checklist](#)
- [Abuse and Neglect Documentation Sheet](#)
- [Accident & Illness Log](#)
- [Arizona Statement of Citizenship and Alien Status](#)
- [Checklist for Training of New Staff Member](#)
- [Child's Sign-In and Sign-Out Sheet by Date](#)
- [Child's Sign-In and Sign-Out Sheet by Month](#)

List of forms continued...

Child Care Licensing and Group Home Certification Department's approved form must be used)

(**means the

- Communicable Disease Information
- Controlling Persons Guidelines
- ** Criminal History Affidavit
- Diaper Changing Log
- Diaper Changing Procedure Chart
- Employee's Professional Reference Documentation
- ** Emergency Information and Immunization Record Card
- Emergency Preparedness
- Employee Training Log
- Fire Drill and Smoke Detector Battery Log
- Fingerprint Guidelines
- Fingerprint Clearance Card update Form
- Fingerprint Clearance Card Tracker
- Foreign Credentials Evaluation Agencies
- Helpful Telephone List For Child Care Providers

List of forms continued...

Child Care Licensing and Group Home Certification

- Incident-Injury Report
- Immunization Information for Enrolled Children
- Immunization Verification for Staff Members
- Individualized Plan
- Infant Feeding Instructions
- Log of Accident, Injury, Emergency, Illness, Infestation and Absence
- Meal Patterns
- Mediation Consent Form
- Parent Alert Notice
- Poisoning Prevention
- Staff Report
- Toys and Equipment-Guidelines for Compliance
- Travel Permission Form
- Written Documentation of Corrections Instructions

Congratulations!

You have now completed the
Readiness Self Checklist Guide!

- Use your Readiness Self Checklist to ensure all the required areas have been addressed
- Contact the **Bureau of Child Care Licensing** for assistance
602-364-2539 (Phoenix) or 520-628-6541 (Tucson)
from 8:00 AM – 5:00 PM
Monday through Friday (except holidays)
- And remember... go to our website for help with forms already created for your use!
<http://azdhs.gov/licensing/childcare-facilities/index>

Your State Compliance Officer looks forward to your facility's **successful** Initial Inspection.