

PROVIDER/DIRECTOR		DATE	TIME
Kayla Bryant		09/01/2021	10:00 AM
FACILITY NAME		TELEPHONE NUMBER	HOURS: Mon: - Tue: - Wed: - Thu: - Fri: -
Busy Bee Preschool		307-258-8692	
STREET ADDRESS	CITY	ASST. DIRECTOR'S NAME /INFANT DIRECTOR	FACILITY TYPE:
1200 Culbertson	Worland		CCC

CODES: C = Compliant D = Discussed R = Required for Licenser N/A = Not Applicable

OVERVIEW OF CHILD CARE LICENSING RULES

- C** 1. Current licensing rules have been read /reviewed by applicant.
- C** 2. Chapter 1. General Provisions. Review and / or give applicable definition to look up.
- C** 3. Chapter 2. Certification Process. Review licensing posting, annual inspections, violation procedures and process.
- C** 4. Chapter 3. Denial. Non-renewal, Revocation or Suspension. Reviewed.
- C** 5. Contested Case Hearing. Inform applicant of right to hearing and the process.

CHAPTER 4. GENERAL REQUIREMENTS

Section 2: Capacity/Supervision Requirements

- C** 6. Review ratio chart and group size.
- C** 7. Discuss minors as staff and youth trainees.
- C** 8. Discuss direct supervision, adjacent space, sight and sound, supervision of napping infants and children, etc.

Section 3: Provider, Director and Staff Requirements

- C** 9. Review requirements for all staff, volunteers, and/or household members.
- C** 10. Staff and household members demonstrate appropriate behaviors in front of childcare children.

Section 4: Parental Rights

- C** 11. Parents will have direct access to the facility and their child(ren) during operating hours.
- C** 12. Parents will be informed of known/treated injuries.
- C** 13. Parents will have access to all inspection reports for the facility, staff:child ratio requirements, menus, information on obtaining complaint/compliance history and training information.

Section 5: Policies

- R** 14. Parents will be provided a copy of written program policies. Discuss process for changes to the policy if needed.
- R** 15. Emergency Preparedness Guidelines and procedures.
- R** 16. Authorizations and safety procedures specified to activities with parental permission.

Section 6: Discipline and Guidance

- C** 17. Review written discipline policy with provider.
- C** 18. Discipline will not be in violation with child abuse or neglect statute.
- C** 19. Appropriate discipline including time out discussed and technical assistance provided if needed.
- C** 20. Only adult staff may discipline children.

Section 7: Medications

- N/A** 21. Does the provider plan on administering medications other than over the counter topical?
- D** 22. Discuss procedures for the use of sunscreen, bug spray, essential oils, diaper ointments and other topical medicines.
- N/A** 23. Facility medication policy and procedures discussed and reviewed.
- N/A** 24. Medication consent forms and medication administration forms will be available.
- N/A** 25. Discuss medication storage. * Remind provider to check diaper bags for medications on daily basis or make them inaccessible.

Section 8: Transportation/Field Trips

- C** 26. Discuss all types of transporting walking or by vehicle.
- N/A** 27. Does the provider plan on transporting and/or field trips?
- N/A** 28. Does the provider plan on transporting and/or field trips.
- N/A** 29. Child Safety restraint use reviewed. Refer for technical assistance if necessary.
- N/A** 30. Vehicle has a first aid kit and emergency medical release forms.
- N/A** 31. Attendance will be updated at all times during transporting.
- N/A** 32. Children will be supervised at all times while in a vehicle.

Section 9: Training

- C** 33. Training requirements for first year reviewed. Discuss required trainings, infant hours, pre-service and facility staff orientation, etc.
- C** 34. Explain required training must be done within the first 3 months of date of hire or before providing direct care.

- C** 35. Provider has STARS phone number and website. 800-400-3999 or 307-772-9099 www.wyostars.org

Section 10: Records

- C** 36. Licensing records will be retained for 3 years.
- C** 37. Confidentiality of all personnel and children's records will be maintained.
- C** 38. Attendance records for each child and/or staff will include date and arrival/departure times.
- C** 39. Health and fire inspections, zoning, licensing records and applicable private water testing records will be maintained.
- C** 40. Staff records will include the requirements outlined in this section.
- C** 41. Child records will include the requirements outlined in this section.
- C** 42. All equipment and products used in child care facilities shall be used per manufacturer instructions. Manufacturer instructions/guidelines, including but not limited to Indoor/Outdoor equipment, Cribs, Sleepers/Sleep Sacks shall be on file.
- C** 43. Review the role of you board of directors if applicable. Ensure licensing has a copy of board of directors.

Section 11: Reports

- C** 44. Child injury/illness/Incidents reporting procedure reviewed.
- C** 45. Child abuse and neglect reporting procedure reviewed. Provide DFS local intake telephone number.
- C** 46. Emergency response to the child care facility by law enforcement, fire or ambulance.

Section 12: Confidentiality

- C** 47. Confidentiality of all personnel and children's records shall be maintained.
- C** 48. Names and personal information of children or their relatives, and names are confidential.
- C** 49. Children's names, pictures and any other information shall not be posted on social media sites without a parent or guardian's written permission.

Section 13: Evening and Overnight Care and Chapters specific to Facility Types:

- N/A** 50. Will overnight care be provided?
- N/A** 51. If appropriate, meals are served.
- N/A** 52. Children will have separate cots or beds to sleep on.
- N/A** 53. Sleep areas are in accordance with Chapter 8, Section 4 (xxiv).
- N/A** 54. Children over 6 years of age and of the opposite sex will have separate sleeping areas.
- N/A** 55. In FCCH, and FCCC, a staff member must be awake and on duty to receive or release a child.

Section 14: Health and Safety Requirements

- C** 56. Facility is free from hazards. Porches, steps, stairs, walkways are in good condition and free of clutter. Stairs, decks elevated porches have railings, child safety gates or guardrails, to prevent falls, entrapment. Window wells are covered.
- C** 57. Children shall be present only in areas inspected for child care use. Rooms not approved shall be made inaccessible to the children with the exception of rooms used as an evacuation route.
- C** 58. Play areas, equipment, and toys shall be maintained in a clean, uncluttered, safe condition and free of hazards.
- C** 59. Proper heating, ventilation, and lighting.
- C** 60. Toys shall be suitable for age and development.
- C** 61. Cords and ropes are inaccessible.
- C** 62. Potential entrapment spaces are greater than 3.5" and less than 9". If present, entrapment hazards must be corrected or made inaccessible.
- C** 63. Potentially dangerous or unsafe items shall be made inaccessible or have childproof locks.
- R** 64. Unused electrical outlets are covered with safety caps or are tamper resistant.
- C** 65. Hot appliances are inaccessible.
- C** 66. Heating appliances and electric fans shall be screened or not used. Note here if there is a heating appliance and if it is used during operating hours.
- C** 67. Chemicals are not used around children or in a manner that contaminates play surfaces such as tables, carpets, lawns, food, or food preparation areas.
- C** 68. Storage of weapons, ammunition, archery equipment, gunpowder and no explosives. No weapons are allowed in facilities located outside the provider's home. (Note location)
- C** 69. Any animal with a history of attacking even one (1) person or demonstrating aggressive behavior shall be made inaccessible to the children in care.
- C** 70. Media, including but not limited to, movies and internet sites that are rated higher than PG shall not be accessible to children during child care hours.
- C** 71. The use of tobacco products, e-cigarettes or the consumption of alcohol is prohibited in facilities during child care hours. Illegal drugs are not allowed on the premises at any time. Does anyone in the household smoke?
- C** 72. Operable telephone is available. Policy Handbook shall list facility's phone number.
- R** 73. A fire evacuation and emergency preparedness plans are posted, and monthly drills will be conducted and documented.
- C** 74. Children's emergency contact phone numbers and attendance records shall be taken outside during all emergency evacuation and drills. Refer to Chapter 4, Section 14 (v)(iii); Chapter 9, Section 12; Chapter 10, Section 17.
- C** 75. All equipment and products used in child care facilities shall be used per manufacturer instructions.
- C** 76. Wet or soiled clothing, including disposable undergarments shall be changed promptly and clean clothing for emergencies available.

- C** 77. Children shall be provided opportunity for, but shall not be required, to sleep.
- C** 78. Children shall have their own separate cot, pad, or bedding and be spaced 2 feet apart on all sides.
- C** 79. Bedding shall be washed once a week or more often as needed and stored separately after use.
- C** 80. Floors, walls, and window coverings are kept clean.
- C** 81. Staff shall wash their hands after using the toilet or helping a child toilet, handling bodily fluid, handling pets, cleaning, or handling the garbage, before and after diaper changing, handling food, eating , and giving medication.
- N/A** 82. Hand washing after diaper changing may not be done in the kitchen sink or food prep area.
- C** 83. Children shall wash their hands before and after eating, using the toilet, handling pets, playing in sand boxes.
- C** 84. Toys, tabletops, phones, doorknobs, door casings, handles and railings must be cleaned and sanitized once a week or whenever visibly soiled. Food prep and serving surfaces shall be sanitized before and after each meal.
- C** 85. Dirty laundry shall be inaccessible to children.
- C** 86. A sturdy stool, soap, and single service hand towels are available to children at hand-washing sink.
- C** 87. A basic first aid kit shall be available.

Section 15: Indoor Play Space

- C** 88. Measure for capacity. (Note here.) If no space available discuss options. Document on page 3.
- C** 89. If the required outdoor space is not available.
- C** 90. Commercial constant air inflatable devices shall be used indoors only if the manufacturer's guidelines permit.

Section 16: Outdoor Play Space Refer to Public Safety Handbook, Current CPSC publication #325 www.cpsc.gov

- C** 91. Outdoor space to be used at least one time a day for 30 minutes.
- C** 92. Outdoor play space enclosed with rule compliant fence. If not, discuss options and document on page 3.
- C** 93. Play equipment is sturdy, stable, in good repair and free from visible hazards.
- C** 94. Play areas are free from strangulation, entrapment hazards, debris, litter and animal waste.
- R** 95. Is equipment present? Fall height of more than 24 inches? * If equipment is changed / added contact licensing.
- R** 96. Is a resilient surface in place? Type? Is the resilient surface the appropriate depth?
- R** 97. Are the use zones in accordance to the CPSC Playground Safety Handbook?
- N/A** 98. Hot tubs, spas, and full sized trampolines are inaccessible.
- C** 99. Commercial constant air inflatable devices shall only be used in accordance with the CPSC, manufacturer's guidelines, and other requirements are met. Discuss Chapter 4, Section 16 (n)(i-vi)

Section 17: Swimming Pools

N/A 100. Swimming, wading pools, and water hazards: Discuss definitions, policy, parental consent, supervision, ratios, and accessibility.

N/A 101. Swimming pools and water hazards shall be enclosed by a fence.

Section 18: Food Service

C 102. Provider will/will not use food program. Discuss nutritionally balanced snacks, meals and appropriate portions.

C 103. Menus shall be provided for review.

C 104. A child shall be encouraged, not forced, to eat.

C 105. Fluids shall be readily available.

C 106. Children's food shall be served on plates, other disinfected containers, or single service napkins.

Section 19: Infant Care

N/A 107. Crib, bassinets, or playpens used for sleeping are separated by 3 feet.

N/A 108. Infants are placed on a firm flat surface on their back to sleep, without anything over their head or face, nothing placed in the crib, bassinet, or playpen, no swaddling without a written statement and instructions from physician, a sleeper or sack available with instructions. Infants are actively supervised every 5 minutes to see the infant's face.

N/A 109. Infant face and head shall not be covered.

N/A 110. The infant environment is designated to and provides a safe play area.

N/A 111. No infant shall be confined to a crib, playpen, swing, high chair car seat, or carrier or in one position for excessive periods of time.

N/A 112. Bottle propping shall not be allowed.

N/A 113. Infant documentation for diapering and feeding is made available to parents daily.

N/A 114. If more than 4 infants are present and Infant Toddler Director Credential is required.

N/A 115. Required training for infant staff.

CHAPTER 10 & 11 FIRE STANDARDS

C 116. Fire inspection has been completed/requested on _____. Has inspection compliance been completed?

CHAPTER 8: HEALTH AND SANITATION

C 117. Health inspection has been completed/requested on _____. Has inspection compliance been completed?

C 118. Review Exclusion From Care for children and staff.

N/A 119. Diaper changing area is maintained in a sanitary condition and is close to a hand-washing sink.

C 120. Hand washing after diaper changing shall not be performed in the kitchen and / or food prep area.

- C 121. Animals and animal equipment shall not be in food prep or dining areas.

Section 1: Facility Type Specific Certification Standards Review: Ch. 5 FCCH, Ch. 6 FCCC, or Ch. 7 CCC

- C 122. Facility Type Certified for:

C 123. Measure for facility and document on page 3. Note capacity here. Discuss and note individual room capacity on page 3 if applicable.

- C 124. Discuss infant toddler space.

FOOD PREPARATION/CARE/SERVICE

- C 125. Food prepared and served is of sound condition and approved source (no wild game)

- C 126. No "home-canned" food

- C 127. Pasteurized eggs, egg products and juice (children 9 and under)

C 128 Milk and milk products Pasteurized and Grade A Quality standards - including dry (½ or 1 gallon for serving and no reuse of milk, refrigerate after pour) No dry powdered milk for drinking

- C 129. Sufficient cold and hot storage equipment present for potentially hazardous food

Cold Holding Temperature

- C 130. Refrigerator food contents held at or below 41 degrees

- C 131. Freezer food maintained in frozen condition at or below 32 degrees

Hot Holding Temperature

- C 132. Are potentially hazardous prepared foods held at or above 135 degrees.

Cooking Temperature

- C 133. Food is cooked to the proper internal temperatures

Internal Food Temperatures (discussed/observed)

- C 134. Beef roast 140

- C 135. Steak/ chops /fish 145

- C 136. Ground beef and pork 155

- C 137. Poultry and stuffed meats/ all leftovers 165

The proper method of thawing food (discussed/observed)

- C 138. In refrigerator 41 degrees F or lower

- C 139. Under potable water @ 70 degrees F or lower

- C 140. Microwave

- C 141. Food protected from contamination

- C 142. No unwrapped leftovers
- C 143. Food storage (clean, covered, labeled) at least 6" above the floor
- C 144. Cross-contamination prevention: least possible manual contact with clean & sanitized surfaces and utensils.
- C 145. Food preparation and service surfaces are constructed with safe materials and are in good repair (corrosion resistant, cleanable, durable)
- C 146. Food preparation and service surfaces are cleaned and sanitized
- C 147. Adequate lighting, vent covers, wall-mounted fans, and similar equipment in good repair
- C 148. Hair control for food prep practiced

EQUIPMENT STORAGE, CLEANING & SANITIZING

- C 149. All equipment and utensils for food preparation and service are cleaned & sanitized and stored 6" above floor level
- C 150. Warewashing method: with a water temp reaching a minimum of 150 degrees.
- C 151. 3 compartment sink with sanitizing basin Air drying sanitizer strength:
- C 152. Sanitizer is mixed at the proper strength (50-100ppm Chlorine/ 200ppm QuaternaryAmmonia/ or according to product label)
- C 153. Single-service articles store 6" above floor level
- C 154. No reuse of single-service articles
- C 155. Toys are sanitized no less than weekly or more often if visibly soiled.

PHYSICAL FACILITIES

- C 156. Floors, floor coverings, walls, wall coverings, and ceilings in good repair and not soiled
- C 157. Sufficient ventilation in all rooms
- C 158. Lead-based paint does not exceed dust levels

RESTROOMS

- C 159. Soap and paper towels are available in the restroom.
- C 160. Hot water at the handwashing sink does not exceed 120 degrees F (minimum temp 60 degrees F)
- C 161. Handwashing sinks are 24-36" in height and located in or adjacent to restrooms
- C 162. A covered garbage receptacle is available in the restroom
- C 163. A ratio of 1:4 potty training chairs is utilized for children who are potty training.

DIAPER CHANGING AREAS

- N/A 164. The diaper changing area is within 12 feet of the handwashing sink

C 165. Hand washing is done immediately before and after changing diapers

N/A 166. Changing pad good condition & clean

N/A 167. Sanitizer available in diaper changing area and used after every change (proper strength: 100-200 ppm Chlorine/ 200ppm quantaray ammonia/ or according to product label)

N/A 168. Proper disposal (covered garbage receptacle)

LIQUID & SOLID WASTE DISPOSAL

C 169. Public sewage system or DEQ approved system

C 170. Garbage storage covered, clean, lined, durable, cleanable and insect & rodent proof

ANIMALS

N/A 171. Excluded from food prep, dishwashing and dining areas (including dishes and litter boxes, etc.)

N/A 172. Pet vaccination or psittacosis tests (for birds) current and available

N/A 173. Only allowed animals (domestic dog, cat, ferret, ungulate, pet rabbit, pet rodent, aquarium fish, non-psittacine cage and aviary birds). No wild, aggressive or potentially harmful animals. No contact with ferrets, baby chicks, baby ducks (children under 5). No bats, raccoons, skunks and wild carnivores (including dead animals).

PEST CONTROL

C 174. Insect and rodent control measures in place

C 175. Approved methods: stick-um fly strips, electronic killing devices and other non-toxic methods or pesticides

C 176. Doors and windows effectively protect against all insects and rodents. Screen material less than 16 mesh to the inch

HEALTH REQUIREMENTS

C 177. No person with communicable disease present

C 178. Exclusion of ill staff and children as per rules

C 179. Policy for notifying parents of ill children

C 180. Policy for notifying parents and staff of exposure to a communicable disease

C 181. Plan for separation and supervision of child seriously or suspiciously ill with a communicable disease

C 182. Plan for separation of staff seriously or suspiciously ill with a communicable disease

C 183. Report communicable diseases to the public health office

FACILITY MEASUREMENTS, TOTAL CAPACITY AND ROOM CAPATICY:

18 x 44 =792 divided by 35 = capacity of 22 children

OUTDOOR PLAY SPACE MEASUREMENTS, CAPACITY AND/OR USE PLAN:

Indoor Gymnasium is available for gross motor play. Outside area is not fenced so variance and field trip permission form will be used when taking children outside. Soccer field and play rea on site will be included in the variance and field trip permission form.

COMMENTS:

Facility is located in Worland Community Center. Commercial Kitchen is available for use and inspected by Department of Ag, under Food Service Licensure. Food service will be provided. Fire inspection is done for entire building. 9/1/2021 Fire inspection completed for room that will be used for program. Rest rooms are used by other programs in the building so supervision of children was discussed as this is shared space with the public.

CORRECTIONS NECESSARY PRIOR TO ISSUANCE OF A PROVISIONAL/FULL CERTIFICATE:

Copy of Parent handbook/policies Copy of Emergency Plan Authorization and safety procedures for using the soccer filed and playground since it is not fenced Verification that evacuation plan has been posted. Cover all electrical outlets Health Inspection Report Central Registry Results and Sex Offender Registry letter completed and on file. Pre-Service training topics,#3 Medication Administration and #4 Nutrition-Food Allergies *The playground requirements for the resilient surface will need to be met before the children can use that area. Alternative space is available so this does not have to be completed before you are licensed.

DATE CORRECTIONS NEED TO BE SUBMITTED TO LICENSOR: 09/08/2021

This checklist does not contain all of the Wyoming Child Care Licensing Rules. However, you are responsible for reviewing and following all of the rules

Licensor Signature: _____

Date: _____

Director Signature: _____

Date: _____