



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Compliance Review for Child Care Centers



Please complete this questionnaire, which pertains to licensing requirements and the operation of your child care center. Your answers will help the Oklahoma Department of Human Services (OKDHS) licensing staff verify compliance with requirements and assist you in the licensing process. The corresponding section of requirements and page numbers are noted with each set of questions. If you cannot locate an answer in OKDHS Pub. No. 84-08, Licensing Requirements for Child Care Centers, leave the corresponding space blank, and you and OKDHS licensing staff will discuss it later.

For a new center, attach a copy of:

- center policy and procedure;
- one week sample menu;
- daily program schedule;
- rotating outdoor play schedule, if applicable; and
- sample form used for children's records, if different from OKDHS Form 07LC038E, Child Information.

Section 5 - Organization, pages 3 - 5.

1. List three types of information that must be posted in a prominent location, including where they are posted, such as bulletin board inside the front door. [Sec. 5(c)(1)]

- _____
- _____
- _____

2. List three of the situations that must be reported to Licensing by the next working day. [Sec. 5(c)(5)]

- _____
- _____
- _____

3. List two of the proposed changes that must be reported to Licensing within 30 days prior to the effective date. [Sec. 5(c)(6)]

- _____
- _____

Section 5.1 - Policy and procedure, page 5.

4. Does the center have more than four employees? Yes No
If yes, attach a copy of the personnel policy. [Sec. 5.1(b)]

Section 6 - Records, pages 5 - 6.

- 5. When are children's records obtained? [Sec. 6(b)] _____

- 6. Are daily attendance records kept for each child? [Sec. 6(b)(3)] Yes No
If yes, how long are they kept on file? _____
- 7. Are records on file for each teen aide? [Sec. 6(c)] Yes No
- 8. Are staff information forms on file for each staff member?
[Sec. 6(d)(1)] Yes No
- 9. Are criminal background investigations maintained in
a confidential manner? [Sec. 6(d)(2)] Yes No

Section 7.1 - Requirements for child care center employees, pages 7 - 13.

- 10. Are criminal background investigations requested on new
employees prior to employment? [Sec. 7.1(b)(1)] Yes No
- 11. List offenses for which a person is barred from employment, unless a waiver has
been obtained. [Sec. 7.1(c)]
 - _____
 - _____
 - _____
 - _____
- 12. When may a physical or psychological examination be requested? [Sec. 7.1(e)(2)]

- 13. List the names of the master teachers in the center. Do the master teachers meet
minimum qualifications? [Sec. 7.1(f)(2)]

Name	
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

- 14. Do the center's teachers, assistant teachers, and substitutes
have appropriate qualifications? [Sec. 7.1(f)(3) - (6)] Yes No
- 15. How many hours per week is the director or teacher who meets director's
qualifications required to be in the center? [Sec. 7.1(g)(1)] _____
What are the assigned working hours of the director? _____

16. List three of the responsibilities of a director. [Sec. 7.1(g)(1)(B)]
- _____
 - _____
 - _____
17. How many references are required to be on file for new staff? [Sec. 7.1(g)(1)(B)(vi)]

18. What is the maximum number of hours an assistant teacher may have sole responsibility for a group of children? [Sec. 7.1(g)(4)(B)] _____
19. Who performs clerical, housekeeping, and maintenance responsibilities in the center? [Sec. 7.1(g)(5)] _____
20. Are volunteers ever left in charge of children? [Sec. 7.1(g)(6)] Yes No
If yes, do they meet all requirements for teachers? Yes No
21. If teen aides are used in the program, how are they visibly identified? [Sec. 7.1(g)(8)(E)] _____
22. Have director and all staff had orientation? [Sec. 7.1(h)(1)] Yes No
If yes, is there documentation signed by staff and the director? Yes No
If no, explain. _____
23. When are new staff required to have entry-level training? [Sec. 7.1.(h)(2)] _____
24. Are there staff on the premises who have had the required certification in age-appropriate first aid and CPR? [Sec. 7.1(h)(3)(A)] Yes No
If yes, list their names and assigned work hours. _____

If no, explain. _____

25. How many hours of ongoing training are required for the director? [Sec. 7.1(h)(4)(A)] _____
List the training the director had this employment year, dates, and number of hours.

Who is responsible for approval of the director's training? _____

26. How many hours of ongoing training are required for staff with children?
[Sec. 7.1(h)(4)(B)] _____
How is training documented? _____
How many of those hours can be self-directed readings, use of videos, or informal on-site training? _____
27. Describe how the center provides annual infection control training for the director and staff. [Sec. 7.1(h)(4)(A) - (B)] _____

Section 9.1 - Supervision of children, pages 13 - 14 and OKDHS Appendix L-4, Child Care Center Staff Ratio.

28. Is there a staff person assigned to each child? [Sec. 9.1(a)(1)] Yes No
If no, explain. _____
29. List the proper staff-child ratios and the maximum group size for the age categories listed below. [Sec. 9.1(e) and OKDHS Appendix L-4]

Ages	Staff - child ratio	Maximum group size
Infants	1:	
Toddlers	1:	
2-year-olds	1:	
3-year-olds	1:	
4- and 5-year-olds	1:	
6-year-olds and older		
0 through 35 months	1:	
Infants and older	1:	
Twos and older	1:	
Threes and older	1:	
Fours and older	1:	

30. Does the center take children swimming? [Sec. 9.1(f)] Yes No
If yes, where do they swim? _____

31. List the required staff-child ratios when children are swimming. [Sec. 9.1(f)]

Ages	Staff - child ratio
Under 2 years	1:
2-year-olds	1:
3-year-olds	1:
4- and 5- year-olds	1:
6 years and older	1:

Section 10 - Parent-staff communication, page 15.

32. List four options the center uses to enhance parent-staff communication. [Sec. 10(d)]

- _____
- _____
- _____
- _____

Section 11 - Physical facilities, pages 15 - 20.

33. Are portable heaters used in the center? [Sec. 11(a)(4)(A)] Yes No

34. Do bathrooms have warm running water, and are they supplied in compliance with licensing requirements? [Sec. 11(b)] Yes No
If no, explain. _____

35. Does the center have any clear glass doors? Yes No
If yes, how are they marked? [Sec. 11(c)(1)(F)] _____

36. What room or space is used to isolate an ill child? [Sec. 11(c)(1)(M)] _____

37. Where are the telephones located in the center? [Sec. 11(c)(2)(A)] _____

38. How often are smoke detectors checked and fire and tornado drills conducted?
[Sec. 11(c)(2)(C) – (D)] _____

Date smoke detector checked: _____

Date of last fire drill: _____

Date of last tornado drill: _____

39. Describe measures taken to ensure that children can be safely evacuated.
[Sec. 11(c)(2)(E) - (F)] _____

40. Is there an operable smoke detector in each room in which children are in care? [Sec. 11(c)(3)(A)] Yes No

41. Describe how the center ensures smoke detectors operate properly.
[Sec. 11(c)(3)(B)] _____

42. Who inspects the center's fire extinguishers and how often? [Sec. 11(c)(3)(D)]

43. Are exits kept free of all obstructions? [Sec. 11(c)(4)] Yes No

44. Describe how the center ensures toxic materials are inaccessible to children. [Sec. 11(c)(5)]

45. Are extension cords ever used? [Sec. 11(c)(5)(H)] Yes No
If yes, under what circumstances? _____

46. Does the center keep any type of animal or pet? [Sec. 11(c)(6)] Yes No
If yes, what kind and how many? _____

Section 14 - Indoor equipment, pages 20 - 23.

47. Are there impact-absorbing mats under indoor climbing equipment over four feet high? [Sec. 14(a)(4)] Yes No

48. How many inches are between the slats of the cribs and playpens in the center? [Sec. 14(b)(2)] _____

49. Does the center use mesh-sided playpens? Yes No
If yes, describe how the center ensures safety conditions are met. [Sec. 14(b)(4)]

Section 22 - Outdoor safety and play equipment, pages 23 - 26.

50. What are the sources of shade in the outdoor play areas? [Sec. 22(a)(1)(B)]

51. Is there adequate impact-absorbing material under climbers, swings, slides, and revolving equipment and throughout the fall zones? [Sec. 22(b)] Yes No
If no, explain. _____

52. List the various types of surfaces in the center's play area(s). [Sec. 22(b)(2)(A) - (B)]

53. Is outdoor equipment of safe construction and securely anchored?
[Sec. 22(c)(3)] Yes No
If no, explain. _____

54. Are fall zones free of obstacles, and are there open, unobstructed
areas? [Sec. 22(c)(5) - (6)] Yes No
If no, explain. _____

Section 25 - Care of infants, toddlers, and two-year-olds, pages 26 - 28.

55. Who provides infant formula and baby food? [Sec 25(b)] Center provides
 Parent provides

56. Describe how infants are bottle-fed at the center. [Sec. 25(b)(4)] _____

57. List the foods that are a choking hazard and cannot be fed to children younger than
two years of age. [Sec. 25(b)(8)] _____

58. Describe sanitary precautions taken when feeding infants and children.
[Sec. 25(b)(9) – (12)] _____

59. Are microwave ovens used to heat children's food? [Sec. 25(b)(13)] Yes No
If yes, describe precautions taken. _____

60. Where are diaper-changing tables and handwashing sinks located? [Sec. 25(c)]

61. Describe some of the precautions taken to prevent the spread of disease when
diapers are changed. [Sec. 25(c)(4) - (14)] _____

62. Describe how children are assisted with their toilet learning. [Sec. 25(d)] _____

Section 25.2 - Care of school-age children, pages 29 - 30.

63. Describe the program activities routinely provided for children. [Sec. 25.2(c)] _____

64. Do children's activities include potentially dangerous activities, such as archery and gymnastics? [Sec. 25.2(c)(5)] Yes No
If yes, list those activities. _____

Section 25.3 - Care of children with disabilities, pages 30 - 31.

65. Describe how teachers receive individualized instruction for working with a child with a disability. [Sec. 25.3(b)]

Section 25.4 - Water activities, pages 31 - 32.

66. Do children in care participate in water activities? [Sec. 25.4(a) – (f)] Yes No
If yes, specify the type of water activity and location. _____

67. Does the center have on file written signed permission from parents for all children who swim? [Sec. 25.4(a)] Yes No
If no, explain. _____

68. Describe precautions taken to ensure children's safety during water activities. [Sec. 25.4(b) - (d)] _____

Section 25.5 - Rest time, pages 32 - 33.

69. How often is sleeping equipment sanitized? [Sec. 25.5(a)(1)] _____

70. Does the center use mats? [Sec. 25.5(a)(5)] Yes No
If yes, describe. _____

71. How often are sheets and covers changed? [Sec. 25.5(a)(6)] _____

72. Describe precautions the center takes to reduce the risk of sudden infant death syndrome (SIDS). [Sec. 25.5(c)] _____

73. Describe how sleeping equipment is individually assigned. [Sec. 25.5(d)] _____

Section 25.6 - Night-time care, pages 33 - 34.

74. Does the center provide night-time care? Yes No
If yes, how many children spend the night, and what are their ages?
Number: _____ Ages: _____

75. What is the maximum number of hours a child may be in care? [Sec. 25.6(b)] _____

Section 26 - Behavior and guidance, pages 34 - 35.

76. Describe the center's behavior and guidance methods. [Sec. 26(a) - (b)] _____

77. Are time-out periods used? Yes No
If yes, what is the maximum amount of time? [Sec. 26(b)(11)] _____

78. Describe how the center ensures compliance with requirements that prohibit certain kinds of discipline, such as shaking and striking. [Sec. 26(c)] _____

Section 27 - Health, pages 35 - 38.

79. Describe how the center ensures caregivers and children wash their hands in compliance with the requirements. [Sec. 27(a)(1) - (3)] _____

80. Describe routine precautions taken to control disease. [Sec. 27(d)] _____

81. Describe the center's procedure for administering medication to children. [Sec. 27(e)]

82. Describe the center's procedure when a child becomes ill or is injured. [Sec. 27(f) - (g)]

83. Describe how the center ensures first aid kits are stocked properly and available. [Sec. 27(h)]

Section 28 - Food and nutrition, pages 38 - 39.

84. Does the center provide all of the food for children in care? [Sec. 28(a)] Yes No
If no, explain. _____

85. Are second servings available? [Sec. 28(a)(3)] Yes No

86. Are current weekly menus posted in a place where parents can see them and in the kitchen? [Sec. 28(c)] Yes No

Section 29 - Transportation, pages 39 – 42.

87. Does the center transport children? Yes No
If yes, complete questions 88 through 94.

88. Is written parental permission on file, and do parents receive advance notification of field trips? [Sec. 29(a)(2) – (3)] Yes No

89. If transportation is provided for children under the age of six years, does at least one staff person have current documentation of training in an approved child passenger safety course? [Sec. 29(a)(6)]

90. Do all staff who transport children meet minimum qualifications for drivers? [Sec. 29(b)] Yes No

91. Describe how the center ensures the driver can contact children's parents in an emergency situation. [Sec. 29(d)(2)(D)] _____

92. Does the driver check attendance when children are boarding and exiting the vehicle? [Sec. 29(d)(4)] Yes No

93. Describe the type of passenger restraint systems used. [Sec. 29(e)] _____

94. Does the facility have written documentation of regular maintenance of all facility vehicles? [Sec. 29(f)(10)] Yes No

Section 31 - Food service and sanitation requirements, pages 42 - 47.

95. At what temperature must foods be refrigerated? [Sec. 31(d)(2)] _____

96. At what temperature must frozen foods be maintained? [Sec. 31(d)(8)] _____

97. Is there a thermometer in the refrigeration and freezer unit? [Sec. 31(d)(3)] Yes No

98. Describe the method of dishwashing used at the center. [Sec 31(k)] _____

99. What is the center's water source, such as public water supply or well? _____

100. If not on a public water supply, does the water meet testing requirements? [Sec. 31(o)(3)] Yes No

I have read and completed this questionnaire and, to the best of my knowledge, all of the information provided regarding the child care center is true.

 Director's signature

 Date

Facility name			License number
			K8
Street address	City	State	Zip

Reviewed by OKDHS Licensing staff on _____.