



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Equipment Inventory - Child Care Center

Name of center			K8
Street address	City	State	Zip
Date inventory taken		Completed by	

- Total number of infants:** _____
- Toddlers:** _____
- 2-year-olds:** _____
- 3-year-olds:** _____
- 4 - 5-year-olds:** _____
- School-agers:** _____
- Total licensed capacity:** _____

Outdoor play equipment

A minimum of one item from each of five different categories is required for a six-month permit and license. Two items from H through K may be counted if designated for outdoor use.

Check if available

- Climbing apparatus sized to the age of children in care
- Swinging apparatus
- Crawl-through apparatus
- Wheeled or riding toys
- Balance apparatus
- Balls, bean bags, frisbees, etc.
- Sand and water play with accessories
- Music equipment
- Dramatic play and dress up
- Blocks or loose parts
- Outdoor arts and crafts.

Notes:

Name of center	Date
----------------	------

Minimum equipment for infants

- | | |
|---|---------------------------|
| Total number of infants _____ | Check if available |
| Diaper-changing table | <input type="checkbox"/> |
| Adult-height shelf | <input type="checkbox"/> |
| Individual adult-size chair for each caregiver | <input type="checkbox"/> |
| Separate individual space for personal belongings | <input type="checkbox"/> |
| Adequate container with tight-fitting lid or moisture-proof bags for soiled or wet diapers or clothing | <input type="checkbox"/> |
| Adequate supply of diapers, facial tissue, disposable wipes, bath towels, wash cloths, etc | <input type="checkbox"/> |
| Extra supply of sheets and covers | <input type="checkbox"/> |
| Sufficient clothing in various sizes in case of accidents | <input type="checkbox"/> |
| Cribs, port-a-cribs, and playpens meet requirements for safety listed in Section 14(b)(2) & (4) | <input type="checkbox"/> |
| Mattresses and playpen pads are firm, and covered with a durable, washable, waterproof, form-fitting material | <input type="checkbox"/> |

Number of:

Crib, port-a-crib, or playpen with mattress or playpen pad, one per child _____

Fitted crib sheet and cover, one of each per child _____

Number of infants:	1	2	3	4	5	6	7	8
Motor development								
Large muscle , such as set of soft blocks, tunnel or crawl-through apparatus, large balls, infant activity center, pull-up apparatus.	2	2	2	2	4	4	4	4
Small muscle , such as nesting containers, washable dolls, balls of various sizes, plastic animals.	2	3	4	4	5	6	7	8
Sensory development								
Things to hear, such as rattles, musical toys, squeaky toys, wind chimes.	3	3	3	4	5	6	7	8
Things to see, such as mobile, murals, pictures, banners, bright pictures.	2	2	3	4	5	6	7	8
Soft washable things to touch, such as feely toys, feely ball, textured items, handkerchiefs.	2	2	3	4	5	6	7	8
Shatterproof mirror.	1	1	1	1	1	1	1	1

Name of center	Date
----------------	------

Number of infants:	1	2	3	4	5	6	7	8
Language development								
Wipeable picture books.	2	2	3	4	5	6	7	8
Storybooks to be read by the teacher.	3	6	9	12	15	18	21	24
Music								
Tapes, records, or CDs.	2	2	2	2	4	4	4	4
Record, tape, or CD player.	1	1	1	1	1	1	1	1

Minimum equipment for toddlers

- Total number of toddlers _____ Check if available
- Baskets or low open shelves for toy storage
 - Separate individual space for personal belongings
 - Adult-height shelf
 - Diaper-changing table
 - Adequate container(s) with tight-fitting lid(s) or moisture-proof bags for soiled or wet diapers or clothing
 - Sheet and cover, one of each per child
 - Adequate supply of diapers, wash cloths, bath towels, facial tissue, disposable wipes
 - Extra supply of sheets, covers, etc.
 - Sufficient clothing in various sizes in case of accidents
 - Cribs, port-a-cribs, and playpens meet the requirements for safety listed in Section 14(b)(2) & (4)
 - Mattresses and playpen pads are firm and covered with a durable, washable, waterproof, form-fitting material

Number of:

- (A) Crib, port-a-crib, or playpen with mattress, mat, or cot, one per child _____
- (B) Table space for each child _____
- (C) Chairs, one per child _____

Number of toddlers:	1-2	3-4	5	6	7	8-9	10-11	12
Motor development								
Large muscle , such as set of large plastic or cardboard building blocks, two-step slide, rocking boat, interlocking panels, indoor riding toy without pedals, rocking toy, sit and spin.	2	2	2	2	3	3	4	4

Name of center	Date
----------------	------

Number of toddlers:	1-2	3-4	5	6	7	8-9	10-11	12
Large push items, such as shopping cart, lawn mower, vacuum cleaner.	2	2	2	2	3	3	3	3
Small muscle. Table manipulative, such as stacking toys, nesting toys, 2-4 piece puzzles, table blocks, pounding toys.	2	4	5	6	7	9	11	12
Rubber animals.	2	2	3	4	5	6	7	8
Balls of various sizes.	2	2	3	4	5	6	7	8
Hand-held trucks, cars, etc.	2	4	5	6	7	8	10	12
Sensory development								
Things to hear, such as musical toys, wind-up toys, xylophone, shakers, rhythm instruments.	2	2	3	4	5	6	7	8
Things to see, such as pictures, posters, murals of assorted sizes and colors, windsocks, banners.	2	2	3	4	5	6	7	8
Things to touch, such as texture surfaces, water play with accessories, play dough.	2	2	3	4	5	6	7	8
Shatterproof mirror.	1	1	1	1	1	1	1	1
Language development								
Wipeable picture books.	2	4	5	6	7	9	11	12
Storybooks to be read by the teacher.	6	12	15	18	21	27	33	36
Puppets.	2	2	2	2	2	2	2	2
Pretend								
Soft washable toys, such as dolls, animals, blocks.	2	2	3	4	5	6	7	8
Choose from: pots and pans, shoes, scarves, aprons, purses, play telephones, etc.	3	6	9	12	15	18	21	24
Music								
Records, tapes, or CDs.	2	2	2	2	4	4	4	4
Record, tape, or CD player.	1	1	1	1	1	1	1	1
Art supplies								
Art supplies, such as paper, large crayons, paste, non-toxic finger paints.	2	3	4	4	5	5	6	6

Name of center	Date
----------------	------

Minimum equipment for two-year-olds

Total number of two-year-olds _____ **Check if available**

- Separate individual space for personal belongings
- Baskets or low open shelves for toy storage
- Adequate container with tight-fitting lid or moisture-proof bags for soiled or wet diapers or clothing
- Sheet and cover, one per child
- Extra supply of sheets, covers
- Adequate supply of diapers, wash cloths, bath towels, facial tissue, disposable wipes
- Sufficient clothing in various sizes in case of accidents

Number of:

Cot, bed, or mat, one per child _____
 Table space with a chair for each child _____

Number of two-year-olds:	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16
Motor development								
Large muscle. No more than two of the same item, such as set of large plastic or cardboard building blocks, interlocking panels, two-step slide, rocking toy, indoor climbing apparatus, large floor push toy, crawl-through apparatus.	2	2	3	4	5	6	7	8
Large push items, such as shopping cart, lawn mower, vacuum cleaner.	2	2	2	2	3	3	4	4
Small muscle. Table manipulative toys, such as 2-4 piece puzzles, stacking toys, nesting toys, pounding toys, table blocks.	2	4	6	8	10	12	14	16
Balls of various sizes.	2	2	3	3	4	4	5	5
Hand-held trucks, cars.	2	3	5	6	8	9	10	12
Animals (plastic, rubber, or wood).	2	2	3	4	5	6	7	8
Things to touch, such as texture surfaces, water play with accessories, play dough.	2	2	3	4	5	6	7	8

Name of center	Date
----------------	------

Number of two-year-olds:	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16
Pretend								
Dolls.	2	2	3	4	5	6	7	8
Items of dress-up clothes, such as capes, aprons, shoes, purses, hats, scarves.	2	2	3	4	5	6	7	8
Choose from: set of pots and pans, dishes, plastic play foods, empty food containers, housekeeping appliance, plastic play tool set, water play with accessories.	2	4	6	8	10	12	14	16
Shatterproof mirror.	1	1	1	1	1	1	1	1
Music								
Musical toys.	2	2	2	3	3	3	4	5
Rhythm instruments in classroom. Access to instruments for each child in the group.	2	2	3	4	5	6	7	8
Records, tapes, or CDs.	2	2	2	2	4	4	4	4
Record, tape, or CD player.	1	1	1	1	1	1	1	1
Language development								
Mitten-type puppets.	2	2	2	2	3	3	4	4
Picture books for children's independent use.	2	4	6	8	10	12	14	16
Storybooks for teacher to read to children.	6	12	18	24	30	36	42	48
Designated area used for quiet play.	1	1	1	1	1	1	1	1
Art supplies								
Art supplies, such as paper, large crayons, paste, non-toxic finger paints.	2	3	4	5	6	7	8	9

Name of center	Date
----------------	------

Minimum equipment for three-year-olds

Total number of three-year-olds _____ **Check if available**

- Two linear feet of low open shelves per child in each room for play equipment
- Sheet and cover, one per child
- Extra supply of sheets and covers
- Adequate supply of facial tissue, wash cloths, soap, and towels
- Sufficient clothing in various sizes in case of accidents

Number of:

- Cot, bed, or mat, one per child _____
- Separate individual space for personal belongings _____
- Table space with a chair for each child _____

Number of three-year-olds:	1-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24
Motor Development								
Large muscle. Set of building blocks (minimum of 20 pieces) with accessories.	1	1	1	2	2	2	2	2
No more than two of the same item, such as rocking boat, interlocking panels, indoor climbing apparatus, balance beam, crawl-through barrel, large floor push toy.	2	2	2	2	3	3	4	4
Small muscle. Table activities, such as matching games, lotto, nesting toys, string beads, parquetry blocks, peg boards and pegs, lacing boards.	3	3	6	6	9	9	12	12
Inlay puzzles.	3	3	6	6	9	9	12	12
Set of interlocking table toys, such as Legos, Tinker Toys, bristle blocks, or Connectos.	1	1	2	2	3	3	4	4
Small hand-held toys, such as cars, trucks, airplanes, boats.	3	3	6	6	9	9	12	12
Art								
Easel surface.	1	1	2	2	2	2	2	2
Art supplies, such as paper, play dough, variety of non-toxic paints, crayons, magic markers, large easel-size brushes, paste, scissors, various textured materials.	3	4	5	6	7	8	9	10

Name of center	Date
----------------	------

Number of three-year-olds:	1-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24
Pretend								
Dolls with accessories.	2	2	4	4	6	6	8	8
Items of dress-up clothes, such as hats, neckties, capes, purses, vests, aprons, shoes.	2	4	6	8	10	10	12	12
Shatterproof mirror.	1	1	1	1	1	1	1	1
Choose from: housekeeping items, such as appliances, set of dishes and utensils, set of pots and pans, set of clean-up toys (broom, mop, dust pan), doll bed or cradle, child-size rocking chair, water play equipment.	2	4	6	8	10	10	12	12
Creative play sets with accessories, such as farm, playhouse, garage, airport.	1	1	2	2	3	3	4	4
Language development								
Puppets.	2	2	2	2	2	2	2	2
Choose from: magnetic board with accessories, flannel board with accessories, listening tapes.	2	2	2	2	2	2	2	2
Books, age-appropriate.	12	24	36	48	60	72	84	96
Science items, such as aquarium, magnets, magnifying glass, plants, leaves, rocks.	1	1	2	2	3	3	4	4
Place to go, such as barrel, tented area, playhouse, bean bag chair, designated quiet area.	1	1	1	1	1	1	1	1
Music								
Records, tapes, or CDs.	2	2	4	4	5	5	6	6
Record, tape, or CD player.	1	1	1	1	1	1	1	1
Rhythm instruments in classroom. Access to instruments for each child in group.	2	2	3	4	5	6	7	8

Name of center	Date
----------------	------

Minimum equipment for four- and five-year-olds

Total number of four- and five-year olds _____ **Check if available**

- Two linear feet of low open shelves per child in each room for play equipment
- Sheet and cover, one of each per child
- Extra supply of sheets and covers
- Adequate supply of facial tissue, wash cloths, soap, and towels
- Sufficient clothing in various sizes in case of accidents

Number of:

- Cot, bed, or mat, one per child _____
- Separate individual space for personal belongings _____
- Table space with a chair for each child _____

Number of 4- and 5-year-olds:	1-4	5-8	9-11	12-15	16-19	20-23	24-26	27-30
Motor development								
Large muscle. Set of building blocks (minimum of 20 pieces) with accessories.	1	1	2	2	2	3	4	4
No more than two of same item, such as rocking boat, interlocking panels, indoor climbing apparatus, balance beam, crawl-through barrel, large floor push toy.	2	2	2	2	3	3	4	4
Small muscle. Table activities, such as matching games, lotto, nesting toys, string beads, peg boards and pegs, parquetry blocks, lacing boards.	6	6	9	9	12	12	15	15
Inlay puzzles.	3	3	6	6	9	9	12	12
Set of interlocking table toys, such as Lego, Tinker Toys, bristle blocks, Connectos.	1	2	3	4	5	5	6	6
Small hand-held toys, such as cars, trucks, airplanes, boats.	2	4	6	8	10	12	14	16
Art								
Easel surface.	1	1	2	2	2	2	2	2
Art supplies, such as paper, play dough, variety of non-toxic paints, crayons, magic markers, large easel-size brushes, paste, scissors, various textured materials.	4	5	6	7	8	9	10	10

Name of center	Date
----------------	------

Number of 4- and 5-year-olds:	1-4	5-8	9-11	12-15	16-19	20-23	24-26	27-30
Pretend								
Dolls with accessories.	2	2	3	3	4	4	5	5
Accessory items related to occupation, such as chef's hat, brief case, medical kit.	2	2	4	4	5	5	6	6
Items of dress-up clothes, such as hats, neckties, capes, purses, vests, aprons, shoes.	8	8	10	10	12	12	14	14
Shatterproof mirror.	1	1	1	1	1	1	1	1
Choose from: housekeeping items, such as appliances, set of dishes and utensils, set of pots and pans, set of clean-up toys (broom, mop, dust pan), doll bed or cradle, child-size rocking chair, water play equipment	2	4	5	6	7	8	9	10
Creative play sets with accessories, such as farm, playhouse, garage, airport.	1	1	2	2	3	3	4	4
Language development								
Puppets.	1	1	2	2	3	3	4	4
Choose from: magnetic board with accessories, flannel board with accessories, listening tapes.	1	1	2	2	3	3	4	4
Books, age-appropriate.	16	32	44	60	76	92	104	120
Science items, such as aquarium, magnets, magnifying glass, plants, leaves, rocks.	2	2	3	3	4	4	5	5
Place to go, such as a barrel, tented playhouse, bean bag chair, or designated quiet area.	1	1	1	1	1	1	1	1
Music								
Records, tapes, or CDs.	2	2	4	4	5	5	6	6
Record, tape, or CD player	1	1	1	1	1	1	1	1
Rhythm instruments in classroom. Access to instruments for each child in group.	2	2	3	4	5	6	7	8

Name of center	Date
----------------	------

Minimum equipment for school-age children

Total number of school-age children _____ **Check if available**

- Two linear feet per child of shelf space. Shelves may be at various heights if accessible to children
- Safe storage for ongoing projects and small items
- Adequate supply of facial tissue, wash cloths, soap, towels, and feminine hygiene products
- Sufficient clothing in various sizes in case of accidents

Number of:

- One cot, bed, or mat with a sheet and blanket for each sleeping or ill child _____
- Adequate table and chair space available at any given time _____
- Separate individual space for personal belongings _____

Number of school-age children:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
Motor development								
Motor development, such as jump rope, ping pong or table tennis, frisbee, hula-hoop, pogo stick, hopscotch, horseshoes, croquet, bean bag toss, stilts, pool table, foosball, carom board, marbles, jacks.	5	5	10	10	12	12	15	15
Sports equipment, such as soccer, softball, T-ball, volleyball, basketball, tether ball, badminton.	2	2	4	4	5	5	6	6
Art								
Arts and crafts, such as materials for sewing, weaving, costume making, knitting, puppets, craft kits.	2	3	4	5	6	7	8	9
Art supplies, such as paste, scissors, various sizes and colors of paper, crayons, markers, colored pencils, non-toxic paints, chalk, clay.	5	6	7	8	9	10	11	12

Name of center	Date
----------------	------

Number of school-age children:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
Manipulatives								
Manipulatives, such as jigsaw puzzles, various card games, checkers, dominoes, lotto, bingo, board games, hand-held computer games, video game systems, chess, pick-up sticks.	5	5	10	10	15	15	20	20
Variety of interlocking toys (minimum of 20 pieces per set), such as Lego, Connectos, mini-loc blocks, bristle blocks, unifix cubes, rig-a-jig, Towerifics, Lincoln Logs, Tinker Toys, waffle blocks, parquetry blocks.	2	2	4	4	6	6	8	8
Small hand-held toys, such as cars, trucks, miniature characters.	2	3	4	5	6	7	8	9
Pretend								
Shatterproof mirror.	1	1	1	1	2	2	2	2
Dolls with accessories, such as action figures, fashion dolls.	1	2	3	4	5	5	6	6
Items of dress-up clothes, costumes, accessory items related to occupations, such as hats, capes, neckties, purses, coats, vests, aprons, dresses, wigs, nurse's uniform, chef's hat, hard hat, tool aprons, doctor's instruments, farmer's overalls, straw hats.	5	5	10	10	12	12	15	15

Name of center	Date
----------------	------

Number of school-age children:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
Choose from: pretend kit or prop box, such as office with typewriter, stamp pad, pencils, paper pads, barber or beauty shop, fix-it shop, pizza parlor, post office, dance studio; water or sand play with accessories; carpentry corner with wood, saw, hammer, nails; creative play sets, such as doll house, farm, airport.	1	2	3	4	5	6	7	8
Variety of blocks (minimum of 20 pieces per set) of various sizes, shapes, colors, such as set of unit blocks with accessories, pipe works, marble works, large waffle blocks, large interlocking blocks, various sizes of tubes.	2	2	4	4	6	6	8	8
Language development								
Books, age-appropriate. ¹	15	30	45	60	75	90	105	120
Comic books and magazines, child-oriented.	5	5	10	10	15	15	20	20
Listening tapes, puppets with theater, flannel boards with pieces, writing center, chalk boards, or VCR/DVD with child-oriented tapes.	2	2	4	4	6	6	8	8
Science items, such as magnifying glasses, ant farm, plants, magnets, aquariums, science pictures, small animals, such as hamster or rabbit, rocks, shells, microscope.	2	2	4	4	6	6	8	8
Music								
Records, tapes, or CDs.	2	2	4	4	6	6	8	8
Record, tape, or CD player.	1	1	1	1	1	1	1	1

¹ The maximum number of books required for school-age children is 120 regardless of number of children.