



Compliance Review for Part-Day Children's Programs

Please complete this questionnaire, which pertains to licensing requirements and the operation of your part-day children's program. 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 number are noted with each set of questions. If you cannot locate an answer in OKDHS Pub. No. 95-12, Licensing Requirements for Part-Day Children's Programs, leave the corresponding space blank, and you and your licensing staff will discuss it later.

Please attach a copy of:

- center policy and procedure;
- one-week sample menu, if food is provided by the program;
- 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 39 - Organization, pages 2 - 4.

1. List three types of information that must be posted in a prominent location, including where they are posted, such as on a bulletin board inside the front door. [Sec. 39(d)(1)]

- _____
- _____
- _____

2. List three of the eight situations that must be reported to Licensing by the next working day. [Sec. 39(d)(3)]

- _____
- _____
- _____

3. List two of the five proposed changes that must be reported to Licensing within 30 days prior to the effective date. [Sec. 39(d)(4)]

- _____
- _____

Section 40 - Policy and procedure, page 4.

4. Does the program have more than ten staff persons? [Sec. 40(b)] Yes No
If yes, attach a copy of the program policy.

Section 41 - Records, pages 4 - 5.

5. When are parents required to complete children's records? [Sec. 41(b)]

6. Are daily attendance records kept for each child? [Sec. 41(b)(4)] Yes No
If yes, how long are they kept on file? _____
7. Are staff information records on file for each staff member?
[Sec. 41(c)(1)] Yes No
8. Are criminal history investigations for employees maintained
in a confidential manner? [Sec. 41(c)(2)] Yes No

Section 42 - Requirements for part-day program employees, pages 5 - 9.

9. Are criminal history investigations requested prior to employment?
[Sec. 42(b)(1)(B)] Yes No
10. List the five offenses for which a person is barred from employment, unless a
waiver has been obtained. [Sec. 42(c)(1)]
- _____
 - _____
 - _____
 - _____
 - _____
11. When may a physical or psychological examination be requested? [Sec. 42(e)(2)]

12. What are three responsibilities of a director? [Sec. 42(g)(1)]
- _____
 - _____
 - _____
13. How many references are required to be on file for new staff? [Sec. 42(g)(1)(D)] _____
14. Are volunteers counted in the staff-child ratio? [Sec. 42(g)(4)] Yes No
If yes, do they meet all requirements for teachers? Yes No
15. Has the director and all staff had orientation? [Sec. 42(h)(1)] Yes No

16. Is there staff on the premises who have the required pediatric first aid training? [Sec. 42(h)(2)] Yes No

List name(s) and assigned work hours. _____

If no, explain. _____

17. Describe the program plan to assist staff in obtaining relevant training. [Sec. 42(h)(3)]

Section 43 - Supervision of children, pages 9 - 11.

18. List the proper staff-child ratios and the maximum group size for the age categories listed. [Sec. 43(e)]

Age	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	1:	
0 through 35 months	1:	
0 through school-age	1:	
2 through school-age	1:	
3 through school-age	1:	
4 through school-age	1:	

19. Does the program take children swimming? [Sec. 43(f)] Yes No
 If yes, where do they swim? _____

20. List the required staff-child ratios when children are swimming. [Sec. 43(f)]

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

Section 44 - Physical facilities, pages 11 - 15.

21. Do bathrooms have warm running water and do they comply with licensing requirements? [Sec. 44(b)(2)(G)] Yes No
If no, please explain. _____

22. Does the program have any clear glass doors? Yes No
If yes, how are they marked? [Sec. 44(c)(1)(F)] _____

23. What room or space is used to isolate an ill child? [Sec. 44(c)(1)(M)]

24. Where are telephones located? [Sec. 44(c)(2)(A)] _____

25. How often are fire and tornado drills conducted? [Sec. 44(c)(2)(C)]

Date of last fire drill: _____
Date of last tornado drill: _____

26. Describe how toxic materials are made inaccessible to children. [Sec. 44(c)(3)]

27. Are animals or pets kept on the premises? [Sec. 44(c)(4)] Yes No
If yes, what kind and how many? _____

Section 45 - Indoor equipment, pages 15 - 17.

28. Are impact-absorbing materials under climbing equipment that is over four feet high? [Sec. 45(a)(4)] Yes No

Section 46 - Outdoor safety and play equipment, pages 17 - 19.

29. What are the sources of shade in the outdoor play areas? [Sec. 46(a)(1)(B)]

30. Describe the types of surfaces in the program's outdoor play area(s). [Sec. 46(b)(1)] _____

31. Is the required impact-absorbing material under climbers, swings, slides, and revolving equipment and throughout fall zones? [Sec. 46(b)(2)] Yes No
If no, please explain. _____

32. Is equipment of safe construction and securely anchored? [Sec. 46(c)(1)] Yes No
If no, explain. _____

33. Are fall zones free of obstacles, and is play space arranged so there is no hazard from conflicting activities? [Sec. 46(c)(2) - (3)] Yes No
If no, explain. _____

Section 47 - Care of infants, toddlers, and two-year-olds, pages 19 - 21.

34. Describe how infants under six months are fed at the program. [Sec. 47(b)(1)]

35. Describe how infants six months and older are fed at the program. [Sec. 47(b)(2)]

36. Describe sanitary precautions taken when feeding infants and children. [Sec. 47(b)]

37. Are microwave ovens used to heat baby bottles and children's food? [Sec. 47(b)(7)] Yes No
If yes, describe precautions taken. _____

38. Where are diaper-changing tables and handwashing sinks located? [Sec. 47(c)(6) - (7)] _____

39. Describe some of the precautions taken to prevent the spread of disease when diapers are changed. [Sec. 47(c)]

40. Describe how children are assisted with their toilet learning. [Sec. 47(d)]

Section 49 - Water activities, pages 21 - 22.

41. Is signed permission on file from the parents of all children who swim? [Sec. 49(a)] Yes No
If no, explain. _____

42. List the precautions taken to ensure children's safety during water activities. [Sec. 49(b) - (c)] _____

Section 49.1 - Rest time, pages 22 - 23.

43. How often is sleeping equipment sanitized? [Sec. 49.1(c)(1)] _____
44. Does the program use mats? Yes No
If yes, describe. [Sec. 49.1(c)(3)] _____
45. When are sheets and covers changed? [Sec. 49.1(c)(4)] _____

Section 49.2 - Behavior and guidance, pages 23 - 24.

46. Describe the program's behavior and guidance methods. [Sec. 49.2(a) - (c)]

47. Are time-out periods used? Yes No
If yes, what is the maximum amount of time? [Sec. 49.2(b)(5)] _____
48. Describe how the program ensures compliance with requirements prohibiting certain kinds of discipline, such as shaking or striking. [Sec. 49.2(c)]

Section 49.3 – Health, pages 24 - 26.

49. Describe how the program ensures that caregivers and children wash their hands in compliance with the requirements. [Sec. 49.3(a)]

50. List routine precautions taken to control disease. [Sec. 49.3 (d)]

51. Describe the program's procedure for administering medication to children. [Sec. 49.3(e)] _____

52. Describe the program's procedure when a child becomes ill or injured. [Sec. 49.3(d)(2)]

53. Describe how the program ensures that first aid kits are stocked properly and available. [Sec. 49.3(h)] _____

Section 49.4 - Food and nutrition, pages 26 - 27.

54. Does the program provide meals for children on a regular basis? [Sec. 49.4(a)] Yes No

55. Are current weekly menus of all food provided by the program posted where parents can see them? [Sec. 49.4(c)] Yes No

Section 49.5 - Transportation, pages 27- 30.

56. Does the program transport children? Yes No
If yes, complete questions 57 - 63.

57. Is written parental permission on file, and do parents receive advance notification of field trips? [Sec. 49.5(a)(2) - (3)] Yes No

58. 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. 49.5(a)(6)] Yes No

59. Do all drivers who transport children meet minimum qualifications? [Sec. 49.5(b)] Yes No

60. Describe how the program ensures the driver can contact children's parents in an emergency. [Sec. 49.5(d)(2)]

61. Does the driver check attendance when children are boarding and exiting the vehicle? [Sec. 49.5(d)(4)] Yes No

62. Describe the types of passenger restraint systems used. [Sec. 49.5(e)]

63. Does the facility have written documentation of regular maintenance of all facility vehicles? [Sec. 49.5(f)(9)] Yes No

Section 49.6 - Food service and sanitation requirements, pages 30 - 35.

64. At what temperature must foods be refrigerated? [Sec. 49.6(d)(2)] _____

65. Is there a thermometer in the refrigeration unit? [Sec. 49.6(d)(3)] Yes No

66. Describe the method of dishwashing used at the program. [Sec. 49.6(k)]

67. What is the program's water source, such as public water supply or well? [Sec. 49.6(o)(3)] _____

If not a public water supply, does water meet testing requirements? Yes No

Section 49.7 - Fire safety, pages 35 - 38.

68. Are exits kept free of all obstructions? [Sec. 49.7(c)] Yes No

69. Can all exit doors be opened from the inside without use of a key? [Sec. 49.7(c)(1)] Yes No

70. Is there an operable smoke detector in each room in which children are in care? [Sec. 49.7(e)] Yes No

71. Describe how the program ensures that smoke detectors operate properly. [Sec. 49.7(e)(3)] _____

72. Who inspects the program's fire extinguishers and how often? [Sec. 49.7(e)(6)]

73. Is food ever fried? [Sec. 49.7(f)(1)] Yes No
If yes, is there a UL-approved range hood with an automatic fire extinguishing system above the stove? Yes No

74. Are open-faced, unvented, or portable heaters used in the program? [Sec. 49.7(f)(4)] Yes No

75. Are extension cords ever used? [Sec. 49.7(g)] Yes No
If yes, under what circumstances? _____

76. Describe measures taken to ensure children can be evacuated safely.
[Sec. 49.7(h)] _____

77. Describe fire prevention and safety training provided to staff. [Sec. 49.7(i)]

I have read and completed this questionnaire and, to the best of my knowledge, all of the information provided regarding the part-day children's program is true.

Director's signature Date

Facility name			License number K8
Street address	City	State	Zip

Reviewed by OKDHS Licensing staff on _____