



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



**Equipment Inventory -
Part-Day Children's Program**

Name of program			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: _____

Name of program	Date
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Minimum equipment for infants

Total number of infants _____ **Check if available**

Adequate quantity and variety of play equipment, developmentally appropriate size and type

Diaper-changing table

Adult-height shelf

Individual adult-size chair for each staff person

Separate individual space for personal belongings

Adequate container with tight-fitting lid or moisture-proof bags for soiled or wet diapers or clothing

Adequate supply of diapers, facial tissue, disposable wipes, bath towels, wash cloths, etc.

Extra supply of sheets and covers

Cribs, port-a-cribs, and playpens meet requirements for safety

(1) Cribs, port-a-cribs, and playpens have no more than 2 and 3/8 inches between slats or between the side and end panels

(2) Decorative cutout areas in crib end panels or tall decorative knobs on the corner posts, which can entrap a child's head or catch clothing, are prohibited

(3) Mattress fits the crib snugly with no more than one inch between the mattress and crib

(4) Drop-side latches hold sides securely and are not reachable by the child in the crib

Mattresses and play pen pads are at least one inch thick and covered with a durable, washable, waterproof, form-fitting material.....

Number of:

Crib or playpen with mattress, one per child _____

Crib sheets and covers, one of each per child _____

High chair, one for every four infants..... _____

Items needed:

Name of program	Date
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Minimum equipment for toddlers

Total number of toddlers _____ **Check if available**

Adequate quantity and variety of play equipment, developmentally appropriate size and type

Adequate table and chair space or high chairs as needed for meals and snacks

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

Adequate supply of diapers, wash cloths, bath towels, facial tissue, disposable wipes

Extra supply of sheets, covers, etc.....

Cribs meet the requirements for safety listed in Section 14(b)(2)

Mattresses and play pen pads at least one inch thick and covered with a durable, washable, waterproof, form-fitting material

Number of:

Crib or playpen with mattress, mat, or cot, one per child..... _____

Sheet and cover, one of each per child _____

Items needed:

Minimum equipment for two-year-olds

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

Adequate quantity and variety of play equipment, developmentally appropriate size and type

Adequate table and chair space as needed for meals and snacks

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

Adequate supply of diapers, disposable wipes or wash cloths, bath towels, facial tissue

Name of program	Date
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Minimum equipment for two-year-olds continued **Number of:**
 Cot, bed, or mat, with a sheet and cover, one for each resting or ill child _____

Items needed:

Minimum equipment for three-year-olds

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

- Adequate quantity and variety of play equipment, developmentally appropriate size and type
- Adequate table and chair space as needed for meals and snacks
- Separate individual space for personal belongings
- Two linear feet of open shelves per child in each room for play equipment
- Adequate supply of facial tissue, disposable wipes or wash cloths, soap, and towels

Number of:

Cot, bed, or mat, with a sheet and cover, one for each resting or ill child (parents may provide) _____

Items needed:

Name of program	Date
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Minimum equipment for four- and five-year-olds

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

- Adequate quantity and variety of play equipment, developmentally appropriate size and type
- Adequate table and chair space as needed for meals and snacks
- Separate individual space for personal belongings
- Two linear feet of low open shelves per child in each room for play equipment
- Adequate supply of facial tissue, disposable wipes or wash cloths, soap, and towels

Number of:

Cot, bed, or mat, with a sheet and cover, one for each resting or ill child (parents may provide) _____

Items needed:

Minimum equipment for school-age children

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

- Adequate quantity and variety of play equipment, developmentally appropriate size and type
- Adequate table and chair space as needed for meals and snacks
- Separate individual space for personal belongings
- Two linear feet per child of shelf space; these shelves may be at various heights if accessible to children
- Safe storage for ongoing projects and small items
- Adequate supply of facial tissue, disposable wipes or wash cloths, soap, towels, and feminine hygiene products
- Sufficient clothing in various sizes in case of accidents

Number of:

Cot, bed, or mat, with a sheet and cover, one for each resting or ill child (parents may provide) _____

Items needed: