

days of the receipt of an *Inspection Request*. The CCLS uses either the *Approved Relative Provider Health and Safety Inspection Checklist CC81* or the *In-home Child Care Health and Safety Inspection Checklist CC88* to document their on-site inspection results. See *Child Care Assistance Program Policies and Procedures Manual* section 4240-3 Health and Safety Inspections.

6080-3

CONDUCTING A LICENSED CHILD CARE FACILITY INSPECTION

To be eligible for a child care license, a child care facility must meet the health and safety requirements of Alaska Statute (AS) 47.32, Alaska Administrative Code (AAC) 7 AAC 10, 7 AAC 41, 7 AAC 57, and Anchorage Municipal Code (AMC) 16.55 specific to the type of child care facility the applicant would like to become.

The health and safety requirements include but are not limited to: general health, medication, and nutrition; environmental health and safety; life and fire safety; diapering; first aid kit; and animals, toxic substances and poisonous plants.

The Child Care Licensing Specialist (CCLS) completes the on-site inspection by using the inspection checklist appropriate to the type of inspection, based on facility type, being conducted: *Monitoring Inspection Checklist*, *Inspection Checklist – Home*, or *Inspection Checklist – GH and Center*. This checklist assists the CCLS in ensuring the facility is in compliance with all of the regulatory licensing and environmental health and safety requirements for a licensed child care facility.

The CCLS will review the facility's child and personnel records to ensure licensing compliance during all announced on-site inspections, and when necessary during an unannounced monitoring on-site inspection to follow-up on plan of correction compliance.

For a child care home or group home, the CCLS will review all of the facility's child and personnel records and document the results on the inspection tools: *Children's Record Review* and *Personnel Records Worksheet*.

For a child care center, the CCLS will review either ten percent (10%) of the total number of children and personnel at the facility, or at least ten (10) children and ten (10) personnel files, whichever is greater

and document the results on the inspection tools: *Children's Record Review* and *Personnel Records Worksheet*.

6080-3 A. GENERAL HEALTH, MEDICATION, AND NUTRITION REQUIREMENTS

A licensed child care facility must meet the general health, administration and storage of medication, and nutrition requirements as described in 7 AAC 10, including the requirements summarized below.

1. General Health

The facility must:

- a. Ensure each person in contact with children washes their hands for at least ten (10) seconds with soap and water and rinses them with water:
 - Before food handling, preparation, serving, eating, or table setting;
 - After toileting or assisting a child with toileting or diapering;
 - After handling an animal, animal waste, or an animal cage;
 - Before and after giving medication;
 - Before and after participating in moist play, including painting, cooking, or molding clay; and
 - If hands are contaminated with body fluid, including from nose wiping;
- b. Encourage children to wash their hands at similar times as described in 1.a. above;
- c. Ensure children have been immunized as required by 7 AAC 57.550(a)-(e). A facility may enroll children for up to thirty (30) days, who are homeless, in protective services or in foster care without a valid immunization record. A valid immunization record includes an Electronic Health Record (EHR) such as a printout from: Alaska's State Immunization Information System –VAC TRAK, the physician's office or clinic with a signature from a medical professional such as a Medical Doctor (M.D.), Physician Assistant (P.A.), Adult Nurse Practitioner (A.N.P) or a Registered Nurse, (R.N.), the child's school immunization record with an R.N. signature or that states "transcribed by a R.N.", or an immunization card with a

signature from a medical professional such as a M.D., P.A., A.N.P or R.N.

- d. Ensure care of other children is not compromised by admitting or allowing a mildly ill child to be in attendance. If a mildly ill child is in care, arrange a plan of care with the parent and provide a place where, under supervision, the child may rest or play quietly, apart from other children, if warranted;
- e. Ensure a child who shows definite signs of a serious illness or of a highly communicable disease is not admitted or allowed to remain in attendance unless a medical note approves the child's attendance; and
- f. Ensure an opportunity for a supervised rest or sleep period is provided for each child younger than five (5) years of age who is in care more than five (5) hours, and for any other child, if desired by the child. Provide supervised time and space for quiet play for a child who is unable to sleep. Only an infant, a nonclimbing toddler, or a child identified as having special needs, if appropriate, may be placed in a crib.

Additionally, a child care facility must follow the universal precautions described in 7 AAC 10.1045, including obtaining and following current medical and sanitation advice on communicable, contagious, or infectious diseases and adopting universal precautions, including the use of gloves, to handle potential exposure to blood, blood-contaminating body fluids, and injury discharges.

2. Administration and Storage of Medication

A child care facility must meet the requirements for the administration and storage of medication:

- a. **Administration of Medication**
A child care facility may administer medication only with written permission for the administration of prescription medication from the parent of a child upon admission or when a new medication is prescribed. Prescription medication and special medical procedures are to be administered only in the dosage, at the intervals, or in the manner prescribed by a physician or other person legally authorized to prescribe medication or medical procedures. The date and time each dose is given must be documented in a medication log and initialed by the caregiver.

A child care facility may administer commonly used nonprescription medication or medication contained in the first aid kit with written permission from the parent of a child. If written permission is not obtained, the child care facility must document telephone permission to administer that medication. The date and time each dose is given must be documented in a medication log and initialed by the caregiver.

b. Storage of Medication

Prescription medication must be kept in the original container showing the date filled, expiration date, instructions, and the physician's name affixed to or stored with each medicine set.

Medications are stored in a manner that prevents access by unauthorized persons and medication requiring refrigeration is grouped together, stored in a manner to prevent contamination of food, and labeled.

Medications including controlled substances are stored according to the manufacturer's recommendations.

All unused medication is returned to the parent of the child when the medication is no longer needed.

3. Nutrition

The child care facility or the child's parent must provide the applicable numbers of meal(s) and/or snacks for children while in care. If the parent supplies the food, it is the facility's responsibility to ensure the nutrition requirements are met.

a. Meals and Snacks

The child care facility must ensure:

- Snacks and meals must meet the child care food program requirements of the Code of Federal Regulation (C.F.R.) 7 C.F.R.226.20;
- Food provided by the child's parent is labeled with the child's name and the date;
- Maintain sanitary facilities for the proper care, storage, refrigeration, and preparation of food;
- Food served is not altered to contain harmful substances; and
- Fruits and vegetables are thoroughly washed with potable water before use.

b. Bottle Feedings

The child care facility must observe the following requirements for bottle feedings if caring for infants:

- Bottle feedings prepared by the facility must be consistent with bottle feedings given at home;
- An infant must be fed on demand;
- A child on bottle feedings must either be held or fed sitting up. If the child is unable to sit up they must be held during the feeding; and
- A bottle may not be propped for a child
- A child is not permitted to carry their bottle around at any time
- A child is not allowed to hold their bottle unless they are being held or sitting on their own and feeding.

The child care facility must obtain information concerning any food allergies or special dietary needs of each child and plan that child's meals accordingly.

Except for medical reasons, a child care facility may not deny a meal or snack to a child, force feed a child, or otherwise coerce a child to eat against the child's will for any reason.

6080-3 B. ENVIRONMENTAL HEALTH AND SAFETY REQUIREMENTS

A licensed child care facility must meet the basic environment health and safety of children in care by meeting the requirements of 7 AAC 10, including the requirements summarized below:

1. There is a functional telephone or other identified means of communication available at all times;
2. An ample supply of potable water;
3. Clean and sanitary toilet facilities;
4. The child care and surrounding grounds are kept clean, sanitary, safe, and in good repair;
5. The child care is free of hazards, including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys or play equipment, steep stairways, ice on walkways, unsecured play equipment, and unsafe play areas;

6. Insects, rodents, and other pests are controlled and that the child care is kept free of conditions that are likely to attract or harbor pests; any pesticide use is subject to the notice and other applicable requirements of 7 AAC 10.1093;
7. Outdoor areas are well drained and free from deep depressions that may collect standing water;
8. Ventilation by natural or mechanical means is provided to keep air fresh and prevent the accumulation of heat, steam, condensation, vapors, smoke or fumes;
9. Walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms;
10. Lead-based paint is not used and any painted surface is free from flaking;
11. Stairways and steps have handrails and nonslip treads or covering;
12. Any faucet that is accessible to children, hot water temperature is no less than one hundred (100) degrees Fahrenheit, and not more than one hundred and twenty (120) degrees Fahrenheit;
13. An artificial light source is sufficient and appropriate for the activities performed in each area by children in care;
14. Cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children;
15. Furniture and equipment is durable, safe, easily cleanable, and is kept clean and in good repair;
16. Smoking is prohibited in the child care while children are in care and marijuana, tobacco, cigarettes or other smoking products, ashtrays, lighters, or other smoking accessories are not visible or accessible to children. The home may not smell of smoke from cigarettes or other smoking products and any vehicle used to transport children is smoke free;
17. Alcohol, marijuana, legal controlled substances, and illegal controlled substances are not accessible to children or used during the hours that children are in care;

18. Children are transported in safe vehicles and appropriate child restraints are used;
19. Firearms are unloaded and stored in a locked gun safe or other locked place that is not visible or accessible to children. Ammunition must be stored separately from the firearms in a place that is inaccessible to children. The child care facility must inform each parent that firearms are present, and turn into the child care licensing office a *Firearms and Ammunition Storage* CC103 form;
20. Safety gates are installed and used to prevent access to stairs if infants or toddlers are in care;
21. Outlet covers are installed in all electrical outlets that are not in use and that are accessible to children younger than five (5) years of age;
22. Items brought by a parent for a child's personal use are stored separately to prevent contamination;
23. Toys used by children are kept clean and sanitary and if a toy has been mouthed or is otherwise contaminated, that toy is cleaned and sanitized before use by another child;
24. Each crib, crib mattress, cot, mat, and playpen is cleaned and sanitized at least weekly, or before assigned to another child in care, or whenever soiled; and
25. Children are not allowed to participate in a high-risk activity including playing near or jumping on any type of trampoline.

6080-3 C. LIFE AND FIRE SAFETY REQUIREMENTS

A licensed child care facility must meet the life and fire safety requirements of 7 AAC 10 as described in sections 6080-3 D. Disaster Preparedness and Emergency Evacuation and 6080-3 E. Means of Escape and Other Requirements.

If an emergency affects the child care facility, the Administrator must notify their licensing office by telephone, fax, or electronic mail no later than the following working day and must, within five (5) of the facility's working days submit a detailed written report.

6080-3 D.

DISASTER PREPAREDNESS AND EMERGENCY EVACUATION

A licensed child care facility must complete and submit a *Get out Alive! Evacuation Plan* CC67, or their own plan which meets the requirements of 7AAC 10.1010. This form provides a floor plan and written procedures for the full evacuation of the child care, including children with limited mobility, within one hundred and fifty (150) seconds or two and one half (2½) minutes, in the case of an emergency affecting the child care premises including: fire, tsunami, flooding, and earthquake. The facility's *Get out Alive! Evacuation Plan* CC67 or their own plan must include procedures for reunifying the child and family when the child care is inaccessible.

1. Emergency at the Child Care

When an emergency occurs at a child care facility, the administrator must notify their licensing office no later than the following business day. Within five (5) business days of the emergency the facility must submit a written report to licensing office that includes:

- a. The date and time of the emergency;
- b. A description of the nature of the emergency;
- c. A description of the action taken or if applicable how the evacuation was achieved, including the amount of time used to achieve evacuation; and
- d. A critique of the evacuation, if occurred as a result of the emergency, that includes the information required in 2.d. below.

2. Monthly Evacuation Drills

Child care facilities must conduct and document evacuation drills at least once per month unless postponed due to severe weather. The reason for postponement must be documented. A record of each evacuation drill must be made and retained by the facility and made available during inspections and upon request. This record must include:

- a. The date and time of the drill;
- b. The name of each child in care who was present at the time of the drill including those who did not participate in the drill, and the reason for nonparticipation;
- c. The amount of time used to complete the drill; and
- d. A critique of the drill including a brief evaluation of the evacuation. The critique of the drill must include:

- A review of actions taken by the facility;
- A review of responses by children in care during the drill;
- An evaluation of whether existing policies were followed and, if not, an explanation of why a policy was not followed;
- An evaluation of whether the policies followed were effective and, if not, a description of how any policy will be revised for future drills;
- An identification of factors contributing to an ineffective drill for any critique that indicates a drill was ineffective in any way; and
- Any suggestions for improving future drills.

6080-3 E. MEANS OF ESCAPE AND OTHER REQUIREMENTS

A licensed child care facility must have at least two (2) means of emergency escape that are remote from each other and provide unobstructed access to the outside of the building. At least one (1) of the means of emergency escape must be an exterior door. If children occupy a basement for any part of the day, there must be at least one (1) means of escape from the basement directly to the outside at or near ground level.

1. Window as a Means of Escape

When a window is identified as one (1) of the means of emergency escape, unless prohibited by the state fire marshal for a window twenty (20) feet or more above ground level, each bedroom must have at least one (1) fully-opening window that provides escape directly to the outside and meets the following:

- a. The finished window sill height may not exceed forty-four (44) inches above the floor; or
- b. The net clear openable window area must be a minimum of five point seven (5.7) square feet; and
- c. A window screen is not used if it permanently prevents exit or if it cannot be easily removed for exit.

2. Smoke Detection Device and Fire Extinguisher Requirements

- a. A child care facility must have at least one (1) alternating current (AC) primary powered smoke detection device with battery backup or at least one (1) monitored battery powered smoke detection device, located in each bedroom. If the child care is in a multi-level home, there must be at least one (1) smoke detection device installed on each level. Each device must be less than ten (10) years old, or newer if necessary to

comply with the manufacturer's recommended replacement date.

- b. The child care facility must also have at least one (1) fully charged 2A:10BC dry chemical fire extinguisher strategically located on each level of the child care. The fire extinguisher must be installed, inspected, tested, and serviced according to the requirements of 13 AAC 50.025(47).

3. Other Requirements

A child care facility shall ensure:

- a. The facility is free of any accumulation of combustible waste material and other fire hazards in or around the premise;
- b. Flammable or combustible liquids are stored in a container with a tight-fitting lid specifically designed for holding flammable or combustible liquids, and ensure these liquids are kept out of the reach of children;
- c. Each heating device meets the applicable requirements of 7 AAC 10.1015; and
- d. If the child care uses oil, wood, natural gas, or propane as a heating or cooking fuel; that an operating carbon monoxide detector is installed in each hallway outside of or within each sleeping area, and ensure that each device is regularly inspected, tested, and serviced. If the home is multi-level, there must be at least one (1) operating carbon monoxide detector installed on each level.

6080-3 F. FIRST AID KIT REQUIREMENTS

A licensed child care facility must post emergency telephone numbers, including the number for the poison control center, near the telephone. The facility must maintain first aid kits in accordance with 7 AAC 10.1075 which requires at least one (1) first aid kit that is kept at the child care; one (1) additional first aid kit for field trips or outings away from the child care, if applicable; and an abbreviated first aid kit for neighborhood walk outings of thirty (30) minutes or less. The facility must restock each first aid kit after use and ensure any expiration date is not exceeded.

1. First Aid Kit Must Contain

A facility must have a container that will hold all the following items:

- a. Disposable nonporous, non-latex gloves;
- b. Sealed packages of alcohol wipes or antiseptic for thermometer cleaning only;

- c. Scissors;
- d. Tweezers;
- e. A thermometer;
- f. Adhesive bandages;
- g. Bandage tape;
- h. Sterile gauze pads;
- i. Flexible roller gauze;
- j. Triangular bandages;
- k. Safety pins;
- l. An eye dressing;
- m. A note pad with an operable pen or pencil;
- n. A cold pack;
- o. A current American Academy of Pediatrics or American Red Cross standard first aid text or equivalent first aid guide;
- p. A cardiopulmonary resuscitation (CPR) barrier device or mask;
- q. The telephone number for the poison control center;
- r. Potable water;
- s. Splints, including small child-size splints;
- t. Soap;
- u. A working flashlight; and
- v. For a field trip or outing away from the child care; for each child participating in the trip or outing:
 - Emergency child record information; and
 - Parent's written permission for use of medication.

Note: only medication that is or may be needed during a field trip or outing may be included in the first aid kit, and only for the length of the field trip or outing.

2. Abbreviated First Aid Kit

An abbreviated first aid kit may be used for an outing of thirty (30) minutes or less. An abbreviated first aid kit must contain:

- a. Disposable nonporous, non-latex gloves;
- b. Tweezers;
- c. Adhesive bandages;
- d. Bandage tape;
- e. Sterile gauze pads;
- f. A cold pack;
- g. A CPR barrier device or mask;
- h. Potable water;
- i. The emergency child record; and
- j. Medication that may be needed on the walk.

A licensed child care facility must use safe and sanitary equipment and supplies for diapering, that minimizes the risk of disease and the risk of contamination to hands and surfaces. The facility must wash their hands each time after changing a diaper.

A child care facility must follow the requirements of 7 AAC 10.1060(d) and 7 AAC 10.1060 (e) as summarized below to ensure:

1. Each caregiver follows the facility's written diaper changing procedures;
2. The diaper changing area is not located in a food preparation area and is not used for temporary placement or service of food; and has one (1) accessible hand sink located in, or immediately adjacent to that area;
3. Each surface used for changing diapers is smooth, durable, nonabsorbent, and easily cleanable;
4. Sufficient quantities of clean diapers are available and are neatly stored;
5. Non-latex gloves and handwashing supplies are available to prevent contamination, and are used in accordance with universal precautions;
6. For soiled clothing or cloth diapers, solid waste contents are disposed of by dumping the contents into a toilet and placing the diapers, without rinsing, in an impervious bag or easily cleanable container with a firmly fitted cover and lined with plastic, to be given to the parent for laundering;
7. Each diaper changing surface is cleaned and sanitized after each use; if a single-use disposable cover is placed on the diapering surface before diapering, the cover is disposed of immediately after diapering;
8. After a soiled disposable diaper is removed, it is folded inward and resealed before disposal into a plastic lined container with a firmly fitted cover;
9. If single-use, disposable wipes are used during diapering, the disposable wipes are discarded after use; if a non-disposable cloth is used, that cloth must be placed immediately, without rinsing, in an impervious bag or container with a firmly fitted cover;

10. Diaper changing supplies, including containers of cream and lotion, are kept clean and sanitary; and
11. Children are not allowed and do not handle diaper changing supplies.

6080-3 H. ANIMALS, TOXIC SUBSTANCES, AND POISONOUS PLANT SAFETY REQUIREMENTS

A licensed child care facility must meet the requirements of 7 AAC 10.1090 with regard to animals in their child care. They must also meet the requirements of 7 AAC 10.1095 with regard to toxic substances and poisonous plants in their child care. The requirements of these regulations are summarized below.

1. Animals

A child care facility must inform parents of children in care if any animal is present in the child care, including the type of animal and whether the children in care will have access to the animal, and submit to their child care licensing office an *Animal on Child Care facility Premises* CC105. Any animal in the child care must be free of communicable disease, internal and external parasites, and have the immunizations required under state and federal law.

The child care facility must disclose to their licensing office if an animal in the child care has been the subject of a past contact with an animal control official because of aggressive behavior or biting; or has a history of aggressive behavior or biting, regardless of whether there has been contact with an animal control official. The facility must notify their licensing office within twenty-four (24) hours of any occurrence of aggressive behavior or biting by an animal in the child care, including whether the occurrence resulted in a contact with an animal control official.

The child care facility must immediately remove from the child care an animal with a history of aggressive behavior or biting or that has been the subject of a past contact with an animal control official because of aggressive behavior or biting. If their licensing office determines the animal is a threat to the life or safety of children in care, the animal must be permanently removed.

a. Birds

A parakeet, pigeon, or other small-sized psittacine bird may be kept in the child care facility only if the bird receives

prophylactic antibiotics before introduction into the child care and is isolated at least forty-five (45) days in a room separate from a room occupied by any other birds.

Ducklings and chicks may not be incubated or hatched in the room where infants or toddlers are present. Children may not handle the ducklings or chicks. The ducklings and chicks are removed from the child care when hatched.

b. Prohibited Animals

Amphibians, ferrets, reptiles, and wild, poisonous, or predatory animals may not be kept in the child care.

c. Cages and Cleaning

A child care facility must ensure:

- Any birds, fish, and other animals allowed are kept in appropriately designed cages or aquariums. Domestic dogs and domestic cats are not required to be caged;
- The area around a cage or aquarium is smooth, nonabsorbent, impervious to water, and easily cleanable, and is cleaned and sanitized at a frequency to keep the area clean and sanitary;
- Animal waste is removed daily, or at a frequency to prevent odor or contact with children in care;
- Each cage is lined with an impervious material and is cleaned at a frequency necessary to prevent a health risk to children in care;
- Bowls used for providing food and water for animals are cleaned at a frequency necessary to prevent a health risk to children in care; and
- Cleaning of animal waste is conducted when children in care are not present and is not conducted in an area used for food preparation or service.

2. Toxic Substances and Poisonous Plants

A child care facility must meet the requirements of 7 AAC 10.1095 regarding toxic substances and poisonous plants.

a. Toxic Substances

Only nontoxic arts and crafts materials may be used in the child care and by children in care.

The facility must ensure each cleaning material, detergent, aerosol can, pesticide, poison, and other toxic material is stored in the original labeled container. This does not apply to a spray bottle that contains a commercial sanitizing solution or

a bleach-water solution used to sanitize toys, tables, counters, and other surfaces throughout the day, if the bottle is appropriately labeled and is stored so that it is:

- Inaccessible to children and stored separately from medication and food;
- Used according to the manufacturer's instruction for the intended purpose, and in a manner that it will not contaminate a play surface, food service or food preparation area and in a manner that is not a hazard to children.

b. **Poisonous Plants**

A facility must submit to their licensing office a list of all poisonous plants maintained in the child care on a *Plant Safety Plan* CC93, including: flower garden, house, trees and shrubs, vegetable garden and wild plants and a description of how they will protect children from being harmed by the plants.

Some common poisonous household plants include but are not limited to: poinsettia, dieffenbachia, English ivy, mother-in-law, and philodendron.

The facility must inform each parent of children in care of the poisonous plant(s) present and how the facility will protect the children from harm.

6080-4

COMMON FINDINGS DURING AN INSPECTION

There are many ways a child care facility can be out of compliance with child care licensing requirements. This section describes some examples of the most common areas of non-compliance found during an on-site inspection.

1. Attendance Records:

The most common finding is attendance records not being completed or maintained, including but not limited to: the facility not documenting or maintaining daily attendance with

2. Background Check Clearance:

The most common findings include but are not limited to: individuals in the child care facility without a background check clearance or the facility's New Alaska Background Check System (NABCS) account not being updated. These violations are typically discovered during the on-site inspection walk-through or file