



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

# ARE YOU READY FOR YOUR INITIAL INSPECTION?

**Child Care Group Home Initial Inspection  
Bureau of Child Care Licensing**

**New Child Care Group Home  
Readiness Checklist Guide**

# Readiness Self Checklist

## Welcome To The Presentation

If you are reviewing this presentation, then you should be the individual responsible for *Preparing your Child Care Group Home for the Initial Inspection.*

- You may be the Child Care Group Home's:
  - Certificate Holder
  - Provider

# Readiness Self Checklist

**For this Presentation, you will need:**

A copy of the following items:

- New Child Care Group Home Readiness Self Checklist

For rules and regulations referred to on the Checklist that will be used during the inspection, print a copy of the Rules & Statutes:

- Child Care Group Home Rules & Statutes

# Are you qualified to be a child care provider?

## **R9-3-301.A.**

### **Certificate Holder and Provider Responsibilities**

#### **Qualified Provider:**

To qualify as a child care group home provider, you must:

- Live in the residence
- Be at least 21 years of age
- Have a minimum of a high school diploma or GED
- And, meet one of the qualification options listed in **R9-3-301.A.1.(d-e) (next page)**

# PROVIDER QUALIFICATIONS

- Do you have documentation for ONE of these:
  - 3 credit hours in child-related college course work
  - 60 hours of training in child-related topics
  - 12 months of child care experience





# Do you have an area picked out to place all required postings?

## R9-3-301.G. Posting of Notices

- Post the following information in a place that can be viewed when entering or leaving the home:
  - ✓ Child Care Group Home **Certificate**
  - ✓ Name of **Provider**
  - ✓ Name of **staff member** designated to act on behalf of provider when provider is not present in the home



# Do you have an area picked out to place all required postings?

## R9-3-301.G. Posting of Notices

- Post the following information in a place that can be viewed when entering or leaving the home:
  - ✓ **Hours** of operation
  - ✓ Weekly activity **schedule**
  - ✓ The amount of **time** in minutes children may watch television, videos, or DVDs (screen time)
  - ✓ The current weekly **menu**

# Do you have a system to maintain inspection reports?

## **A.R.S. § 36-897. 12.A. & -389.01.K Inspection of Records**

**Maintain a file for all Department  
Inspection documents  
Records of:**

- **Annual inspection**
- **Mid-year inspection**
- **Any announced or unannounced inspection/investigation**

# Do you have a system to maintain files?

## **Staff member files:**

- R9-3-301.A. 1- 4.b.

## **Non-staff/household member files:**

- R9-3-301.A.3. and A.4.c.

## **Pet vaccination documentation:**

- R9-3-508.1.2.

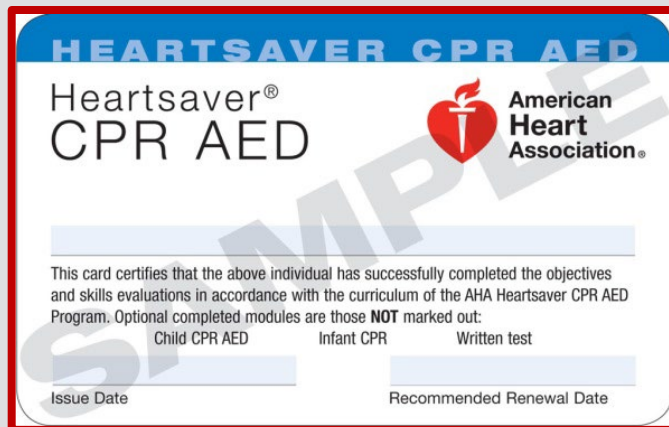


# Does at least one staff member present have current CPR and First Aid?

**R9-3-301.I.**

**First Aid & CPR training must be documented for the staff present in the home.**

- First Aid certification – for children and infants
- CPR certification – for children and infants
  - **Must include demonstration of skill**



# Do you have a qualified adult in charge in the provider's absence?

## **R9-3-301.D.1.**

### **Staff in charge in provider's absence meets qualifications**

- To qualify, the person must be:
  - at least **18 years of age** and
  - A high school diploma or a GED
  - Meet one of the qualification options listed in R9-3-301.D.1.a-c (next page)

# QUALIFICATIONS for PROVIDER'S DESIGNATED "IN CHARGE" STAFF

- Do you have documentation for ONE of these:
  - 6 months child care experience
  - 2 credit hours (or more) in child-related college courses
  - 30 hours training in child-related topics

# Have you prepared an Illness and Infestation log?

**R9-3-307. D.2.**

## **Log of communicable diseases and infestations**

- Document communicable illnesses and infestations:
  - Of enrolled children
  - Of staff members
  - Of residents

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)

Select the Provider Info button

<http://azdhs.gov/licensing/childcare-facilities/index>

# Do you have a log ready to record monthly fire drills?

**R9-3-504.B.1-4 and F.1-5.**

## **Fire Safety, Gas Safety and Emergency Standards**

- Have a log to record monthly fire drills and smoke detector tests
  - Drills must be unannounced
  - Done at different times of day
  - Conducted once a month



ARIZONA DEPARTMENT  
OF HEALTH SERVICES  
LICENSING

### **Fire Drills and Smoke Detector Battery Check MONTHLY RECORD**

#### INSTRUCTIONS

1. During each monthly drill, conditions shall vary and each should be given at an unexpected time. Familiarize children with alternate routes.
2. Emphasis should be placed upon quiet and orderly evacuation under proper discipline.
3. Record information for the Bureau of Child Care Licensing.

DATE (year) ____	DAY	TIME OF DAY	EVACUATION TIME	BATTERY CHECK
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

**KEEP THIS FORM FOR 12 MONTHS FROM THE DATE OF LAST FIRE DRILL.**

Q:\Forms\Fire Drill & smoke detector battery check log.docx (1/1/16) CCL form - 294

# Do you have a complete first aid kit ready for use?

## **R9-3-310.A. First aid kit**

- A pair of scissors
- Re-closable 1 gallon bags
- Adhesive tape
- Antiseptic solution or sealed antiseptic wipes
- Single-use, non-porous gloves
- Sterile/individually packaged items:
  - Sterile Band-Aids of various sizes
  - Sterile gauze pads
  - Sterile gauze rolls

**TIP:** REMOVE any sample packets of medication, including antibiotic ointment

# 12. Do you have a written accident, evacuation and emergency plan ready?

**R9-3-504 E. and F.**

## **Accident, evacuation and emergency plan**

- Accessible to staff
- List of emergency information posted on or next to the telephone

RECOMMENDED ACCIDENT, EVACUATION, AND EMERGENCY PLAN R9-3-514, 403	
The first aid kit is located: <input type="text"/>	
The staff with current first aid certification are:	
Name <input type="text"/>	Exp. Date <input type="text"/>
Name <input type="text"/>	Exp. Date <input type="text"/>
Name <input type="text"/>	Exp. Date <input type="text"/>
The staff with current CPR certification are:	
Name <input type="text"/>	Exp. Date <input type="text"/>
Name <input type="text"/>	Exp. Date <input type="text"/>
Name <input type="text"/>	Exp. Date <input type="text"/>
In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means, which will be accomplished by doing the following: <input type="text"/>	
In the event of an accident or emergency, parents are to be given written notification within 24 hours, which will be accomplished by doing the following: <input type="text"/>	
The facility's address is: <input type="text"/>	
Emergency Phone Numbers (actual phone numbers in case 911 is not available):	
Fire Department: <input type="text"/>	Police Department: <input type="text"/>
Ambulance Service: <input type="text"/>	Poison Control Center: <input type="text"/>
Update every 12 months or when information changes occur.	
Update completed: <input type="text"/>	
Maintain this plan on the facility premises in a location accessible to staff members and post in any facility activity area that does not have an operable telephone service or two-way communication.	
© 2010 CDC/Recommended accident, evac. & emerg. plan (R9-3-514) CCL 5-10-10-218	

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)

Select the Provider Info button

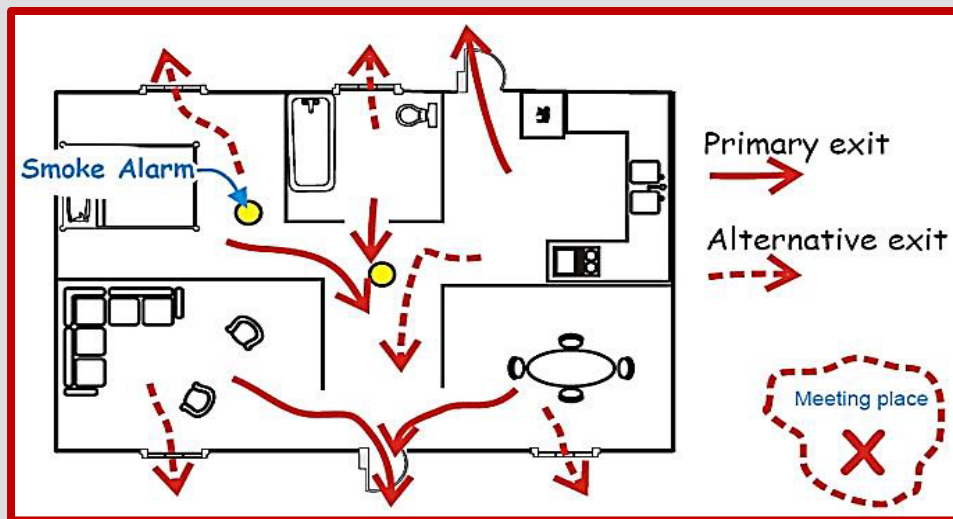
<http://azdhs.gov/licensing/childcare-facilities/index>

# Do you have a fire evacuation map created and posted in each activity area?

## R9-3-504 E.

### Fire evacuation map

- Posted in each indoor area of the child care group home approved for child care services



# Do you have the required fire and safety equipment?

## R9-3-504.A.2.3.

- **Smoke detector(s) must be installed in:**
  - Each indoor area approved for child care
  - Each hallway



- **Test the battery each month**
  - Record test (see fire drill log)
  - Replace a battery that is no longer charged

# Do you have the required fire and safety equipment?

## R9-3-504 A.4. and C. TWO fire extinguishers

- One is rated at least **1A-10BC**
  - Mounted in the kitchen
  
- The other is rated at least **2A-10-BC**
  - Maintained in a location accessible to staff in approved space



# Do you have attendance forms ready for parents to sign their child in and out?

**R9-3-305**

## **Sign in and out procedures for children**

- Have attendance forms prepared
- Include the child's name, date, time in and signature space, time out and signature space
- Additional sign in and sign out spaces if necessary

**Do you have daily attendance forms for staff to record their time in and out?**

## R9-3-301.A.4.d.

### Staff Attendance Records

- Have a staff attendance form/system in place
- Staff and provider must enter their time of arrival and departure **daily**

## R9-3-301.A.4.d.

### Staff Attendance Records

- Have a staff attendance form/system in place
- Staff and provider must enter their time of arrival and departure **daily**

- ## R9-3-301.A.4.d.
- ### Staff Attendance Records
- Have a staff attendance form/system in place
  - Staff and provider must enter their time of arrival and departure **daily**

[illegible]

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)  
Select the Provider Info button  
<http://azdhs.gov/licensing/childcare-facilities/index>

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)  
Select the Provider Info button  
<http://azdhs.gov/licensing/childcare-facilities/index>

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)  
Select the Provider Info button  
<http://azdhs.gov/licensing/childcare-facilities/index>

# Do you have a weekly menu prepared and dated?

R9-3-301. G. 7. and R9-3-406. F.

## Menu

- Prepare a weekly menu
- Include names of **specific** foods
  - State actual kind of fruit- example: “peaches”
  - State actual kind of vegetable- example: “celery”
- **Dated** for current week
- Posted
  - Conspicuous area
  - Before first snack or meal is served

# Does each enrolled child have a completed Record card?

## R9-3-303 and R9-3-304 Enrollment of Children

- Emergency, Information, and Immunization Record card
- Immunization Record:
  - Must have before child attends
  - Attach it to the child's Emergency Record card

**ADHS**  
ARIZONA DEPARTMENT OF HEALTH SERVICES  
BUREAU OF CHILD CARE LICENSING  
Emergency, Information and Immunization Record Card

**Immunization Information**  
(A license shall attach an enrolled child's written immunization record as exempt in addition to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:  
[www.azdhs.gov/ph/immun/index.htm](http://www.azdhs.gov/ph/immun/index.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):

NO day/yr	NO day/yr	NO day/yr	NO day/yr
Updated immunizations received and attached:			
NO day/yr	NO day/yr	NO day/yr	NO day/yr

**Medical Information**

Is child allergic to food or other substances? ☐ No ☐ Yes  
If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:

Is child usually susceptible to infections and if so, what precautions need to be taken? ☐ No ☐ Yes  
If yes, list precautions:

Is child subject to convulsions and what should be our procedure if one occurs? ☐ No ☐ Yes  
If yes, specify procedure:

Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? ☐ No ☐ Yes  
If yes, list precautions:

Additional comments:

Other special instructions:

This Emergency Information and Immunization Record Card is accurate and complete, front and back, and was provided by:  
Parent/Guardian PRINTED Name: \_\_\_\_\_ SIGNED Name: \_\_\_\_\_ DATE: \_\_\_\_\_

© 2010 Arizona Department of Health Services

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)  
Select the Provider Info button  
<http://azdhs.gov/licensing/childcare-facilities/index>



# Is each area ready for enrolled children?

## **R9-3-401. B.3.**

### **General Program, Equipment and Health and Safety Standards**

- Equipment/tables/shelves in place
- Toys/books set up and accessible
- Dress-up items
- Creative play materials
- Safe and ready for children's use



# Is each area ready for enrolled children?

**R9-3-401. B.3. continued...**

- Arts & crafts items
- Music items
- Manipulatives



# Do you have your written weekly schedule prepared?

**R9-3-401. B.4.**

## **Weekly Schedule**

### **■ Includes activities for:**

- Each child's age and developmental level
- Routines that follow a familiar and consistent pattern
- Outdoor activities for large muscle development
- Stories, music, dancing, singing and reading
- Listening and talking opportunities
- Creative activities

# Do you have a covered and lined garbage can for food waste?

## **R9-3. 506. 11. and 12.** **Cleaning and Sanitation**

- Garbage can for food waste
  - Kept clean
  - Covered container
  - Lined with plastic bag
- Food waste and other refuse is removed daily from the residence or, if necessary, more often.

# Do you have drinking water available and accessible?

**R9-3-401. B.6.**

**General Program, Equipment and Health and Safety Standards**

- **Drinking water available at all times**
  - Available for all infants
  - Available for all one- or two-year-old children
  - Accessible to older children

# Do you have a safe place to store hazardous items out-of-reach of children?

## R9-3-505.D.5.6

### General Program, Equipment and Health and Safety Standards

- Toxic substances
  - Any item labeled with a child warning label and may be a hazard to a child
- Flammable materials
  - Store them separate from food storage areas
  - Stored away from heat producing appliance or equipment

**Store these items out of children's reach**

# Have you made these hazardous items inaccessible to children?

**R9-3-505. D.9. (a-f)**

**General Program, Equipment and Health and Safety Standards**

- **Keep hazardous items out of children's reach**
- **These can include:**
  - **Lawn mowers, ladders, toilet brushes, plungers**
  - **Air conditioners, evaporative cooler, heat pump, or furnace**
  - **A hot tub or spa**
  - **A pond or fountain**
  - **An irrigation ditch, abandoned mine, or well**
  - **A trampoline**

# Is your restroom ready for use by enrolled children?

R9-3-506.5

## Cleaning and Sanitation

- Each restroom contains within easy reach of enrolled children:
  - Mounted toilet tissue
  - Soap contained in a dispenser
  - Singly dispensed paper towels
- Hazard free
  - Cleaning items are inaccessible
  - Personal toiletries are inaccessible

# Will you have a pet or animal at your home?

**R9-3-508.**

**Pet and animal standards:**

- Each dog, cat or ferret has a current **vaccination** against rabies
- Habitats are kept **clean**
- **No reptiles** in an area approved for child care services
- Each pet dish is inaccessible
- Litter boxes inaccessible
- Pet feces cleaned up before use of outdoor activity area
- Pets and animals are controlled so that:
  - The cleanliness of the home is maintained
  - No person is endangered

# Do you have shade? Fencing?

## **R9-3-502.**

### **Outdoor Activity**

- At least 500 square feet in size and on the premises
- Shade for all children playing in the outside activity area
- Enclosed by a 4 foot high fence (or higher) with vertical and horizontal gaps less than 4" wide

# If you have play equipment:

## **R9-3-502.**

### **Outdoor Activity**

- **Equipment**
  - Arranged safely
  - Safe fall zone requirements - resilient surface
  - Tip resistant or is securely anchored

# Do you require a Gas Inspection Report?

## **R9-3-504.D. Gas Inspection**

If gas lines are on the premises...

- A violation free inspection
  - By a licensed plumber
  - Individual authorized by local jurisdiction
- Keep a copy of the inspection in your files
- Provide a copy to Department

# Will you administer medications?

## R9-3-309. Medications

**The Department's medication authorization form must be used**

- Prepare a written statement that specifies:
  - Whether or not prescription or nonprescription medications will be administered to children
  - If medications will be administered:
    - Designate in writing who is responsible for the administration of all medication
- Medication authorization form must be completed by child's parent or health care provider

Arizona Department of Health Services  
Bureau of Child Care Licensing  
**MEDICATION CONSENT FORM**

First & Last Name of CHILD:			
Type/Name of Medication:	Prescription #:	Dosage:	Route (method):
Start date:	End Date:	Times & frequency:	
REASON:			
I give permission for the administration of the medication, according to the instructions listed, to the child listed above.			
Date of authorization:	Signature (parent/guardian):		

POSSIBLE SIDE EFFECTS TO WATCH FOR WITH THIS MEDICATION:

\_\_\_\_\_

\_\_\_\_\_

\* Injections: Attach health care provider's written authorization.

\*\*\*\*\*

FOR STAFF REVIEW PRIOR TO ADMINISTERING MEDICATION:		YES	NO
Is the medication consent form complete?			
<input type="checkbox"/> <input type="checkbox"/>			
Is the original prescription label on the medication container or prepackaged and labeled for use by manufacturer?			
<input type="checkbox"/> <input type="checkbox"/>			
Is the full name of the child on the container?			
<input type="checkbox"/> <input type="checkbox"/>			
Is the prescription or over-the-counter medication current?			
<input type="checkbox"/> <input type="checkbox"/>			
Is the dose, name of drug, frequency of administration given on label consistent with instructions above?			
<input type="checkbox"/> <input type="checkbox"/>			
Staff initials: _____			

Please use the second page to document administration of the medication.

G:\Forms\Medication authorization.doc (8/11) CCL form - 302

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)

Select the Provider Info button

<http://azdhs.gov/licensing/childcare-facilities/index>

# Will you provide transportation?

**R9-3-408. and R9-301.F.e-f.**

## **Transportation procedures**

- To and/or from school:
  - Obtain dated, written permission from the enrolled child's parent before transporting the child and follow all procedures
- Include information about transportation in the document you prepare for parents

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)

Select the Provider Info button

<http://azdhs.gov/licensing/childcare-facilities/index>

# Do you require Motor Vehicle Insurance?

**R9-3-408.C.1.**

## **Proof of vehicle insurance**

- **Must be current documentation**
- **For each motor vehicle used to transport an enrolled child:**
  - Keep proof inside the motor vehicle, with car **registration**
  - Keep copies on premises
  - Provide copies to the Department when **vehicle insurance** coverage and **registration** change or expire

# Will you offer field trips?

## R9-301.F.e-f.

### Field Trips

- Obtain dated, written permission from the child's parent before the field trip
- Prepare a field trip plan
- Transportation to and from a field trip location – see *transportation requirements*

Forms can be found on the [Bureau of Child Care Licensing webpage](http://azdhs.gov/licensing/childcare-facilities/index)

Select the Provider Info button

<http://azdhs.gov/licensing/childcare-facilities/index>

# Do you have sleeping and napping equipment ready?

**R9-3-402**

## **Sleeping and Napping:**

- For each child who sleeps or naps at the home, provide:
  - Cot, mat or crib
  - Clean sheet to cover cot, mat, crib
  - Clean blanket or sheet

# Do you have sleeping and napping equipment ready?

## R9-3-402.C.4

### Sleeping and Napping – When child is IN the crib

- Crib does NOT contain:
  - Bumper pads, pillows
  - Comforters, sheepskins
  - Stuffed toys or other stuffed products – including boppy pillows

# Do you have a complete diaper changing area prepared?

R9-3-507.

## Diaper Changing Standards

- Nonabsorbent, sanitizable surface
  - Kept clear of items not required for diapering
  - In an approved area that is **not in a kitchen or eating area**
  - Has access to running water and dispensed soap **within 15 feet** of approved diapering location
- Follow cleaning and sanitation requirements
- Document all diaper changes
- Soiled cloth or disposable diapers are disposed of in waterproof, tightly covered and lined containers

# Are you prepared for infant/toddler care?

R9-3-403.

## Supplemental Standards for Infants, One- or Two-Year-Olds

- A child **is not** in a **confining** piece of equipment for more than 30 minutes while awake:
  - Crib, play pen, swing, feeding chair, infant seat or other confining piece of equipment
- Allow **individual pattern** of sleeping, waking and eating
- Put infant to sleep on back
- **Water only** in bottle or sippy cup at nap time
- **Change** a child's diaper as soon as wet or soiled
- Provide toys **too large to swallow**
- **Use of a walker is not permitted**



# List of forms...

## Child Care Licensing and Group Home Certification

(\*\* indicates the Department's approved form is required)

- Communicable Disease Information
- Controlling Persons Guidelines
- Criminal History Affidavit \*\*
- Diaper Changing Log
- Diaper Changing Procedure Chart
- Emergency Information and Immunization Record Card \*\*
- Emergency Preparedness
- Fire Drill and Smoke Detector Battery Log
- Fingerprint Guidelines
- Fingerprint Clearance Card update Form
- Fingerprint Clearance Card Tracker
- Foreign Credentials Evaluation Agencies
- Helpful Telephone List For Child Care Providers



# List of forms continued...

## Child Care Licensing and Group Home Certification

(\*\* indicates the Department's approved form is required)

- Incident-Injury Report
- Immunization Information for Enrolled Children
- Individualized Plan
- Infant Feeding Instructions
- Log of Accident, Injury, Emergency, Illness, Infestation and Absence
- Meal Patterns
- Medication Consent Form \*\*
- Poisoning Prevention
- Staff Report
- Toys and Equipment-Guidelines for Compliance
- Travel Permission Form
- Written Documentation of Corrections Instructions

# Congratulations!

You have now completed the  
Readiness Self Checklist Guide!

- Use your checklist to ensure all the listed areas have been addressed
- Contact the Bureau of Child Care Licensing  
@602-364-2539 or 800-615-8555 from 8:00 AM – 5:00 PM  
Monday through Friday for assistance (except holidays)
- And remember... go to our website for additional helpful forms and resources!  
<http://azdhs.gov/licensing/childcare-facilities/index>

Your State Licensing Officer looks forward  
to the **successful** Initial Inspection  
of your child care group home.