

A Child Care Facilities Guide to a Successful Inspection

Child cares and health departments share a common goal - to provide a healthy environment for children and staff. Achieving that goal is made possible by partnering with your inspector to ensure that inspections can be as efficient and effective as possible.

A few tips:

- While inspectors may schedule inspections in advance that may not always be possible. Being prepared is the best way to have an efficient, effective and successful inspection.
- If possible, ensure that someone from the facility with access to all areas is available to walk with the inspector during the inspection process.
- There are several online training courses and guidance documents available for free to help you and your staff gain a better understanding of the Child care regulations. Check out the link provided below for more information:
<https://cdphe.colorado.gov/child-care-health-regulations>
- It is always a good idea to look at the Colorado Child Care regulations periodically to double check that you are in compliance. Every few years, small changes can be made to the regulations so make sure to stay up to date. Here's a link to the most current version of the Colorado Child Care regulations:
https://drive.google.com/file/d/1NaKcxqbtHeY498GiDaLfb_ZdBmcbynNU/view

What to expect during the inspection:

Your inspector will be looking at multiple areas and several operational aspects within your facility. Use the below checklist as a self-assessment tool prior to your inspection. The following is not meant to represent a comprehensive list of the inspection; rather are some areas where common violations are found.

Sanitizers & Disinfectants:

- Properly labeled with intended use
- Test strips available for testing, if applicable
- Knowledge of surfaces sanitized vs. disinfected
- Frequency of cleaning, sanitizing and disinfecting
- Correct concentrations for mixed solutions

Outside areas:

- Buildings, playgrounds and equipment is in good repair
- Tarps/covers available for sandboxes
- Free of animal waste, trash, pest harborages

First Aid Supplies and Medication:

- Gauze pads, rolled gauze, Band-Aids, adhesive tape, cold pack, plastic bags, disposable gloves, scissors, and hand cleaner for staff are available in first aid kits
- First aid supplies are readily accessible to staff and inaccessible to children
- Medication is labeled, in the original container, stored away from food and chemicals, and inaccessible to children
- The ability to store medications that require refrigeration

Handwashing:

- Sinks are stocked with soap and paper towels accessible to children
- Sinks are accessible to children
- Hands are washed at the required times
- The water is maintained between 90° F to 120° F

Infant/Toddler Rooms:

- Proper diaper changing procedures are followed
- Bottles of breast milk and formula are labeled with the child's name and date it was received, there is a color differentiation system between bottles with breast milk and formula
- The temperatures is monitored at floor level
- Staff wear smocks

All Rooms:

- Children's personal belongings are labeled and separated (including water bottles)
- Art supplies are properly stored and labeled
- Cleaning supplies and other poisonous items are stored away from food and medication and are inaccessible to children

Kitchens:

- Sinks used for washing produce and dishes are indirectly drained
- Food is stored to prevent contamination
- Food is cooked, cooled, and held at the required temperatures
- Proper food handling procedures
- A food thermometer to measure food temperatures is available, if applicable

Prepare the necessary documentation for review at the time of inspection:

The following records should be located in advance and made available for review during the inspection:

- Radon test results. Results must be available for all rooms that are frequently occupied by staff and children. (Does not apply to non-building based programs such as mobile school age child care programs.)
- Documentation that all children are either up-to-date on their immunizations, In-process, or exempt.
- Written policies for staff and children regarding symptoms of illness that require exclusion from the childcare facility.
- Current Illness log and records from the previous two months showing children's symptoms of illness occurring within the facility.
- Records of quarterly bacteriological samples from the previous 12 months (only required for childcare facilities with drinking water supply that does not meet definition of a public water system).

After the inspection:

Once the inspection is completed, ensure you review the inspection report and work with any staff to fix the violations noted by your inspector. If there are any questions or uncertainty with the report, reach out to your inspector for clarification and guidance. Immediately contact your inspector if any unexpected delays occur and additional time will be required to fix a violation. Most importantly, be sure to communicate all corrected violations when completed.