

 Utah Department of Health & Human Services Licensing & Background Checks		Child Care Commercial PRESCHOOL Inspection Checklist				This inspection checklist is the tool OL licensors use to ensure consistency for every inspection. <i>(Revised 11/2025)</i>	
		Office of Licensing Division of Licensing and Background Checks					
Facility Name:	Sunshine Square Preschool Heber	Facility ID:	F23-109284	Phone Number:	(801) 856-4322	Notes / Sticky Notes	
Address:	1520 S Daniel Road Heber City, Ut 84032			Email Address:	suzie.anderson.use@hotmail.com; sunshinecirclepreschool@gmail.com		
Total Number of rooms for capacity:				6			
Director:	Melissa Phelps	Approved Capacity:	30	Number of Rooms Being Used:	6		
License Expiration Date:	11/30/2026	Last Announced:	PRE 9/24/2025	Last Unannounced Inspection:	NA		
Please review the following items prior to or during the inspection: (Mark with a check mark when completed and make all necessary notes)				Please review the following items prior to or during the inspection: (Mark with a check mark when completed and make all necessary notes)			
☒	Was previous technical assistance given within the last 36 months?		No		☒	Safety Glass	3/26/26
☒	Facility Personnel Listed in UCCLAPP			☒	Training assessed at the inspection?	Preservice	
☒	Provider Code of Conduct and Client Rights			☒	Verify Facility Operating Hours	T-TH 9-2:30 F 9-12:15	
☒	Current Variances	None		☒	Capacity of center during inspection	21	
Number of children on offsite activities or being transported?							
Capacity including children being transported or on offsite activities							21
Inspection Information							
- All areas that are inaccessible to children in care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.							
- The licensor will email you this inspection checklist after the inspections is completed if requested.							
- You may submit feedback on this inspection through your Child Care Licensing Portal or at https://dlbc.utah.gov							
- These are initial observations and do not constitute a final inspection report.							
- An official inspection report will be sent to you once this inspection has been approved by OL management.							
- If the only potential rule noncompliances are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and ensure compliance maintenance.							
Inspection Type:	Unannounced	Date:	3/26/2026	Time Started:	10:15 am	Time Ended:	11:15 am
Number of Rules Under Review:	2	Name of Individual Informed of this Inspection:			Melissa Phelps		
Licensor(s) Conducting this Inspection:		Madeline Higginson		OL Staff observing inspection:	None	OL licensor reviewed compliance.	☒

 Utah Department of Health & Human Services Licensing & Background Checks	Child Care PRESCHOOL Inspection Checklist		This inspection checklist is the tool CCL licensors use to ensure consistency for every inspection.
	R381-40 - Childcarelicensing.utah.gov		
Licensors Introductory Items			
☒	Introduction of any unknown CCL staff to the provider	☒	ASK: Where do you store medications?
☒	Give a brief explanation of the inspection process to the provider	☒	ASK: Have any windows been replaced since the last inspection? If YES: A new safety glass form must be filled out. If the safety glass form indicates safety glass wasn't needed due to a barrier, verify the windows are still compliant.
☒	ASK: the provider if they want you to tell staff about rule noncompliances as you conduct the walk- though, or wait until the inspection is over to tell them.	☒	ASK Are parts of the facility rented or lived in? If YES: Review the signed lease agreement and verify that there is a separate mailing address, a separate entrance and that there are no connecting unlocked interior doorways. R381 -40-9(12)(a)-(c)
☒	If the program transports children, let the owner/director know that at some point during the inspection you will need to inspect the vehicles used to transport children.	☒	ASK: Where are the first aid supplies for the facility and field trips?
☒	Wash hands or use hand sanitizer before touching items in the facility.	☒	If children are diapered at the facility, let the owner/director know that you will need to observe one diaper change. The owner/director may want to have staff come and interrupt the inspection to let you know when they are ready to change a diaper.
☒	Ask Provider to verify email address and phone number.	SAme	
General Notes			

RULES CHECKLIST									
Rule #		Rule Description	R	UR	NA	Compliance Required By Date:	Corrected During Inspection	Technical Assistance Given	Notes
R381-40		R = Reviewed UR = Under Review NA = Not Assessed during this inspection							
R381-40-Section 4: Fire and Other Health Inspections.			R	UR	NA	Date		TA	Notes
40-4(1)(a)-(h)		If the local fire authority states in writing that an applicant for a new license or a renewal does not require a fire inspection , OL shall verify the applicant's compliance. ASK - Are you in compliance with your local fire authority?	☒	☐	☐		☐	☐	
40-4(2)(a)-(f)		If an applicant for a new license or a renewal serves food and the local health department states in writing that a kitchen inspection is not required, OL shall verify the applicant's compliance. ASK - Are you in compliance with your local health department kitchen requirements?"	☒	☐	☐		☐	☐	
R381-40-Section 5: Immediate Closure			R	UR	NA	Date	CDI	TA	Notes
40-5(1)		In accordance with Rule R380-600, OL may order the immediate closure of a facility if conditions at the facility create a clear and present danger to any child in care.	☒	☐	☐		☐	☐	
R380-600-7 Licensing General Provisions - Enforcement			R	UR	NA	Date	CDI	TA	Notes
600-7(3)(a)-(d)		The provider shall cooperate with the office to monitor rule compliance and rule compliance maintenance anytime the program or facility is serving clients by giving to the office full access to: (a) the building; (b) clients; (c) staff; and (d) any program or facility records.	☒	☐	☐		☐	☐	
R381-40-Section 6: Administration and Children's Records			R	UR	NA	Date	CDI	TA	Notes
40-6(3)		The provider shall protect children from conduct that endangers any child in care, or is contrary to the health, welfare, and safety of the public.	☒	☐	☐		☐	☐	

40-6(6)	The provider shall post their unaltered child care license on the facility premises in a place readily visible and accessible to the public.	☒	☐	☐		☐	☐	
40-6(8)	The provider shall inform each parent and OL of any changes to the program's telephone number and other contact information within 48 hours of the change. ASK if there have been any changes to their telephone or contact information since the last inspection.	☒	☐	☐		☐	☐	
40-6(9)(a)-(b)	The provider shall: (a) have liability insurance; or (b) inform parents in writing that the provider does not have liability insurance.	☒	☐	☐		☐	☐	
40-6-(10)	The provider shall ensure that a parent completes an admission and health assessment form for their child before the child is admitted into the child care program.	☒	☐	☐		☐	☐	
40-6-(11)(a)-(m)	The provider shall ensure that each child's admission and health assessment form includes the following information: (a) the child's name; (b) the child's date of birth; (c) each parent's name, address, and phone number, including a daytime phone number; (d) the names of individuals authorized by the parent to sign the child out from the facility; (e) the name, address, and phone number of an individual to be contacted if an emergency happens and the provider cannot contact the parent; (f) if available, the name, address, and phone number of an out-of-area emergency contact individual for the child; (g) the parent's permission for emergency transportation and emergency medical treatment; (h) any known allergy of the child; (i) any known food sensitivity of the child; (j) any chronic medical condition that the child may have; (k) any instructions for special or nonroutine daily health care of the child; (l) any current ongoing medications that the child may be taking; and (m) any other special health instructions for the caregiver.	☐	☒	☐	4/16/2026	☐	☒	The provider's admission or health assessment forms did not have the parent's permission for emergency transportation. Technical Assistance was given for this noncompliance based on inspection procedures that were updated 07/15/2025.

40-6(12)(a)-(b)	The provider shall ensure that the admission and health assessment form is: (a) reviewed, updated, and signed or initialed by the parent at least annually; and (b) kept on-site for review by OL.	☒	☐	☐		☐	☐	
40-6(13)(a)-(d)	Before admitting any child into the program, including the provider's or an employees' own child, the provider shall obtain the following documentation from the child's parent: (a) current immunizations; (b) a medical schedule to receive required immunizations; (c) a legal exemption; or (d) a 90-day exemption for any foster child or child who is experiencing homelessness. ASK - if they have immunizations for each child but you do not need to see it.	☒	☐	☐		☐	☐	
40-6(14)	For each child younger than five years old, including the provider's or employee's own child, the provider shall keep the child's current immunization records on-site for review by OL.	☒	☐	☐		☐	☐	
40-6(15)	The provider shall submit the annual immunization report to the Utah Statewide Immunization Information System by the date specified by the department. REMIND providers to submit this when the report is due.	☒	☐	☐		☐	☐	
R381-40-Section 7: Personnel and Training Requirements		R	UR	NA	Date	CDI	TA	Notes
40-7(2)	The provider shall ensure that the preschool program has a qualified director.	☒	☐	☐		☐	☐	
40-7(3)(a)	The provider shall ensure that the director: (a) completes at least 10 hours of child care training each year based on the facility's license date, or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year;	☒	☐	☐		☐	☐	
40-7(3)(b)(c)	The provider shall ensure that the director: (b) completes the new director training offered by OL within 60 working days of assuming director duties; (c) if hired after January 1, 2023, has completed the 2-1/2 hour preservice training offered by OL; ASK (if the director is new) if they took OL Preservice training and completed New Center Director Training.	☒	☐	☐		☐	☐	

40-7(5)		The provider shall ensure that the director is on duty at the facility for at least half of the time every week the facility is open.	☒	☐	☐		☐	☐	
40-7(6)		The provider shall ensure that there is a director designee with authority to act on behalf of the director in the director's absence.	☒	☐	☐		☐	☐	
40-7(7)(a)-(g)		The provider shall ensure that the director designee: (a) completes at least ten hours of child care training each year based on the facility's license date or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year; (b) completes the director designee training offered by OL; (c) has current first aid and cardio pulmonary resuscitation (CPR) certification in accordance with Subsections R381-40-7(20) and (21); (d) if hired after January 1, 2023, has completed the 2-1/2 hour preservice training offered by OL before becoming involved with child care; (e) is at least 18 years old;	☒	☐	☐		☐	☐	
40-7(8)		The provider shall ensure that the director or the director designee is present at the facility during business hours.	☒	☐	☐		☐	☐	
40-7(9)(a)-(g)		The provider shall ensure that each caregiver: (a) completes at least ten hours of child care training each year, based on the facility's license date, or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year; (b) completes the 2-1/2 hour preservice training offered by OL before becoming involved with child care; (c) is at least 16 years old; (d) is considered eligible by an OBP background check before becoming involved with child care; (e) is introduced to other program staff and to the caregiver's assigned group; (f) knows and follows any applicable law and this rule; and (g) reviews the information in each child's health assessment in the caregiver's assigned group, including allergies, food sensitivities, and other individual needs.	☒	☐	☐		☐	☐	

40-7(10)(a)-(c)	The provider shall ensure that any other staff, including any driver, cook, and clerk: (a) completes the 2-1/2 hour preservice training offered by OL before becoming involved with child care;	☒	☐	☐		☐	☐	
40-7(11)	The provider shall ensure that each volunteer is considered eligible by an OBP background check before becoming involved with child care.	☒	☐	☐		☐	☐	
40-7(12)	The provider shall ensure that each guest or student intern who is registered and participating in a high school or college child care course wears a guest nametag.	☒	☐	☐		☐	☐	
40-7(14)(a)-(b)	The provider shall ensure that any individual who provides an Individualized Educational Plan or Individualized Family Service plan services, including a physical, occupational, or speech therapist: (a) provides identification before having access to the facility or to a child at the facility; and (b) has received the child's parent's permission for services to take place at the facility.	☒	☐	☐		☐	☐	
40-7(17)(a)-(b)	The provider shall ensure that annual child care training includes at least each topic listed in: (a) Sections R381-40-7 through R381-40-22; and (b) Subsections R381-40-7(16)(a) through (o).	☒	☐	☐		☐	☐	
40-7(18)(a)-(d)	The provider shall ensure that documentation of each individual's annual child care training is on-site for review by OL and includes the: (a) date of the training; (b) name of the individual or organization that presented the training; (c) total hours or minutes of the training; and (d) training topic	☒	☐	☐		☐	☐	
40-7(19)(a)-(c)	The provider shall ensure that at least one staff member with a current Red Cross, American Heart Association, or equivalent pediatric first aid and CPR certification is present when a child is in care: (a) at each offsite activity; (b) at the facility; and (c) in each vehicle transporting a child.	☒	☐	☐		☐	☐	
40-7(20)	The provider shall ensure that CPR certification includes hands-on testing.	☒	☐	☐		☐	☐	

40-7(21)(a)-(c)	The provider shall ensure that the following records for each covered individual are on-site for review by OL: (a) the date of initial employment or association with the program; (b) a current pediatric first aid and CPR certification, if required in this rule; and (c) a six-week record of the times worked each day.	☒	☐	☐		☐	☐	
R381-40-Section 8: Background Checks		R	UR	NA	Date	CDI	TA	Notes
40-8(1)(a)-(b)	Before a new covered individual becomes involved with child care, the provider shall use the licensing provider portal search to verify that the individual is eligible and: (a) associate that individual with the provider's facility; or (b) not associate the individual if the individual is associated with another OL facility and the new individual will be at the facility for no more than one business day.	☒	☐	☐		☐	☐	
40-8(2)(a)-(c)	Before a new covered individual who does not appear in the licensing provider portal search becomes involved with child care in the program, the provider must require the individual to submit an online background check application and fingerprints for any individual age 16 years old and older, except for any individual 12-17 years old who is only listed as a household member and: (a) authorize the individual's background check through the licensing provider portal; (b) pay any required fee; and (c) only allow the individual to be involved with child care if they have an eligible OBP background check determination	☒	☐	☐		☐	☐	
40-8(11)	If a covered individual is considered not eligible by OBP, including if the individual has been convicted, has pleaded no contest, or is currently subject to a plea in abeyance or diversion agreement for a felony or misdemeanor, the provider shall prohibit that individual from being employed by the child care program or residing at the facility until the reason for the background check finding is resolved.	☒	☐	☐		☐	☐	

40-8(13)		The provider and the covered individual shall notify OBP within 48 hours of becoming aware of a covered individual's arrest warrant, felony or misdemeanor arrest, charge, conviction, or LIS supported finding. Failure to notify OBP within 48 hours may result in disciplinary action, including license revocation.	☒	☐	☐		☐	☐	
R381-40-Section 9: Facility			R	UR	NA	Date	CDI	TA	Notes
40-9(1)		The provider shall ensure that any building or play structure on the premises constructed before 1978 that has peeling, flaking, chalking, or failing paint undergoes a test for lead. If there is lead-based paint at the facility, the provider shall contact their local health department within five working days and follow required procedures for remediation of the lead hazard.	☒	☐	☐		☐	☐	
40-9(2)		The provider shall ensure that each room and indoor area that children use is ventilated by mechanical ventilation or by windows that open and have screens.	☒	☐	☐		☐	☐	
40-9(3)		The provider shall ensure that windows and glass doors within 36 inches from the floor or ground are made of safety or tempered glass, or have a protective guard.	☒	☐	☐		☐	☐	
40-9(4)		The provider shall ensure that rooms and areas have adequate light intensity for the safety of the children and the type of activity the provider is conducting.	☒	☐	☐		☐	☐	
40-9(5)		The provider shall maintain the indoor temperature between 65 and 82 degrees Fahrenheit.	☒	☐	☐		☐	☐	
40-9(6)(a)-(c)		The provider shall ensure that there is a working telephone: (a) at the facility; (b) during any offsite activity; and (c) in each vehicle while transporting a child.	☒	☐	☐		☐	☐	
40-9(7)(a)-(b)		The provider shall ensure that there is: (a) at least one working toilet and one working sink when there are up to 15 children in the facility; and (b) at least two working toilets and two working sinks when there are more than 15 children present in the facility.	☒	☐	☐		☐	☐	

40-9(8)(a)-(c)	If there is an outdoor area at the facility, the provider shall ensure that the outdoor area: (a) has a fence, wall or solid natural barrier that is at least four feet high to enclose the outdoor area; (b) has no gaps five by five inches or greater in or under any fence or barrier; and (c) is safely accessible to any child.	☒	☐	☐		☐	☐	
40-9(9)(a)-(c)	If there is a swimming pool on the premises that the provider does not empty after each use, the provider shall: (a) maintain the pool in a safe manner; (b) meet applicable state and local laws and ordinances related to the operation of a swimming pool; and (c) when not in use: (i) cover the pool with a commercially-made safety enclosure that is installed according to the manufacturer's instructions or (ii) enclose the pool within at least a four-foot-high fence or solid barrier that is kept locked and that separates the pool from any other areas on the premises.	☒	☐	☐		☐	☐	
40-9(10)(a)-(f)	The provider shall maintain any building and outdoor area in good repair and safe condition, including any: (a) ceiling, wall, and floor covering; (b) drape, blind, and other window covering; (c) entrance, exit, step, and walkway, including keeping them free of ice, snow, and other hazards; (d) furniture, toy, and material accessible to a child; (e) indoor and outdoor equipment; and (f) lighting, bathroom, and other fixture.	☒	☐	☐		☐	☐	
40-9(11)(a)-(b)	The provider shall ensure that a protective barrier of at least three feet or higher exists for: (a) any accessible raised deck or balcony that is five feet or higher; and (b) any open stairwell that is five feet or deeper.	☒	☐	☐		☐	☐	
R381-40-Section 10: Capacity and Ratio		R	UR	NA	Date	CDI	TA	Notes
40-10(1)	OL may limit the maximum allowed capacity for a child care facility based on local ordinances.	☒	☐	☐		☐	☐	
40-10(2)	The provider shall ensure that the number of children in care at any given time does not exceed the capacity identified on the license.	☒	☐	☐		☐	☐	
40-10(3)	OL may determine the total capacity based on the number of rooms and the ages of any child cared for in those rooms.	☒	☐	☐		☐	☐	

40-10(4)(a)-(b)	As listed in Table 1 for a single-age group of children, the provider shall: (a) maintain at least the number of required caregivers; and (b) not exceed the number of children in the caregiver-to-child ratio per room.	☒	☐	☐		☐	☐	
40-10(5)(a)-(b)	As listed in Tables 2 through 4 for mixed-age groups of children, the provider shall: (a) maintain at least the number of required caregivers; and (b) not exceed the number of children in the caregiver-to-child ratio per room.	☒	☐	☐		☐	☐	
40-10(6)	The provider may exclude the provider's or an employee's own child, age four years or older, from the caregiver-to-child ratio when the parent of the child is working at the facility.	☒	☐	☐		☐	☐	
40-10(7)(a)-(c)	The provider may include in the caregiver-to-child ratio any: (a) caregiver; (b) student intern who is registered in a high school or college child care course; and (c) volunteer who is 16 years old or older.	☒	☐	☐		☐	☐	
R381-40-Section 11: Child Supervision and Security		R	UR	NA	Date	CDI	TA	Notes
40-11(1)(a)-(e)	The provider shall ensure that each caregiver provides and maintains active supervision of each child, including: (a) focusing attention on the children and not on caregivers' personal interests; (b) knowing the number of children in their care at any time; (c) positioning themselves so each child in their assigned group is actively supervised; (d) remaining aware of the entire group even when interacting with a smaller group or an individual child; and (e) remaining physically present in the room or area with the children.	☒	☐	☐		☐	☐	
40-11(2)(a)-(c)	The provider shall ensure a 16 or 17 year old staff or household member may only have unsupervised contact with a child in care, including during offsite activities and transportation, if: (a) the director or the director designee is physically present and available as needed; (b) the staff or household member is left unsupervised for no more than two consecutive hours per group; and (c) the staff or household member is not a volunteer.	☒	☐	☐		☐	☐	

40-11(3)	The provider may not assign a staff member, volunteer, and household member who is younger than 16 years old to care for or supervise any child in care.	☒	☐	☐		☐	☐	
40-11(4)	The provider shall ensure that any guest or student intern who is registered and participating in a high school or college child care course does not have unsupervised contact with any child in care, including during any offsite activity and transportation.	☒	☐	☐		☐	☐	
40-11(5)	The provider shall ensure that any parent of a child in care does not have unsupervised contact with any child in care, except with their own child.	☒	☐	☐		☐	☐	
40-11(6)	The provider shall ensure that a parent has access to their child and the areas used to care for their child when their child is in care.	☒	☐	☐		☐	☐	
40-11(7)(a)-(e)	To maintain security and supervision of children, the provider shall ensure that: (a) any individual signing a child in and out uses an identifier, including a signature, initials, or electronic code; (b) each child is signed in and out in accordance with this section; (c) only a child's parent or an individual with written authorization from the parent may sign-out a child; (d) photo identification is required if the individual signing the child out is unknown to the provider: and (e) the sign-in and sign-out records include the date and time each child arrives and leaves;	☐	☒	☐	4/16/2026	☐	☒	There were two children who were not signed in at the time of the inspection. On 3/26/2026, the licensor verified the caregiver signed the children in as stated in rule. The provider was not signing children out in accordance with this section, did not have identifiers for any individual signing a child in or out, and did not include the time each child arrives and leaves. Technical Assistance was given for this noncompliance based on inspection procedures that were updated 07/15/2025.
40-11(9)	The provider shall ensure that a six-week record of each child's daily attendance, including sign-in and sign-out records, is kept on-site for review by OL.	☒	☐	☐		☐	☐	
R381-40-Section 12: Child Guidance and Interaction		R	UR	NA	Date	CDI	TA	Notes
40-12(1)	The provider shall ensure that no child is subjected to physical, emotional, or sexual abuse while in care.	☒	☐	☐		☐	☐	
40-12(2)	The provider shall inform each child, each parent, and anyone who interacts with any child in care of the program's behavioral expectations and how any misbehavior will be handled.	☒	☐	☐		☐	☐	

40-12(5)(a)-(g)	The provider shall ensure that each interaction with a child does not include: (a) any action that produces physical pain or discomfort, including hitting, spanking, shaking, biting, or pinching; (b) any form of corporal punishment; (c) any form of emotional mistreatment; (d) confining a child in a closet, locked room, or other enclosure including a box, cupboard, or cage; (e) forcing or withholding food, rest, or toileting; (f) restraining a child's movement by binding, tying, or any other form of restraint that exceeds gentle, passive restraint; or (g) shouting at children.	☒	☐	☐		☐	☐	
40-12(6)	Any individual who witnesses or suspects that a child has been subjected to abuse, neglect, or exploitation shall immediately notify Child Protective Services or law enforcement as required in Section 80-2-602.	☒	☐	☐		☐	☐	
R381-40-Section 13: Child Safety and Injury Prevention		R	UR	NA	Date	CDI	TA	Notes
40-13(1)	The provider shall ensure that any child and staff use each building, outdoor area, toy, and any equipment safely and as intended by the manufacturer to prevent injury to children.	☒	☐	☐		☐	☐	
40-13(2)	The provider shall ensure that any poisonous or harmful plant is inaccessible to children.	☒	☐	☐		☐	☐	
40-13(3)	The provider shall ensure that any sharp object, edge, corner, or point that could cut or puncture skin is inaccessible to children.	☒	☐	☐		☐	☐	
40-13(4)	The provider shall ensure that any choking hazard is inaccessible to any child younger than three years old.	☒	☐	☐		☐	☐	
40-13(5)	The provider shall ensure that any strangulation hazard, including any rope, cord, chain, and wire attached to a structure and long enough to encircle a child's neck is inaccessible to children.	☒	☐	☐		☐	☐	
40-13(6)	The provider shall ensure that any tripping hazard including unsecured flooring, any rug with a curled edge, or cord in a walkway is inaccessible to children.	☒	☐	☐		☐	☐	
40-13(7)	The provider shall ensure that any empty plastic bag large enough for a child's head to fit inside, any latex glove, or balloon is inaccessible to any child younger than five years old.	☒	☐	☐		☐	☐	

40-13(8)	The provider shall ensure that standing water that measures two inches or deeper and five by five inches or greater in diameter is inaccessible to children.	☒	☐	☐		☐	☐	
40-13(9)(a)-(d)	The provider shall ensure that any toxic or hazardous chemical, including any cleaner, insecticide, lawn product, and flammable, corrosive, and reactive material is: (a) disposed of properly; (b) inaccessible to any child; (c) stored in a container labeled with the contents of the container; and (d) used according to manufacturer instructions.	☒	☐	☐		☐	☐	
40-13(10)(a)-(e)	The provider shall ensure that the following items are inaccessible to children: (a) cigarette lighters; (b) hot wax or other hot substances; (c) matches; (d) open flames; and (e) when in use, portable space heaters, wood burning stoves, and fireplaces.	☒	☐	☐		☐	☐	
40-13(11)(a)-(b)	The provider shall ensure that the following items are inaccessible to a child: (a) any live electrical wire; and (b) for a child younger than five years old, any electrical outlet and surge protector without a protective cap or safety device when not in use.	☒	☐	☐		☐	☐	
40-13(12)(a)-(b)	Unless used and stored as allowed by any state or federal law, the provider shall ensure that any firearm, including a gun, muzzleloader, rifle, shotgun, handgun, pistol, and automatic gun, is: (a) locked in a cabinet or area using a key, combination lock, or fingerprint lock; and (b) stored unloaded and separate from ammunition.	☒	☐	☐		☐	☐	
40-13(13)	The provider shall ensure that any weapon, including a paintball gun, BB gun, airsoft gun, sling shot, arrow, and mace, is inaccessible to children.	☒	☐	☐		☐	☐	
40-13(14)	The provider shall ensure that any alcohol, illegal substance, or sexually explicit material is inaccessible and not used on the premises, during any offsite activity, or in a program vehicle any time a child is in care.	☒	☐	☐		☐	☐	

40-13(15)	If there is an outdoor area used by any child, the provider shall ensure that an outdoor source of drinking water, including individually labeled water bottles, a pitcher of water and individual cups, or a working water fountain, is available to each child when the outside temperature is 75 degrees Fahrenheit or higher.	☒	☐	☐		☐	☐	
40-13(16)	The provider shall ensure that each area accessible to a child is free of any heavy or unstable object that a child could pull down on themselves, including any furniture, unsecured television, and standing ladder.	☒	☐	☐		☐	☐	
40-13(17)	The provider shall ensure that hot water accessible to a child does not exceed 120 degrees Fahrenheit.	☒	☐	☐		☐	☐	
40-13(18)(a)-(d)	The provider shall ensure that any tobacco, e-cigarette, e-juice, e-liquid, or similar product is inaccessible and, in compliance with Title 26, Chapter 38, Utah Indoor Clean Air Act, is not used: (a) in a facility or any other building when a child is in care; (b) in any vehicle that is being used to transport a child in care; (d) in any outdoor area or within 25 feet of any outdoor area occupied by a child in care; (c) within 25 feet of any entrance to a facility or other building occupied by a child in care.	☒	☐	☐		☐	☐	
R381-40-Section 14: Emergency Preparedness, Response, and Recovery		R	UR	NA	Date	CDI	TA	Notes
40-14(1)(a)-(e)	The provider shall develop and follow a written emergency preparedness, response, and recovery plan that: (a) includes a procedure for: (i) accommodating a child with a disability; (ii) communication with and reunification of families; (iii) continuity of operations; (iv) evacuation; (v) lockdown; (vi) relocation; and (vii) shelter in place. (b) includes instructions to follow if there is an allergy, serious reaction to food, or any other trigger that may affect a child's health; (c) is available for review by any parent, staff member, and OL during business hours; and (d) is followed if an emergency happens, unless otherwise instructed by emergency personnel.	☒	☐	☐		☐	☐	

40-14(2)		The provider shall post the center's street address and emergency numbers, including at least fire, police, and poison control, near each telephone in the center or in an area clearly visible to anyone needing the information.	☒	☐	☐		☐	☐	
40-14(3)		The provider shall keep first aid supplies in the facility, including at least antiseptic, bandages, and tweezers.	☒	☐	☐		☐	☐	
40-14(4)		The provider shall conduct a fire evacuation drill at least quarterly and ensure each drill includes a complete exit of each child, staff member, and volunteer from the building	☒	☐	☐		☐	☐	
40-14(5)		The provider shall conduct a drill for disasters, other than fires, at least once every six months.	☒	☐	☐		☐	☐	
40-14(9)		If a child is injured while in care and receives medical attention, or for a child fatality, the provider shall submit a critical incident report to OL within one business day.	☒	☐	☐		☐	☐	
40-14(10)		The provider shall keep a six-week record of each incident, accident, and injury report on-site for review by OL.	☒	☐	☐		☐	☐	
R381-40-Section 15: Health and Infection Control			R	UR	NA	Date	CDI	TA	Notes
40-15(1)(a)-(f)		The provider shall maintain the building, furnishings, equipment, and outdoor area, including keeping: (a) any frequently touched surface, including each doorknob and light switch, clean and sanitized; (b) each area and any equipment used for the storage, preparation, and service of food clean and sanitized; (c) each surface free of rotting food or a build-up of food; (d) each wall and floor clean and free of spills, dirt, and grime; (e) the building and grounds free of a build-up of litter and garbage; and (f) the building and grounds free of animal feces.	☒	☐	☐		☐	☐	
40-15(2)		The provider shall take safe and effective measures to prevent and eliminate the presence of insects, rodents, and other pests.	☒	☐	☐		☐	☐	

40-15(3)		The provider shall ensure that any fabric toy and item, including any stuffed animal, cloth doll, pillow cover, and dress-up clothing, is machine washable and washed weekly, and as needed.	☒	☐	☐		☐	☐	
40-15(4)(a)-(b)		The provider shall clean and sanitize any toy and material used by a child: (a) at least once a week or more often if needed; and (b) after being contaminated by a body fluid.	☒	☐	☐		☐	☐	
40-15(5)		The provider shall clean and sanitize each water play table or tub daily, if used by a child.	☒	☐	☐		☐	☐	
40-15(6)		The provider shall clean and sanitize each bathroom surface including any toilet, sink, faucet, and counter.	☒	☐	☐		☐	☐	
40-15(7)		The provider shall ensure that toilet paper is accessible and kept in a dispenser.	☒	☐	☐		☐	☐	
40-15(8)		The provider shall post handwashing procedures that are readily visible from each handwashing sink and shall ensure that each staff follow the procedures.	☒	☐	☐		☐	☐	
40-15(9)(a)-(h)		The provider shall ensure that each staff and volunteer washes their hands thoroughly with liquid soap and running water at required times, including: (a) after cleaning up or taking out garbage; (b) after contact with a body fluid; (c) after diapering a child; (d) after using the toilet or helping a child use the toilet; (e) before administering any medication to a child; (f) before and after eating a meal or snack or feeding a child; (g) upon arrival; and (h) when coming in from outdoors.	☒	☐	☐		☐	☐	

40-15(11)(a)-(f)	The provider shall ensure that each child washes their hands thoroughly with liquid soap and running water at required times, including: (a) after contact with a body fluid; (b) after using the toilet; (c) before eating a snack; (d) before using a water play table or tub; (e) upon arrival; and (f) when coming in from outdoors.	☒	☐	☐		☐	☐	
40-15(12)	The provider shall ensure that only single-use towels from a covered dispenser or an electric hand dryer are used to dry hands.	☒	☐	☐		☐	☐	
40-15(13)	The provider shall ensure that any personal hygiene items, including a toothbrush, comb, and hair accessory, are not shared and are stored so they do not touch each other or they are sanitized between each use.	☒	☐	☐		☐	☐	
40-15(14)	The provider shall ensure the prompt change of a child's clothing if the child has a toileting accident.	☒	☐	☐		☐	☐	
40-15(15)(a)-(c)	The provider shall ensure that a child's clothing that is wet or soiled from a body fluid is: (a) not rinsed or washed at the facility; (b) placed in a leakproof container that is labeled with the child's name; and (c) returned to the parent or thrown away with parental consent.	☒	☐	☐		☐	☐	
40-15(17)	The provider may not care for a child who is ill with an infectious disease at the facility, except when the child shows signs of illness after arriving at the facility.	☒	☐	☐		☐	☐	
40-15(18)(a)-(b)	If a child becomes ill while in care: (a) the provider shall contact the child's parent or, if the parent cannot be reached, an individual listed as the emergency contact, to immediately pick up the child; and (b) if the child is ill with an infectious disease, the provider shall make the child comfortable in a safe, supervised area that is separated from any other child until the parent arrives.	☒	☐	☐		☐	☐	
R381-40-Section 16: Food and Nutrition		R	UR	NA	Date	CDI	TA	Notes
40-16(1)	The provider shall ensure that each child is offered a snack at least once every three hours when services are provided for three or more hours.	☒	☐	☐		☐	☐	

40-16(2)(a)-(b)		The provider shall ensure that the person who serves food to a child: (a) is aware of each child in their assigned group who has a food allergy or sensitivity; and (b) ensures that a child is not served the food that the child is allergic or sensitive to.	☒	☐	☐		☐	☐	
40-16(3)(a)-(c)		If a parent brings food and drink for their child's use, the provider shall ensure that the food and drink is: (a) consumed only by that child; (b) labeled with the child's name; and (c) refrigerated if needed.	☒	☐	☐		☐	☐	
R381-40-Section 17: Medications			☐	Check here if there are NO Medications on the premises and the provider does not administer medications			CDI	TA	Notes
40-17(1)		The provider shall lock any nonrefrigerated medication or store it at least 48 inches above the floor.	☒	☐	☐		☐	☐	
40-17(2)		The provider shall lock any refrigerated medication or store it at least 36 inches above the floor and, if liquid, store it in a separate leakproof container.	☒	☐	☐		☐	☐	
40-17(3)(a)-(c)		If a parent supplies any over-the-counter or prescription medication, the provider shall ensure that medication: (a) is labeled with the child's full name; (b) is stored in the original or pharmacy container; and (c) has the original label.	☒	☐	☐		☐	☐	
40-17(4)		The provider shall obtain a written medication permission form completed and signed by the parent before administering any medication supplied by the parent for their child.	☒	☐	☐		☐	☐	
40-17(5)(a)-(d)		The provider shall ensure that the medication permission form includes at least: (a) a parent signature and the date signed; (b) any written instructions for administration; (c) the name of the child; and (d) the name of the medication.	☒	☐	☐		☐	☐	

40-17(6)(a)-(d)	The provider shall ensure that instructions for administering the medication include at least: (a) how the medication will be given; (b) the disease or condition being treated; (c) the dosage; and (d) the times and dates to administer the medication.	☒	☐	☐		☐	☐	
40-17(7)(a)-(b)	If the provider supplies an over-the-counter medication for a child's use, the provider shall ensure that no staff administer the medication to any child without previous parental consent for each instance it is given. The provider shall ensure that the consent is: (a) written; or (b) verbal, if the date and time of the consent is documented and signed by the parent upon picking up their child.	☒	☐	☐		☐	☐	
40-17(8)(a)-(d)	The provider shall ensure that the staff administering the medication: (a) checks the medication label to confirm the child's name if the parent supplied the medication; (b) checks the medication label or the package to ensure that a child is not given a dosage larger than that recommended by the health care professional or manufacturer; (c) washes their hands; and (d) administers the medication.	☒	☐	☐		☐	☐	
40-17(10)	The provider shall report to the parent a child's adverse reaction to a medication or error in administration of the medication immediately upon recognizing the reaction or error, or after notifying emergency personnel if the reaction is life-threatening.	☒	☐	☐		☐	☐	
40-17(12)	The provider shall keep a six-week record of medication permission and administration forms on-site for review by OL.	☒	☐	☐		☐	☐	
R381-40-Section 18: Activities		R	UR	NA	Date	CDI	TA	Notes
40-18(1)	The provider shall offer daily activities that support each child's healthy physical, social, emotional, cognitive, and language development.	☒	☐	☐		☐	☐	

40-18(2)	The provider shall ensure that physical development activities include light, moderate, and vigorous physical activity for a daily total of at least 15 minutes for every two hours children spend in the program.	☒	☐	☐		☐	☐	
40-18(3)	The provider shall post a daily schedule that includes activities that support a child's healthy development.	☒	☐	☐		☐	☐	
40-18(4)	The provider shall ensure that any toy, material, and equipment needed to support a child's healthy development is available to each child.	☒	☐	☐		☐	☐	
40-18(5)	Except for occasional special events, the provider shall ensure that each child's primary screen time activity on media, including any television, cell phone, tablet, and computer, is limited to 30 minutes a day or 2-1/2 hours per week.	☒	☐	☐		☐	☐	
40-18(6)(a)-(f)	If the provider offers swimming activities or if a wading pool is used, the provider shall ensure that: (a) a caregiver stays at the pool supervising when a child is in the pool or has access to the pool, and when an accessible pool has water in it; (b) any diapered child wears a swim diaper when the child is in the pool; (c) each lifeguard and pool personnel does not count toward the caregiver-to-child ratio; (d) each wading pool is emptied and sanitized after use by each group of children; (e) if the pool is deeper than four feet, there is a lifeguard on duty who is certified by the Red Cross or another approved certification program any time a child has access to the pool; and (f) the parent gives permission before their child uses the pool.	☒	☐	☐		☐	☐	

40-18(7)(a)-(f)	If the provider offers offsite activities, the provider shall ensure that: (a) a child's name is not used on a nametag, t-shirt, or in any other visible way; (b) each child wears or carries with them the name and phone number of the center; (c) first aid supplies, including at least antiseptic, bandages, and tweezers are available; (d) the child's parent gives written consent before each activity; (e) the required staff-to-child ratio and supervision are maintained during the entire activity; and (f) there is a way for each child and caregiver to wash their hands with soap and water, or, if there is no source of running water, with a wet wipe or hand sanitizer.	☒	☐	☐	☐	☐	
40-18(8)(a)-(e)	The provider shall ensure that a caregiver with the children takes the written emergency information and releases for each child in the group on each offsite activity and that the information includes at least: (a) the child's name; (b) the parent's name and phone number; (c) the name and phone number of a person to notify if there is an emergency and the parent cannot be contacted; (d) the name of any person authorized by the parent to pick up the child; and (e) current emergency medical treatment and emergency medical transportation releases.	☒	☐	☐	☐	☐	
R381-40-Section 19: Play Equipment		☒	Check here if there is no play equipment				
		☐	Check here if cushioning could not be assessed due to frozen ground				
		☐	Check here if cushioning is tile, pour-in-place, or unitary - no measurment form needed				
40-19(1)	The provider shall ensure that each child using play equipment uses it safely and as intended by the manufacturer.	☐	☐	☐	☐	☐	
40-19(2)	The provider shall ensure that stationary play equipment has a surrounding use zone that extends from the outermost edge of the equipment, and with the exception of swings, that stationary play equipment has at least a six-foot use zone if any designated play surface is higher than 20 inches.	☐	☐	☐	☐	☐	

40-19(3)		The provider shall ensure that the use zone in the front and rear of a single-axis, enclosed swing extends at least twice the distance of the swing pivot point to the swing seat.	☐	☐	☐		☐	☐	
40-19(4)		The provider shall ensure that the use zone in the front and rear of a single-axis swing extends at least twice the distance of the swing pivot point to the ground.	☐	☐	☐		☐	☐	
40-19(5)		The provider shall ensure that the use zone for a multi-axis swing, including a tire swing, extends at least the measurement of the suspending rope or chain plus six feet.	☐	☐	☐		☐	☐	
40-19(6)		The provider shall ensure that the use zone for a merry-go-round extends at least six feet in all directions from its outermost edge.	☐	☐	☐		☐	☐	
40-19(7)		The provider shall ensure that the use zone for a spring rocker extends: (a) at least three feet from the outermost edge of the rocker when at rest; or (b) at least six feet from the outermost edge of the rocker when at rest, if the seat is higher than 20 inches.	☐	☐	☐		☐	☐	
40-19(8)(a)-(d)		The provider shall ensure that each use zone does not overlap with the use zone of any other piece of play equipment when the use zone is: (a) in front of a slide; (b) in the front and rear of any single-axis swing, including a single-axis enclosed swing; (c) that of a multi-axis swing; and (d) that of a merry-go-round, if the platform diameter measures 20 inches or more.	☐	☐	☐		☐	☐	
40-19(9)		Unless prohibited in Subsection R381-40-19(8), the provider shall ensure that the use zones of play equipment only overlap when: (a) there is at least six feet between each piece of equipment if the designated play surface is 30 inches or lower; or (b) there is at least nine feet between each piece of equipment if the designated play surface is higher than 30 inches.	☐	☐	☐		☐	☐	

40-19(10)		The provider shall ensure that, when in use, stationary play equipment is not placed on a hard surface including concrete, asphalt, dirt, and the bare floor.	☐	☐	☐		☐	☐	
40-19(11)		The provider shall ensure that protective cushioning covers the entire surface of each required use zone and that its depth or thickness is determined by the highest designated play surface of the equipment.	☐	☐	☐		☐	☐	
40-19(12)(a)-(c)		If the provider uses sand, gravel, or shredded tires as protective cushioning, the provider shall ensure that: (a) the depth of the material meets the guidelines in Table 5; (b) the cushioning is periodically checked for compaction and, if compacted, loosened to the depth listed in Table 5; and (c) if the material cannot be loosened to the depth listed in Table 5 due to extreme weather conditions, a child may not play on the equipment until the material can be loosened to the required depth.	☐	☐	☐		☐	☐	
40-19(13)(a)-(c)		If the provider uses shredded wood products as protective cushioning, the provider shall: (a) ensure the depth of the shredded wood meets the guidelines in Table 6; (b) ensure there is adequate drainage under the material; and (c) keep on-site for review by OL documentation from the manufacturer that the wood product is protective cushioning.	☐	☐	☐		☐	☐	
40-19(14)		If the provider uses a unitary cushioning, the provider shall keep on-site for review by OL documentation from the manufacturer specifying that the material is playground cushioning.	☐	☐	☐		☐	☐	
40-19(15)		If the provider uses a unitary cushioning, the provider shall ensure that the cushioning material is securely installed, so that it cannot become displaced when children jump, run, walk, land, or move on it, or be moved or picked up by a child.	☐	☐	☐		☐	☐	
40-19(16)		The provider shall ensure that a play equipment platform that is more than 30 inches above the floor or ground has a protective barrier that is at least 29 inches high.	☐	☐	☐		☐	☐	

40-19(17)		The provider shall ensure that there is no gap greater than 3-1/2 inches in or under a required protective barrier on a play equipment platform.	☐	☐	☐		☐	☐	
40-19(18)		The provider shall ensure that stationary play equipment is stable or securely anchored.	☐	☐	☐		☐	☐	
40-19(19)		The provider shall ensure that there are no trampolines on the premises that are accessible to any child in care.	☐	☐	☐		☐	☐	
40-19(20)		The provider shall ensure that there are no entrapment hazards on or within the use zone of any piece of stationary play equipment.	☐	☐	☐		☐	☐	
40-19(21)		The provider shall ensure that there are no strangulation hazards on or within the use zone of any piece of stationary play equipment.	☐	☐	☐		☐	☐	
40-19(22)		The provider shall ensure that there are no crush, shearing, or sharp edge hazards on or within the use zone of any piece of stationary play equipment.	☐	☐	☐		☐	☐	
40-19(23)		The provider shall ensure that there are no tripping hazards including concrete footings, tree stumps, tree roots, or rocks within the use zone of any piece of stationary play equipment.	☐	☐	☐		☐	☐	
40-19(24)		For a preschool program operating before January 1, 2021 that needs to make compliance modifications to existing play equipment, OL may facilitate a phase-in schedule for up to five years from the initial inspection.	☐	☐	☐		☐	☐	
R381-40-Section 20: Transportation			☒	Check here if the provider does not transport children			CDI	TA	Notes
40-20(1)(a)-(b)		For each child that the licensee transports, the provider shall obtain a transportation permission form that is: (a) signed by a parent; and (b) on-site for review by OL.	☐	☐	☐		☐	☐	

40-20(2)(a)-(e)	The provider shall ensure that each vehicle used for transporting children: (a) is enclosed with a roof or top; (b) is equipped with safety restraints; (c) has a current vehicle registration; (d) is maintained in a safe and clean condition; and (e) contains first aid supplies, including at least antiseptic, bandages, and tweezers.	☐	☐	☐		☐	☐	
40-20(3)(a)-(c)	The provider shall ensure that the safety restraints in each vehicle that transports children are: (a) appropriate for the age and size of each child who is transported, as required by law; (b) properly installed; and (c) in safe condition and working order.	☐	☐	☐		☐	☐	
40-20(4)(a)-(i)	The provider shall ensure that the driver of each vehicle who is transporting children: (a) is at least 18 years old; (b) has and carries with them a current, valid driver's license for the type of vehicle being driven; (c) has with them the emergency contact information outlined in Subsection R381-40-18(8), for each child being transported; (d) ensures that each child being transported is in an individual safety restraint, as required by law; (e) ensures that the inside vehicle temperature is between 60 and 85 degrees Fahrenheit; (f) ensures that each child stay seated while the vehicle is moving; (g) ensures that the vehicle is locked during transport; (h) never leaves a child in the vehicle unattended by an adult; and (i) never leaves the keys in the ignition when not in the driver's seat.	☐	☐	☐		☐	☐	
40-20(5)(a)-(d)	If the provider walks or uses public transportation to transport a child to or from a facility, the provider shall ensure that: (a) each child being transported has a completed transportation permission form signed by their parent; (b) a caregiver goes with and actively supervises each child; (c) a caregiver transporting a child has emergency contact information, as outlined in Subsection R381-40-18(8), and a release for each child being transported; and (d) the caregiver-to-child ratio is maintained.	☐	☐	☐		☐	☐	

R381-40-20(6)(a)-(b)		The provider shall: (a) have transport liability insurance; or (b) inform parents in writing that the provider does not have transport liability insurance.	☐	☐	☐		☐	☐	
R381-40 - Section 21: Animals			☒	Please check this box if there are no animals on the premises			CDI	TA	Notes
40-21(1)		The provider shall inform each parent of the kinds of animals allowed at the facility.	☐	☐	☐		☐	☐	
40-21(2)(a)-(c)		The provider shall ensure that there is no animal on the premises that: (a) has a history of biting even one individual; (b) has a history of dangerous, attacking, or aggressive behavior; or (c) is naturally aggressive.	☐	☐	☐		☐	☐	
40-21(3)		The provider shall ensure that any animal at the facility is clean and free of any obvious disease or health problem that could adversely affect a child.	☐	☐	☐		☐	☐	
40-21(4)		The provider shall ensure that there is no animal or animal equipment in food preparation or eating areas.	☐	☐	☐		☐	☐	
40-21(5)		The provider shall ensure that no child assists with the cleaning of any animal or animal cage, pen, or equipment.	☐	☐	☐		☐	☐	
40-21(6)		The provider shall ensure that each child and staff wash their hands immediately after playing with or touching any reptile or amphibian.	☐	☐	☐		☐	☐	
40-21(7)		The provider shall ensure that dogs, cats, and ferrets that the facility houses have current rabies vaccinations.	☐	☐	☐		☐	☐	
40-21(8)		The provider shall keep current animal vaccination records on-site for review by OL.	☐	☐	☐		☐	☐	
Section 22: Diapering (If the Provider accepts children who wear diapers)			R	UR	NA	Date	CDI	TA	Notes
Check here if there are no diapered children in care:			☒						

40-22(2)	The provider shall post diapering procedures at each diapering station and ensure that each staff member follows the procedures.	☐	☐	☐		☐	☐	
40-22(3)(a)-(b)	The provider shall ensure that each child's diaper is: (a) checked at least once every two hours; and (b) promptly changed when wet or soiled.	☐	☐	☐		☐	☐	
40-22(4)	The provider shall ensure that a caregiver changes each child's diaper at a diapering station and not on a surface used for any other purpose.	☐	☐	☐		☐	☐	
40-22(5)	The provider shall ensure that the diapering surface is smooth, waterproof, and in good repair.	☐	☐	☐		☐	☐	
40-22(6)	The provider shall ensure that a caregiver does not leave any child unattended on the diapering surface.	☐	☐	☐		☐	☐	
40-22(7)	The provider shall ensure that a caregiver cleans and sanitizes the diapering surface after each diaper change or uses a disposable, waterproof diapering surface that is thrown away after each diaper change.	☐	☐	☐		☐	☐	
40-22(8)	The provider shall ensure that a caregiver washes their hands after each diaper change.	☐	☐	☐		☐	☐	
40-22(9)(a)-(c)	The provider shall ensure that a caregiver places any wet and soiled disposable diaper: (a) in a container that has a disposable plastic lining and a tight-fitting lid; (b) directly in an outdoor garbage container that has a tight-fitting lid; or (c) in a container that is inaccessible to children.	☐	☐	☐		☐	☐	
40-22(10)	The provider shall ensure that each indoor container where any wet and soiled diaper is placed is cleaned and sanitized each day.	☐	☐	☐		☐	☐	
R381-60-Section 25 Compliance.		R	UR	NA	Date	CDI	TA	Notes
40-23	Any person who violates this rule may be subject to the penalties in Rule R380-600 and Title 26B, Chapter 2, Part 7, Penalties and Investigations.	☒	☐	☐		☐	☐	