



Application Information			
Application Name			
Facility Name			
License Number		Inspector Assigned	
Point of Contact			
Phone		Fax	
Address			
Authorized Capacity		Language Spoken in Facility	
OST Provided	No	Non-Traditional	No
Fire Inspection Approval Date	1/1/0001	Application Received Date	
		Start Time	End Time
		#Error	#Error
Other Hours			

Ages Served			
Inspection Type		Inspection Workflow	
Inspection Status		Substantial Compliance Action	
Initial Inspection Date	1/1/0001	Follow up Inspection Date	
Re-inspection Date		Insurance Coverage Expiration Date	
Insurance Policy Company			
Infants/Toddler under 2yrs		Preschool	School Age

Inspection Summary

**118 REQUIREMENTS FOR ALL LICENSED CHILD**

118.1 Licensee operates in accordance with the license capacity, age range limitations, hours of operation and other specific service requirements or restrictions designated on its license.

120.2 Licensee has a written staffing plan to ensure the required supervision of all enrolled children at all times.

120.4 Children are not left alone in any room, outdoors, or in vehicles, even momentarily, without staff present.

120.5 A staff member is assigned to supervise specific children whose names and whereabouts the staff member knows and with whom the staff member is physically present. Staff is able to state how many children are in their care at all times.

121.2 Adult-to-child ratios and group sizes are established to ensure the health and safety of all children. Minimum adult-to-child ratios are met at all times, including non-peak hours, during nap or rest periods, and in vehicles during transport.

121.3 Licensee maintains the adult-to-child ratios and group sizes as specified herein (a - c)



**122 HEALTH & SAFETY: GENERAL REQUIREMENTS**

122.2 Licensee maintains, at all times, adequate indoor space for the daily program measured on the inside wall-to-wall dimensions, as follows:

A minimum of forty-five square feet (45 ft<sup>2</sup>) of program space per infant;

A minimum of thirty-five square feet (35 ft<sup>2</sup>) of unencumbered program space per toddler and child; or

A minimum of forty-five square feet (45 ft<sup>2</sup>) of encumbered program space per child.

122.3 (b) Licensee ensures that exits are free of all obstructions

122.3 (c) Licensee ensures that exits are arranged or marked so the path to exit the building is visible and clear.

122.3 (a) Licensee ensures that exits are clearly identified.

122.10 Licensee ensures that the licensed Facility is accessible for children and adults with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Accessibility includes access to buildings, toilets, sinks, drinking fountains, outdoor play areas, meal and snack areas, and all classroom and therapy areas.

122.11 Licensee ensures that the program space that children use is heated, cooled, and ventilated to maintain the required temperatures, and air exchange to avoid accumulation of odors and fumes

122.12 (a) Licensee ensures that all access points to stairs are restricted by gates.

122.12 (b) Licensee ensures that all doors or windows are protected with guards that prevent exit by a child.

122.12 (c) Licensee ensures that all blinds have child protective coverings ensuring cords are not accessible to children.

122.13 Licensee ensures that the Facility is free of moisture, mold, and mildew, including but not limited to, moisture resulting from water leakage or seepage.

122.14 Licensee ensures that waste receptacles have a hands-free opening mechanism, are kept clean, lined with plastic bags, in good repair, and emptied at least daily.

122.15 Program space is ventilated by mechanical ventilation, such as fans, air conditioning, or at least one (1) operable window.

122.16 Licensee does not use space heaters unless it has received express approval, in writing, from an official of FEMS.

122.17 Licensee ensures that fireplaces and fireplace inserts are inaccessible to children at all times.

122.18 Licensee maintains hot and cold running water under pressure. Hot running water shall be maintained at one hundred degrees Fahrenheit (100°F).

122.19 Licensee ensures that the Facility s premises remain clear of insects, rodents, and other pests and excrement of insects, rodents, and other pests.

122.20 Licensee maintains preventative measures to control insects, rodents, and other pests to comport with best practices and to prevent and eliminate harborage, breeding, and infestation at the Facility s premises.

122.21 Licensee maintains at the Facility a log documenting the use of extermination services, which shall be provided only by a licensed pest control professional. Children shall not be present while pesticides are being applied or within twenty-four (24) hours of application.

122.22 Licensee has installed and maintains working carbon monoxide detectors if there is any gas service in the building and the carbon monoxide detectors are tested every six (6) months with a written log of testing records maintained at the Child Development Facility.

122.23 Licensee has installed and maintains an appropriate number of working smoke detectors located in locations consistent with District code requirements and shall ensure they are in working order at all times. Smoke detectors are tested quarterly with a written log of testing records maintained at the Child Development Facility.



122.24 Licensee performs fire drills, at least monthly, with a written log of the fire drills maintained at the Child Development Facility.

122.25 Licensee maintains adequate storage space for play and teaching equipment, supplies, records, and children's possessions and clothing.

**123 HEALTH & SAFETY: LAVATORY SPACE & EQUIP**

123.1 Licensee caring for preschoolers provides at least one (1) flush toilet and one (1) sink for every ten (10) children, based on the license capacity of the Facility.

123.2 If facility is a center, it provides bathroom facilities for use by adults separate from those used by children.

123.3 Licensee provides a block or step for a child's use for each toilet and sink at a Facility that is too high to be used by one (1) or more enrolled children without assistance.

123.5 Licensee provides toilet paper, soap and single-use paper towels at each bathroom in a manner accessible for independent use by children.

123.6 Licensee caring for infants, toddlers, or preschoolers provides at least one (1) changing table for every ten (10) children that are not independently using toilet facilities, based on the license capacity of the Facility.

**124 HEALTH & SAFETY: INDOOR ENVIRONMENT**

124.1 Licensee ensures that interior space designated for the use of children is available to children when the center is in operation and is arranged to allow each child adequate space for free movement and active play.

124.2 Licensee ensures that the temperature within each room of program space is maintained at between sixty-eight degrees Fahrenheit (68°F) and seventy-five degrees Fahrenheit (75°F) from October through March, and between sixty-eight degrees Fahrenheit (68°F) and eighty-two degrees Fahrenheit (82°F) from April through September.

124.4 Licensee ensures that carpeting in the facility is nonflammable, nontoxic, and maintained by the Licensee in clean condition and good repair.

124.5 Licensee maintains floors that are free from bare concrete, dampness, splinters, and sliding rugs.

124.6 Licensee ensures that all floors, walls, and ceilings are in good repair and easy to clean when soiled.

124.8 Licensee has installed finger-pinch protection devices on doors, cupboards, cabinets, and gates that are accessible to children, except on doors, cupboards, cabinets, and gates that are fully closed and locked.

124.9 Licensee ensures that strings and cords long enough to encircle a child's neck are not accessible to children.

124.10 Licensee ensures that electrical outlets that are not in use and are accessible to children are fitted with appropriate child-proof protective outlet covers.

**125 HEALTH & SAFETY: OUTDOOR ENVIRONMENT**

125.1 Licensee maintains outdoor play space free of standing water, litter, broken glass, wooden splinters, weeds, high grass, and conditions that are, or might be, hazardous to the health, safety, or welfare of children enrolled.

125.3 Licensee ensures that outdoor play space is supervised by adult staff in sufficient quantity and with appropriate placement to ensure that all children are within sight and hearing of at least one staff member at all times.



125.6 Licensee s outdoor play space at the Facility premises is enclosed with a fence or natural barrier that shall be at least four (4) feet high, with a space no larger than three and one-half (3-1/2) inches between its bottom edge and the ground, and designed to prevent climbing.

125.7 Licensee provides at least two (2) exits from each outdoor play space. At least one of these exits is remote from the Facility building(s).

125.8 Licensee ensures that all outdoor gates have positive self-latching closure mechanisms that are at least four (4) feet off the ground or constructed in a manner so that they cannot be opened by a preschool-age child.

125.10 The Center Director, Caregiver, or designated Facility staff conducts a daily inspection of each outdoor play space. The daily inspection shall be documented and maintained in a Facility log.

125.13 Licensee ensures that all surface areas beneath, and in the fall zones of, climbing equipment, slides, swings, and similar equipment are covered in resilient material that diminishes the impact of falls.

125.14 Licensee ensures that all outdoor equipment is securely anchored and installed properly to prevent tipping or collapsing.

125.15 Licensee ensures that all outdoor play equipment is free of pinch, crush or shear points on all surfaces that are or may be accessible to children.

125.18 Licensee maintains all outdoor sandboxes and play areas containing sand in a safe and sanitary condition, including being completely covered when not in use and free of debris.

125.19 Licensee shall that no lawn mowers, hedge clippers, shears or other similar items are used or stored unlocked in any outdoor play space when children are present.

**126 HEALTH & SAFETY: EQUIPMENT & MATERIAL**

126.1 Licensee provides a variety and sufficient quantities of materials, equipment, and supplies for indoor and outdoor activities, consistent with the numbers, ages, and needs of the infants, toddlers, preschool, or school-age enrolled children.

126.2 Licensee ensures materials, equipment, and supplies accessible to children are age appropriate, safe, in good repair, clean, and non-toxic, and shall be accessible to and appropriate for children with special needs, if the Facility provides care to such children.

126.9 Licensee removes and repairs, or discards all furniture, equipment, and materials that are not usable because they are broken or hazardous.

126.11 If the Licensee provides helmets for use while riding wheeled equipment, the helmets meet the requirements in Subsection 126.22. If a Facility provides helmets for shared use of children while riding wheeled equipment, the Licensee wipes down each helmet with wet wash cloth after each use.

126.12 Licensee has available a sufficient number of strollers or carriages with appropriate restraints for infants and non-ambulatory enrolled children.

126.14 Licensee provides each enrolled child in a full-day program with an individual crib, cot, or bed, as developmentally appropriate.

126.22 Licensee ensures that all children one (1) year of age and over wear helmets that are properly fitted and approved by the U.S. Consumer Product Safety Commission while riding, wheeled equipment such as tricycles, bicycles, scooters, roller skates, rollerblades, or skateboards, regardless of whether the equipment is being ridden indoors or outdoors.

**127 PARENT COMMUNICATION**

127.3 Licensee has established and implemented written policies and procedures which are current and made available to the parent(s) and guardian(s) and used to govern the operations of the Facility.



127.5 Licensee maintains written documentation that the Facility has provided the parent(s) with a copy of the Facility's current policies and procedures.

**129 RECORDKEEPING: FACILITY OPERATIONS**

129.2 (a-b) All required permits, fire, health and safety inspections and approved variances and a copy of the approved license and Certificate of Occupancy or Home Occupancy Permit are maintained and displayed within one central area of the facility.

129.3 Records of investigations, inspections, civil infraction citations, and unusual incidents reported in accordance with this chapter, inspection of playground equipment, maintenance of carbon monoxide detectors, and all fire prevention mechanisms and emergency evacuation drills are immediately accessible and available for inspection.

129.4 Licensee maintains a current liability insurance information and documentation for the Facility and, if the Facility provides transportation services, information and documentation of vehicle safety and insurance, including liability insurance.

129.5 Licensee maintains records documenting any adverse or negative action the Facility takes against an employee, volunteer, or household member related to any substantiated crimes against a child. The adverse action was reported as an unusual incident in accordance with this chapter and related documentation are provided to OSSE upon request.

129.6 Licensee maintains a maintenance log and retains copies of service and repair records, in a single location at the Facility, for all motor vehicles that are owned or leased or otherwise used for purposes of transporting enrolled children. A Licensee maintains each record for at least twelve (12) months after the date of the inspection or repair and provides the record to OSSE upon request.

129.7 (e) Plumbing, gas, and electrical inspection reports

129.7 (g) Any accreditation correspondence, including any adverse action taken against the Facility, and/or quality rating score, if applicable

129.7 (h) Any documentation that any deficiencies have been corrected

129.7 (k) Playground inspection report, equipment inspection/maintenance records and reports

129.7 (j) If there has been a determination within the previous 12 months that the Facility has mold, a certificate of air quality

129.7 (l) Reports of the inspection and maintenance of fire extinguishers, smoke detectors, carbon monoxide detectors, or other fire prevention mechanisms regarding their compliance with all applicable federal and local laws and regulations regarding fire safety.

129.7 (i) Results of lead tests

129.7 (f) Evacuation and shelter-in-place drill records

129.7 Licensee provides reports and documents to OSSE upon request and maintains items (d)-(l) following available for inspection by OSSE:  
(d) Fire inspection reports

**130 RECORDKEEPING: CHILDREN**

130.2 Licensee maintains and provides to OSSE upon request, the following information for each currently enrolled child including all required information in (a – q)

130.4 Licensee maintains and provide to OSSE upon request, for each enrolled child, the initial and annual health record documentation and information, including information in (a – o).

130.6 A Travel and Activity Authorization Form, with all required information, is on file for each child.



130.7 Licensee maintains and provides to OSSE upon request, for each enrolled child, a record of any suspensions or expulsions.

130.8 (a) Licensee maintains and upon request provides to OSSE current records and information related to enrolled children including;  
A roster of enrolled children by age group;

130.8 (c) Daily schedule of activities

130.8 (b) Daily sign-in and sign out attendance records by names of children, including first name, last name, and middle initial of each child

130.8 (d) Daily menu plan for feeding children, which identifies foods actually served if the facility provides any meals or snacks to children

130.10 Licensee informs the parent(s) or guardian(s) of all enrolled children, in writing, of the Facility's policy regarding disclosure of information.

**131 RECORDKEEPING: STAFF**

131.1 Licensee maintains in the form provided by or approved by OSSE, at the Facility premises, and provides to OSSE upon request, the following information for each employee as outlined in (a – h).

131.2 If an employee withdraws or is terminated by the Licensee, the Licensee includes the date and reasons for the employee's withdrawal or termination in the employee's record.

131.3 The Licensee maintains in the form provided by or approved by OSSE, at the Facility premises, and provide to OSSE upon request, the following information as outlined in (a – c) for each volunteer whose activities involve the care or supervision of children at a Facility or unsupervised access to children who are cared for or supervised at a Facility.

131.4 Licensee maintain in the form provided by or approved by OSSE, and provides to OSSE upon request, a record for each staff member, including paid employees and volunteers whose activities involve the care or supervision of children at a Facility or unsupervised access to children who are cared for or supervised at a Facility, which shall include the following:

131.5 (d) Written and signed documentation from the examining licensed health care practitioner that the staff member or volunteer, if noted to have an identified medical problem is capable of fulfilling the essential functions of caring for children in a licensed Child Development Facility.

131.5 (a) Documentation of a pre-employment physical examination by a licensed health care practitioner, conducted not more than twelve (12) months prior to the start of employment or volunteer work.

131.5 (b) Documentation of an annual physical examination by a licensed health care practitioner.

131.5 (f) The names and phone numbers of the staff member's primary licensed health care practitioner and of an emergency contact person.

131.5 (c) Written and signed documentation from the examining licensed health care practitioner, at the time of his or her examination, that the staff member or volunteer was free from tuberculosis and apparent communicable diseases as defined in 22-B DCMR § 201.

131.5 (e) Current health insurance information.

**132 - 136 SUITABILITY FOR EMPLOYMENT**

132.2 (b) The suitability of a current or prospective staff member of a Licensee shall be assessed through completion of a drug and alcohol testing program consistent with this chapter and Section 2032(a) of CYSHA (D.C. Law 15-353; D.C. Official Code § 1-620.32(a))

132.2 (d) The suitability of a current or prospective staff member of a Licensee shall be assessed through completion of a traffic records check through the District of Columbia Department of Motor Vehicles, if a current or prospective staff member will also be required to drive a motor vehicle to transport children in the course of performing his or her duties.





132.2 (a) The suitability of a current or prospective staff member of a Licensee shall be assessed through completion of a Criminal background check.

133.8 OSSE reviewed the results of the criminal background and child protection register checks and determined the suitability of the individual.

**139 STAFF PROFESSIONAL DEVELOPMENT**

139.1 Licensee maintains documentation that each paid employee of a Licensee serving infants, toddlers, and/or preschoolers whose duties or responsibilities include the care of enrolled children shall participate in ongoing professional development, which shall include (a) - (e).

139.2 Licensee maintains documentation that within thirty (30) calendar days of date of hire, each staff member shall receive pre-service training in the health and safety standards of licensed Child Development Facilities in the District of Columbia that, at a minimum, shall include (a) – (d).

139.3 Licensee maintains documentation that within ninety (90) calendar days of date of hire, each staff member shall receive orientation training in the additional health and safety standards of licensed Child Development Facilities in the District of Columbia that, at a minimum, shall include (a) – (f).

139.4 Licensee maintains documentation that the following critical health and safety training (a) – (e) have been completed before staff members are allowed to care for children unsupervised.

139.5 Licensee ensures that all staff members responsible for transporting children shall receive additional orientation training (a) – (e) in the following areas prior to assuming their transportation duties.

139.6 Licensee ensures that each paid employee of a Facility serving infants, toddlers, and/or preschoolers whose duties or responsibilities include the care of enrolled children shall participate in annual professional development, including annual training that maintains and updates the health and safety standards, in (a) – (c).

139.9 Licensee ensures that each staff member may receive the required pre-service training, orientation training, and professional development in a variety of settings, including but not limited to seminars, in person or online courses, workshops, conferences, or association meetings

139.10 Licensee maintains, and make available for inspection by OSSE upon request, adequate documentation of each staff member's completion of the required pre-service training, orientation training, and professional development. Acceptable documentation shall include one (1) or more of the following

**140 GENERAL PROGRAM ACTIVITIES**

140.3 Licensee developed a written activity plan for each group of children that implements the scheduled program of activities

140.4 A copy of the written activity plan for each age group shall be furnished by the Facility to OSSE upon request.

**142 HEALTH AND SAFETY: GENERAL REQUIREMENTS**

142.3 Licensee ensures that all tobacco products that may be present at the Facility remain out of the reach of enrolled children at all times.

142.4 Licensee ensures that no person, including staff, residents, and visitors to the Facility, smokes or uses tobacco products at the Facility when enrolled children are present

142.7 Licensee ensures that no firearms or other weapons are on the Facility's premises, with the exception of those licensed and appropriately in the possession and control of armed security guards authorized to protect the Facility premises.



142.8 Licensee ensures that all appliances, sharp utensils, and other dangerous devices are kept inaccessible to children at all times.

**144 HEALTH & SAFETY: HAND HYGIENE**

144.1 Hand Washing Observation(s) Comply with Best Practices in Applicable Area(s)

144.1 Number of Staff Observed

144.2 Licensee posted in all food preparation, diapering, toileting areas, and other designated hand washing areas the circumstances when children and staff shall perform hand hygiene

144.3 Licensee ensures that all staff and volunteers wash their hands in; at least, the following circumstances (a - c).

144.4 Licensee ensures that all children wash their hands in, at least, the following circumstances (a – c).

144.5 Licensee ensures that designated hand washing areas are equipped with sinks with running water, soap, single-use paper towels or an air hand dryer, and are restricted from use for washing utensils and bottles.

**145 HEALTH & SAFETY: DIAPERING**

145.1 Number of Staff Observed

145.1 Licensee maintains diaper-changing areas within close proximity of a properly maintained source of potable, running hot and cold water and soap, and that is not in or near the Facility's kitchen or eating areas.

145.1 Diaper Changing Observation(s) Comply with Best Practices in Applicable Area(s)

145.1 Hot Water Temperature in Fahrenheit

145.2 Licensee stores soiled diapers and training pants in designated and labeled containers separate from all other waste, including soiled clothes and linens. Licensee provides a washable, plastic lined, tightly covered receptacle that can be operated by a hands-free opening mechanism, within arm reach of each diaper changing table, for the disposal of soiled diapers or training pants.

145.3 Licensee provides an area for the storage of clean diapers and training pants that is clean and designated exclusively for that exclusive use, with the exception that the clean diaper and training pants storage area and the storage area for enrolled children's clean clothes may be combined

145.6 Licensee provides one (1) or more diaper-changing areas that have surfaces made of non-porous material.

145.10 Licensee ensures that the bleach solution or other germicide used for cleaning and sanitizing the diaper changing surface is kept in a secure area, inaccessible to children at all times.

**146 HEALTH & SAFETY: SAFE SLEEP & REST**

146.1 Licensee that provides care for one (1) or more infants complies with the latest recommendations of the American Academy of Pediatrics (“AAP”) with regard to safe sleep practices and reducing the risk of Sudden Infant Death Syndrome including any recommendation made by the AAP after the effective date of these regulations.

146.2 (a) Licensee that provides care for one (1) or more infants complies with the following requirements with regard to infant sleep and play position. Each Infant is placed to sleep on their back unless otherwise ordered by a physician.





146.2 (c) A positioning device is not be used to restrict the movement of an infant unless such device is ordered by a physician or other qualified health care practitioner.

146.2 (d) Soft materials or objects, such as pillows, quilts, comforters, sheepskins, blankets, and stuffed toys, are not be permitted in an infant's sleep environment.

146.2 (f) An infant is not put to sleep on a sofa, soft mattress, waterbed, chair, cushion, or other soft surface.

146.2 (e) Bumper pads are not be used in an infant's crib.

146.2 (b) Each infant is placed on his or her stomach for some part of the day that he or she is awake and under staff supervision.

146.2 (g) An infant is removed from his or her crib for all feedings, and shall not be fed by means of a propped bottle.

**147 HEALTH & SAFETY: CHILD ABUSE PREVENTION**

147.1 Licensed Child Development Facility ("Licensee"), including any staff, substitutes, volunteers, individual residing on the premises of the Facility, or any other individual connected with the Facility shall not subject a child to abuse, neglect, mental injury, or injurious treatment.

147.2 (a) Licensee provides training to all staff upon initial hire and annually thereafter regarding the Facility's policies and procedures relating to child abuse, neglect, and risk to a child's health, safety or welfare, including to whom and how to report suspected abuse, neglect, or risk to a child's health, safety, or welfare.

**148 HEALTH & SAFETY: EMERGENCY PREPAREDNESS**

148.1 Licensee conducts practice emergency evacuation and disaster drills, in accordance with requirements set forth by FEMS. The drills includes all groups of children and all staff, and is conducted at least twice a year, at varying times during the program day. Licensee documents the date, time, and duration of each such evacuation drill, the number of children and staff participating, and the weather conditions.

148.2 Licensee maintains a complete log of all documented practice evacuation drills for at least five (5) years.

148.3 Licensee develops and implements specific procedures for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children.

148.4 Licensee develops and maintains an emergency and disaster plan with established procedures: (a - j).

148.5 Licensee reviews and updates the emergency and disaster plan annually.

148.6 Licensee provides training to all staff annually on the emergency and disaster plan.

148.8 Licensee provides at least one working, non-pay, stationary telephone accessible to staff at each Facility building.

148.10 Licensee maintains a three (3) day supply of water, staple food, and supplies for each enrolled child and staff member.

148.11 When non-ambulatory children are enrolled in a Facility at street level, a Licensee shall be equipped with a ratio of one (1) evacuation crib for every four (4) non-ambulatory children to be used during emergency evacuations.

148.12 When non-ambulatory children are enrolled in a Facility that has approval to operate above or below street level, a Licensee shall be equipped with a ratio of one (1) evacuation crib for every two (2) non-ambulatory children to be used during emergency evacuations.



**149 HEALTH & SAFETY: HAZARDOUS MATERIALS**

149.1 Licensee ensures that all cleaning and sanitizing supplies, toxic substances, paint, poisons, aerosol containers, and other items bearing warning labels are safely stored and are kept in a secure area, inaccessible to the children at all times.

149.2 Licensee ensures that the telephone number for the local Poison Control Center is posted in a location where it is readily available in an emergency situation.

**150 HEALTH & SAFETY: FIRST AID AND CPR**

150.1 Licensee ensures that all staff members possess current and valid certification appropriate to the age of children served by the Facility in first aid and CPR.

150.2 Licensee has at all times at least two (2) staff members at the premises and readily available to administer first aid and CPR for children, unless a caregiver in a child development home is serving no more than six (6) children with only two children being under the age of two.

150.3 Licensee maintains at the Facility premises a quantity of first aid supplies sufficient to meet the Facility's reasonably expected needs, based on the size of the Facility, the ages and developmental abilities of the enrolled children, and the Facility's program of activities. A Licensee maintains these supplies in a designated location that is readily available to staff and inaccessible to children.

150.6 Licensee maintains one (1) transportable first aid kit, in addition to the complete first aid kit, which shall include first aid items in (a – s).

**152 HEALTH & SAFETY: HEALTH EXAMINATIONS**

152.1 A complete, up to date, physical exam and immunization record is on file for each child prior to enrollment. (OSSE Approved Form)

152.1 (a) A complete, up to date, oral exam is on file for each child 3 years of age and older prior to enrollment. (OSSE Approved Form)

152.2 Licensee provides a sixty (60) day grace period from the first day of service to submit documentation required in Subsection 152.1 for a child experiencing homelessness or a child who is a ward of the District in foster care.

152.5 Blood tests for lead poisoning are conducted, and results are disseminated and maintained, in accordance with the Childhood Lead Poisoning Screening and Reporting Act of 2002, effective October 1, 2002 (D.C. Law 14-190; D.C. Official Code §§ 7-871.01 et seq.).

152.6 Licensee maintains documentation at the Facility at all times evidencing that enrolled children have received all required immunizations, health and oral examinations, or evidence that a child is exempted from a requirement, pursuant to Subsection 152.10.

152.8 An enrolled child's compliance with the requirement to be immunized, shall include a ten (10) day grace period from the child's birthday or date of required annual immunization for all required immunizations.

**155 HEALTH & SAFETY: FOOD SERVICE**

Dinner

Afternoon Snack

Morning Snack

Types of Menu and/or meal and snacks observed:

Breakfast

Lunch



155.1 Licensee that stores, prepares, handles, and serves food shall comply with, or ensure that any entity providing food complies with, the requirements consistent with the District of Columbia Food Code, Title 25-A DCMR, and obtains and maintains all certifications or licenses required under the applicable laws and regulations of the District of Columbia.

155.2 Licensee ensures that planned daily menus, and the foods that are actually served by the Facility, are varied, suitable to the ages and developmental levels of the children, and consistent with the meal pattern requirements and nutrition standards specified by the Child and Adult Care Food Program.

155.3 Licensee plans and publicly posts menus for all foods served, including snacks, and modifies the menus as necessary to reflect foods actually served. Licensee maintains the menus at the Facility's premises for at least three (3) years.

155.4 Licensee has at least one (1) staff member present at all times when meals are being prepared or served who is certified as a Food Protection Manager in accordance with the District of Columbia Food Code, 25-A DCMR. The staff member shall have a valid and current certification.

**156 HEALTH & SAFETY: INFANT FEEDING**

156.2 Licensee complies with the following requirements concerning infant formula and feeding (a) – (r)

156.3 Licensee complies with the following requirements concerning infant solid food (a) – (d).

**157 SWIMMING AND WATER PLAY REQUIREMENTS**

157.3 Licensee ensures the inaccessibility of pools, including swimming pools, fixed-in-place wading pools, hot tubs, spas, fish ponds, or similar bodies of water by using a pool cover or by surrounding the pool with a fence. If a Facility premises contains a swimming pool or other body of water without a cover, the Licensee must enclose the pool or body of water behind a secure fence that is at least four feet (4 ft.) in height. Licensee ensures that the pool or body of water is inaccessible to children at all times, unless qualified adults are present and supervising the children.

157.4 Exit and entrance points to pools or bodies of water have self-closing, positive latching gates with locking devices a minimum of fifty-five (55) inches from the ground.

157.7 Licensee ensures that children are swimming or playing in water, including baby pools, wading pools, and full-depth pools are supervised by at least one (1) adult, who is currently certified as a Lifeguard or Water Safety Instructor by the American Red Cross or by an equivalent water safety instruction and testing program, for every six (6) children.

157.8 Licensee ensures that when children are swimming or playing in water, including baby pools, wading pools, and full-depth pools, the Licensee maintains the required adult-to-child ratios, in addition to complying with the water safety requirements as provided in this chapter.

157.9 Licensee ensures that the requirements in (a – h) are met when communal water tables are used (a) – (h).

**158 TRANSPORTING CHILDREN REQUIREMENTS**

158.3 Licensee establishes and implements policies and procedures intended to ensure the safe transportation of children, including background checks, and policies and procedures for the training and monitoring of any person responsible for the transportation of enrolled children.

158.5 Licensee obtains signed permission from the child's parent(s) or guardian(s) before any child may be transported while under the care of a Facility.

158.6 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children labels the exterior of each such vehicle, with the Facility's licensed name and phone number.



158.7 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children maintains proof of current motor vehicle insurance coverage for each such vehicle, both at the Facility premises and inside the vehicle.

158.8 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children ensures that only licensed drivers who are covered by the Facility's insurance policy operate any such vehicle when transporting enrolled children.

158.11 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children maintains an inspection log and service and repair records for each such vehicle on file for at least twelve (12) months from the date of each inspection, service visit, or repair. A person or parent entity that operates multiple licensed Facilities may maintain all such records at a single administrative office, provided that the records are made available to OSSE upon request.

158.21 Licensee ensures that the following items are present in each vehicle when transporting children on field trips or other routine trips (a – i).

**159 CHILDREN WITH SPECIAL NEEDS CARE**

159.2 If a Licensee is provided with a copy of the IFSP as a member of the IFSP team or if the child's parent has provided the IFSP or provided written consent to release the IFSP to the Licensee, the Licensee shall maintain a copy of the child's current IFSP on file at all times during the student's enrollment at the facility.

159.4 If the child's IFSP is implemented while in the care of the Licensee, the Licensee shall work with the child's IFSP service coordinator or service provider to develop a plan for incorporating the IFSP goals and strategies into the child's daily routine at the Facility.

159.6 Licensee makes reasonable efforts to determine if any child under its care is a child with any disability and be aware of the Licensee's obligations to provide any accommodations required by law.

**160 OPERATING NON-TRADITIONAL HOURS**

160.2 Licensee that offers care during non-traditional hours or twenty-four (24) hour care ensures that each activity is appropriate both for the time of the day or night and for the age of each enrolled child.

160.3 Licensee that offers care during non-traditional hours or twenty-four (24) hour care obtains written consent from a child's parent(s) or guardian(s) before staff bathe or shower that child, with the exception that in emergency situations or where necessary to protect a child's hygiene, such as after regurgitation or bedwetting, staff may take appropriate measures to clean an affected child.

160.4 Licensee that offers care during non-traditional hours or twenty-four (24) hour care meets the following requirements for rest and sleep (a – m)

160.5 (b) Licensee that offers care during non-traditional hours or twenty-four (24) hour care ensures that each school-age child is afforded quiet time and is provided with a quiet area for doing homework, as needed.

160.5 (a) Licensee that offers care during non-traditional hours or twenty-four (24) hour care establishes a homework routine for each school-age child, in consultation with the parent(s) or guardian(s) of that child, on the first day of enrollment, and documents the routine in that child's record.

160.5 (d) Licensee that offers care during non-traditional hours or twenty-four (24) hour care ensures that If an enrolled child is to leave for school directly from the Facility, the Licensee shall, on or before the first day of enrollment, enter into a written agreement with that child's parent(s) or guardian(s) that specifies the means by which the child shall get to school and the person(s) responsible for accompanying the child to school and the Licensee maintains a copy of this countersigned agreement in the child's record.



160.6 (b) Licensee provides or serves dinner and a snack to each child scheduled to remain in care overnight, unless the Facility and the child's parent(s) or guardian(s) enter into a written agreement specifying that the child will eat dinner before arriving at the Facility.

160.6 (a) Licensee provides breakfast to each child who has been in care overnight at the Facility and is leaving for school directly from the Facility, unless the Facility and the child's parent(s) or guardian(s) enter into a written agreement specifying that the child will eat breakfast prior to arrival or while at school.

160.7 Licensee providing non-traditional hours or twenty-four (24) hour care complies at all times with the adult-to-child ratio and staff qualifications requirements provided for in this chapter.

160.8 Licensee ensures that staff members are available at all times to attend to the needs of the children, and that at least one (1) adult staff member per every ten (10) children is awake and within sight and sound of the children at all times.

160.9 Licensee establishes and implements emergency contingency plans to address both medical and non-medical emergencies at all hours of the day or night during which care may be provided, including during natural and man-made emergencies that require evacuation from the Facility, temporary displacement from the Facility, or confinement to the Facility.

**161 REQUIREMENTS FOR FACILITY WITH PETS**

161.1 If a Facility permits pets or animals at the Facility's premises, it complies with the following requirements (a - j)

161.3 Licensee ensures that pet and animal food supplies are kept out of reach of children.

161.4 Licensee ensures that pet and animal litter boxes are not located in areas accessible to children.

**164 CDC: DIRECTOR QUALIFICATIONS**

164.1 The Center Director is qualified by meeting one of the requirements as outlined in (a-d)

164.6 The Center Director, prior to, or within one (1) year of employment as a Center Director, and annually thereafter, a Center Director successfully completes, a total of no less than twelve (12) hours of professional development, from a source approved by OSSE, in the following core knowledge areas with regard to program management, operations, and evaluation (a – e).

**165 CDC: TEACHER QUALIFICATIONS**

165.1 The teachers are at least eighteen (18) years of age and are qualified by meeting one of the requirements as outlined in (a-e).

165.5 The duties of a teacher in a Child Development Center includes, but not be limited to, the following outlined in (a-i)

**166 CDC: ASSISTANT TEACHER QUALIFICATIONS**

166.1 The assistant teachers are at least eighteen (18) years of age and are qualified by meeting one of the requirements as outlined in (a-e).

166.2 The duties of an assistant teacher in a Child Development Center shall include, but not be limited to, the following outlined in (a - d)

**167 CDH: RESPONSIBILITIES OF TEACHERS**

167.3 Licensee lives on the premises and works at the Facility located in the home



167.5 A Child Development Home is licensed to provide care for up to six (6) children. The total number of six (6) children in the care of a Child Development Home does not include those of the caregiver who are six (6) years or older; provided, that the total number of children of the caregiver between the ages of six (6) and fifteen (15) years does not exceed three (3), and of those three (3) children, no more than two (2) are age ten (10) years or younger. The restrictions on the number of children that may be cared for in a child development home also include care given to a child by a caregiver related to the child. For the purpose of this paragraph, the term "related" means any of the following relationships by marriage, blood, or adoption: Grandparent, parent, brother, sister, step-sister, step-brother, uncle, or aunt.

167.6 Licensee who stores, prepares, handles and serves food is responsible for following the requirements consistent with the District of Columbia Municipal Regulations, including obtaining all requisite certifications or licenses as required under the applicable laws and regulations of the District of Columbia.

167.7 Notwithstanding Subsection 142.7, Licensee ensures that licensed firearm, shotguns, rifles or other licensed weapons and ammunition are inaccessible to children served in a Child Development Home or Expanded Home, unloaded, secured with an appropriate trigger locking device, and stored in a safe storage depository which, when locked, is incapable of being opened without the key, combination or other unlocking mechanism and is capable of preventing an unauthorized person from obtaining access to and possession of the weapon or ammunition contained therein. Ammunition is also stored in a safe storage depository.

167.8 Licensee ensures that parent(s) or guardian(s) of children served in a Child Development Home or Expanded Home with licensed firearm, shotguns, rifles or other licensed weapons and ammunition are provided notice that a licensed firearm, shotguns, rifles or other licensed weapons and ammunition are on the premises of the Child Development Home or Expanded Home.

167.10 Licensed Child Development Home obtains, maintains, and provides to OSSE upon request, documentation establishing that each person living at the home that houses the Facility has, within the preceding twelve (12) months, been examined by a licensed health care professional and certified by that professional to be free of communicable diseases.

167.12 Licensed Child Development Home obtains, maintains, and provides to OSSE upon request, documentation establishing that each person living at the home that houses the Facility has, within the preceding twelve (12) months, been examined by a licensed health care professional and certified by that professional to be free of communicable diseases.

167.14 Child Development Home and Expanded Home provide a sufficient amount, as determined by OSSE, of developmentally appropriate toys, games, equipment, books, and other materials to meet the needs of enrolled children at the Facility.

167.15 Child Development Home and Expanded Home serving infants, toddlers, or preschoolers provide suitable age-appropriate outdoor place space as outlined in (a-c).

**168 CDH: CAREGIVER QUALIFICATIONS**

168.1 The Child Development Home Caregiver is at least eighteen years of age and is qualified by meeting one of the requirements as outlined in (a - c)

168.2 The duties of a Child Development Home Caregiver shall include, but shall not be limited to, the following (a – K)

168.3 Child Development Home Caregivers is physically present at the Facility during the Facility's hours of operation and maintain, on the premises, a record of days and actual hours at work at the Facility





168.4 When the Child Development Home Caregiver is not physically present at the Facility due to Caregiver's attendance at a professional development event or performance of other Caregiver related responsibilities, the Child Development Home Caregiver shall designate a qualified back-up Caregiver, who meets the requirements and qualifications of a Caregiver as set forth in Section 168.1(a) and (c) and criminal background checks as set forth in Section 133, , to assume full responsibility for the Facility's operations in the absence of the Child Development Home Caregiver.

168.6 Child Development Home Caregivers ensures that the written contingency plan is applicable for all hours of the day, days of the week, and weeks of the year for which the Child Development Home is normally operating. If the written contingency plan utilizes a location that is not available for all days or hours for which the Child Development Home is normally operating, the written contingency plan identifies a secondary emergency location that is available.

**169 , 170 CDX: CAREGIVER QUALIFICATIONS**

169.2 Expanded Home provides care for more than two (2) children who are non-ambulatory or under two (2) years of age, provided that the number of such children does not exceed the following:

169.2 (a) Four (4) children, if there are two (2) or more Caregivers present

169.2 (b) Six (6) children, if there are three (3) or more Caregivers present.

169.3 Expanded Home complies with all of the requirements of this chapter pertaining to Child Development Facilities and Child Development Homes, with the following additional requirements

169.3 (a) Expanded Home has at least two (2) Caregivers, in compliance with adult-to-child care ratios

169.3 (b) Expanded Home provides a minimum of thirty-five square feet (35 ft<sup>2</sup>) of unencumbered program space per child.

170.1 Primary Caregiver reside in the dwelling where the licensed Expanded Home is located

170.2 Expanded Home Caregiver is at least eighteen (18) years of age and is qualified by meeting the requirements in (a – b)

171.1 Associate Caregiver in an Expanded Home is at least eighteen (18) years of age and meets the requirement in (a - b)

**172 OST: ADDITIONAL REQUIREMENTS**

172.2 A licensed out-of-school-time program is exempt from the specific indoor space requirements set forth in Section 122.1 and maintains a minimum of twenty-five (25) square feet of program space per child five (5) years old or older.

172.3 Child Development Facilities providing out-of-school-time care to school-age children provides at least one (1) flush toilet and one (1) sink for every twenty (20) children, based on the licensing capacity of the Facility.

172.4 Except as provided in Subsection 172.5, if a Facility provides out-of-school-time care to school-age children, the Licensee shall develop a program of supervised activities that is designed for school-age children that includes for each child (a-f)

172.5 If a Licensee provides out-of-school-time care, the Licensee need not comply with the requirements of Subsection 172.4, provided that the Licensee satisfies the specific program requirements in Section 140 (General Daily Program Activities and Curriculum).



172.6 In out-of-school time programs, each group containing one (1) or more children eleven (11) years of age or younger shall be supervised by, at a minimum, a Group Leader and an Assistant Group Leader. A group containing children all of whom are twelve (12) years of age or older may be occasionally supervised by a volunteer, in addition to the Group Leader, provided that the volunteer is at least two (2) years older than the oldest child in the group.

**173 OST: CENTER DIRECTOR QUALIFICATIONS**

173.3 The Center Director is qualified and meets one of the requirements as outlined in (a-d)

**174 OST: GROUP LEADER QUALIFICATIONS**

174.2 Group Leader, whose sole responsibility is to supervise an out-of-school-time program group, is at least eighteen (18) years of age and is qualified by meeting requirements in (a - c)

174.4 The duties and responsibilities of a Group Leader shall include, but not be limited to, the following (a-d)

**175 OST: ASSISTANT GROUP LEADER QUALS**

175.2 Assistant Group Leader in a Child Development Center that provides out-of-school-time care only is at least eighteen (18) years of age and have earned at least a high school diploma or its equivalent, and have at least six (6) months of supervised occupational experience working with school-age children of under the age of fifteen (15) years at a duly authorized school or camp, licensed Child Development Center, or an equivalent entity.

175.4 Each Assistant Group Leader works under the direct supervision of a Group Leader.

175.5 The duties and responsibilities of an Assistant Group Leader are to aid the Group Leader in guiding the activities of the children.

**176 OST: PROFESSIONAL DEVELOPMENT**

176.1 Each paid employee at a Child Development Facility serving infants, toddlers, or preschoolers whose duties or responsibilities include the care of enrolled children has received pre-service training in the health and safety standards of licensed Child Development Facilities in the District of Columbia that, which at a minimum, includes (a - j)

176.2 Each paid employee at a licensed Child Development Facility providing out-of-school-time care whose duties or responsibilities include solely the care of school-aged children participates in at least ten (10) hours of professional development annually, including annual training that maintains and updates the employee's knowledge of health and safety standards.

**Deficiencies**

Deficiency Date	Deficiency Code	Deficiency Type	Status	Corrective Action Taken	Correction Date
-----------------	-----------------	-----------------	--------	-------------------------	-----------------