

DEPARTMENT OF HUMAN SERVICES  
 ARLINGTON COUNTY CHILD CARE SERVICES  
 2100 WASHINGTON BOULEVARD, 3<sup>RD</sup> FLOOR  
 ARLINGTON, VIRGINIA 22204-2010  
 (703) 228-1685 OFFICE • (703) 228-1172 FAX

**Child Care Center Program Assessment**

Description	MET	NOT MET	N/A
<b>SITE SELECTION</b>			
Zoning is a way of ensuring that the land uses of the community are properly located in relation to each other and that adequate space is available for each type of development. It is important to know zoning procedures in the area where you hope to operate a center. Local zoning restrictions may include additional requirements such as lot size, indoor and outdoor space, fencing, provisions for the handicapped and/or parking spaces. These requirements may influence the amount of fees necessary to charge to cover your costs.			
Number and Ages to be Served: The numbers and ages of children in a center affect how the building should be laid out. Will you serve infants? Are there plenty of outside exits? How many infants, toddlers, two year olds, three year olds, four year olds and school-age children can the building accommodate using the staff/child ratios of the licensing requirements.			
Health or Safety Hazards in Area: Surroundings of a child care center are important for the owner/operator and parents. Is there a safe area for parents and children to get in and out of their cars?			
Outdoor Space Available for Fenced Playground			
Indoor Space Arrangements: Indoor space arrangements are one factor that helps to determine the size of groups and numbers of children in each room or "space." This, in turn, determines the number of staff needed for each classroom. The layout or floor plan, position of exits, windows, bathrooms and kitchen help determine the suitability of an existing building.			
Potential for Passing Building, Fire and Sanitation Inspections: Before a child care center can operate, it must pass all building, fire and sanitation inspections.			
Consider the location of the director's office, sinks, cooling and heating appliances, kitchen, driveways, storage areas and exits.			
Review the fire inspection form to be sure the exits and fire alarm systems meet the fire regulations.			
Consider ease of cleaning and maintenance of a building in determining whether a building is suitable for child care			

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Obtain estimates of heating and cooling costs and include those costs in determining whether a building is a good choice for child care.			
<b>INDOOR FACILITIES</b>			
A minimum of thirty-five square feet of play area per child shall be provided.			
Adequate ventilation as prescribed by the building code			
A room or available space for isolation of sick children shall be provided.			
Adequate space for each child's clothing must be provided in each facility.			
When in use, crib, cots, and mats shall be spaced at least two (2) feet apart.			
All refuse receptacles accessible to children contain lids.			
There is a report of inspection of the building, which specifies that the building meets the applicable Arlington County and Virginia State commercial building codes for use as a child care center.			
The building meets current Arlington County and Virginia State Fire Code.			
Space designated for use by children is only used by children and staff and is not used for other purposes while the center is open.			
Approval from the local health department for meeting requirements for: water supply, sewage disposal system, and food service.			
A written statement from a person licensed in Virginia as an asbestos inspector and management planner.			
Unsafe conditions shall include, but not be limited to splintered, cracked or otherwise deteriorating wood; chipped or peeling paint; visible cracks; bending or warping, rusting, or breakage or any equipment; head entrapment hazards; and protruding nails, bolts or other components that could entangle clothing or snag skin.			
Heat shall be supplied from a heating system approved in accordance with the Uniform Statewide Building Code.			
The heating system shall be installed to prevent accessibility of children to the system have appropriate barriers.			
Outside lighting shall be provided at entrances and exits used by children before sunrise or after sundown.			
Premises shall include an in-service non-pay telephone.			

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No center shall be located where conditions exist that would be hazardous to the health and safety of children.			
The indoor and outdoor premises are free of hazards including any recalled products.			
Steam radiators, electric fans, electric outlets, electrical heating units and hot surfaces such as pipes, are protected by screens or guards so that children cannot touch them.			
Stairs, walks, and ramps are maintained in a safe condition and are free from the accumulation of water, ice or snow.			
Guardrails and handrails shall be provided in accordance with the USBC in effect at time of first occupancy or construction.			
The licensee understands that smoking is prohibited on the premises of the center when the children are present.			
<b>OUTDOOR PLAY AREA</b>			
A safe fenced play area shall be available with an allowance of seventy-five (75) square feet per child.			
An energy-absorbing surface, such as loose sand, pea gravel, pine or bark mulch, in a depth of at least nine inches is under climbing equipment, swings and slides and in a fall zone of four feet beyond whenever play equipment is four feet or more in height. Shredded rubber and poured surfacing shall be installed to manufacturer's specifications based on height of the equipment.			
Ground supports shall be covered with materials that protect children from injury.			
Swing seats shall be constructed with flexible material			
Where playground equipment is provided, resilient surfacing shall comply with minimum safety standards when tested in accordance with the procedures described in the American Society for Testing and Materials.			
A fall zone shall encompass sufficient area to include the child's trajectory in the event of a fall while the equipment is in use. Falls zones shall not include barriers for resilient surfacing. Where steps are used for accessibility, resilient surfacing is not required.			
<b>FIRE SAFETY</b>			
Fire Extinguishers- Fire extinguishers on the premises of the center is operable and bears a label of inspection by a qualified person indicating its present condition and date of the last inspection.			
Each floor used by children has at least two exits.			

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Exits and exit passageways have a minimum clear width of three feet and are unobstructed by furniture or other objects.			
<b>KITCHEN AND MEAL PREPARATION</b>			
Meals and snacks are prepared or heated on the premises. The kitchen is equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink is used exclusively for food preparation and dishwashing.			
All equipment and utensils have smooth, hard surfaces, are easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened			
Equipment and utensils are in a clean and sanitary condition			
Food preparation tables are durable, and surfaces are smooth, nonabsorbent and easily cleanable.			
<b>RESTROOM AND TOILETING FACILITIES</b>			
<i>Children's Restroom Facilities:</i>			
A minimum of one (1) toilet and one (1) hand basin shall be provided for each fifteen (15) children.			
In classrooms where diaper changing occurs, there must be a minimum of two (2) separate sinks: one for hand washing and one for food preparation.			
Steps or blocks are provided if the washbasins and toilets are not proportioned to the size of the children.			
Soap, toilet paper, disposable paper towels or blower-type air dryers and a waste paper container are provided and accessible to children using the facilities.			
All refuse receptacles accessible to children contain lids.			
Toilets are flushable.			
Have sinks located near the toilets and that are supplied with running warm water that does not exceed 120°F.			
<i>Adult Restroom Requirements:</i>			
An adult size toilet with privacy shall be provided for staff use.			
Soap, toilet paper, disposable paper towels or blower-type air dryers and a waste paper container shall be provided and accessible.			
Toilets are flushable.			
Have sinks located near the toilets and that are supplied with running warm water that does not exceed 120°F.			

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