

Child Care Inspection Field Guide

WASHOE COUNTY HEALTH DISTRICT
ENVIRONMENTAL HEALTH SERVICES



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Introduction to Child Care Inspections

Washoe County Human Services Agency is the licensing agency for child cares. They issue licenses and inspect all child cares. The Washoe County Health District (WCHD) is responsible for the health and safety inspections under the Regulations for Child Care Facilities, but we do not directly permit the child cares. Most child cares are required to have a food permit, which is issued by the WCHD.

Child cares are inspected in the month that they renew. A health and safety inspection may not be conducted until they pay their inspection fee to WCHD and must be conducted before the license expiration date.

Quality Rating Improvement System (QRIS) is an independent 3rd party audit system that issues a star rating for participating child cares. This is a voluntary program for child cares.

The child care inspection form has three parts: facility information, communicable disease knowledge and reporting, and the physical inspection documentation. It is essential to interview the director and teachers of the child care to determine their knowledge of communicable disease prevention. WCHD provides a communicable disease reporting chart to all child care providers.

CHILD CARE INSPECTION FORM MARKING PROCEDURES

For each item on the inspection report form, the inspector should indicate one of the following for **compliance status**:

IN – Item found in compliance

OUT – Item found out of compliance

NA – Item is not applicable for the facility

Compliance status should be determined as a result of observations that establish a pattern of non-compliance.

For each item marked OUT, a determination of the seriousness of the observation must be made with regards to the direct impact on the health and safety of students and the inspector should indicate one of the following to categorize the out of compliance status:

Critical Violations –Critical violations pose an imminent threat to the health and safety of the children at the child care. A critical violation must be mitigated immediately or within a stated, short-term time-frame to avoid closure. When a critical violation cannot be corrected or mitigated immediately or within a few hours, the child care is subject to closure.

If violations are marked as critical, they should include a description of the required time-frame for compliance, if not corrected immediately, and must be corrected in less than 30 days.

Non-Critical Violations – Are violations of the Washoe County Human Services Agency regulations that do not constitute a substantial health or safety hazard.

If the item is marked OUT, document details of each violation for the item number in the "Observations and Corrective Actions" section of the inspection report.

COMMON TERMINOLOGY

Communicable disease - means a disease which is caused by a specific infectious agent or its toxic products, and which can be transmitted, either directly or indirectly, from a reservoir of infectious agents to a susceptible host organism.

Director – the licensee or person appointed by the licensee who is responsible for the daily operation, administration and management of the child care facility.

Exclusion – means the denying admission to and the removal of an ill child, volunteer, or staff member from the child care facility.

Nutrition Services (NS) - the organization responsible for providing school lunch for all students in WCSD. Additionally, NS provides food to the Head Start / CSA programs. Individually packed lunches are prepared daily at the permitted, main kitchen and transported to facilities.

Outbreak – the occurrence of cases at a rate in excess of that which is normally expected in a given community, geographic region, or particular population.

Person in Charge (PIC) - the person in charge of the childcare at time of inspection.

Public Vomiting Incident (PVI) - an event during which a person throws up in a common area with other individuals present. PVIs are considered a main route of transmission for viral gastroenteritis in child care settings.

Quality Rating Improvement System (QRIS) – a third party rating system that grades child cares.

WCDBH (Washoe County District Board of Health) - governing board overseeing solid waste management.

Washoe County Human Services Agency (WCHSA) – the licensing agency for child cares.

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INFECTIOUS DISEASE PREVENTION

1: Outbreaks and communicable disease: knowledge, responsibilities and reporting

Statute/Code Regulations: 22.5, 23.1, 26.15, 26.2(A), Addendum VI

Critical Violations

Non Critical Violations

- There is no clear process or designated staff person to screen and report illness.
- Students are screened for illness, but staff is not.
- Parents are able to leave a voice message about child’s absence, but fail to report cause of absence (doctor appointment vs. being ill) and staff do not follow up.
- Lack of consistent screening and questioning of parents regarding disease symptoms.
- Person-in-charge or support staff admits that screening and reporting guidelines are neglected or ignored.
- Staff report an increase of students demonstrating infectious disease symptoms (gastroenteritis, strep throat, flu, etc.), but required data entry has not been completed. You will know from WCHD EPI Staff or CD Program.
- Facility staff lack knowledge about exclusionary tasks including criteria, time-frame, time-tracking, etc.
- Staff cannot articulate when to suspect an outbreak is occurring.
- Staff does not know to report outbreaks to Washoe County Health District and Human Services Agency.

Corrective Action:

Discuss with clinic staff reporting requirements. All staff and students must be excluded for 24 hours from the time of their last bout of vomiting/diarrhea, without medication. This time is increased to 48 hours during an outbreak.

Marking Instructions:

In: Staff is able to articulate exclusion symptoms and time frames.

Out: Staff is unable to articulate exclusion symptoms and time frames. Lack of reporting as needed.

N/A: May not mark this section N/A.

Notes:

This data field shall not be marked for an isolated incident, but rather for an overall evaluation of the facility's ability to ensure proper exclusion of ill staff and students. Determination of compliance status based on discussions with Person-in-charge and observations of employee's practices.

Staff may refer to the communicable disease chart.

<https://www.washoecounty.gov/health/files/ephp/communicable-diseases/Wall%20Chart%20Merged%20LRG%20PAPER%2011x25%20updated%202022.pdf>

An outbreak is defined as any unusual increase in illness. It may be 2-3 children for a small center, or more for a larger center. Ten percent (10%) of the center population is not an acceptable answer. The increase is noted as above the baseline of their tracking system.

INFECTIOUS DISEASE PREVENTION

2: Communicable Disease: proper use of restriction / exclusion

Statute/Code Regulations: 26.11, 26.15, 26.16

Critical Violations	<ul style="list-style-type: none"> • Staff has seen an increase in illness but has not reported it to the WCHD. • Ill persons observed being sent back to classrooms. • Staff does not report reportable diseases when required.
Non Critical Violations	<ul style="list-style-type: none"> • Facility lacks a clear procedure for screening and exclusion. Staff person(s) neither designated nor adequately trained for exclusionary tasks. • Facility lacks adequate procedure to prevent persons from re-entering classroom and other common areas of school before exclusionary period has terminated. • Administrative staff lack administrative control or management for exclusion of ill persons.

Corrective Action:

Any observed ill persons shall immediately be excluded. Report to WCHD at 775-328-2447.

Marking Instructions:

In: Person-in-charge and employees are aware of exclusion policies/symptoms and responsibility to report. Proper exclusion procedures in place. No ill persons observed.

Out: Person-in-charge fails to exclude ill person or report increase in illness to WCHD.

N/A: May not mark this section N/A.

Notes:

Determination of In/Out status by discussions with Person-in-charge and employees, documentation of training program, implementation of a health policy that employees are aware of. This data field shall be marked for an overall evaluation of the child care’s ability to ensure proper performance of their assigned duties. Interview person-in-charge and employees to determine if they have been trained on exclusion policies.

INFECTIOUS DISEASE PREVENTION

3: Administrator can state special precautions taken to prevent outbreaks

Statute/Code Regulations: 22.2(J), 22.5, 26.11, 29.3 (D)

Critical Violations

Non Critical Violations

- PIC is unable to adequately explain sanitizing procedures in place during either outbreak of non-outbreak situation.
- PIC is unfamiliar with aspects of PVI cleanup such as the sanitizer contact time, 25' sanitizing radius, self-protection measures, etc.
- PIC is unaware of importance of hand washing in outbreak control.
- PIC is unaware of importance of exclusion in outbreak control.

Corrective Action:

Review with PIC outbreaks can be prevented by good hand washing, exclusion of ill individuals, proper sanitization and PVI clean up.

Marking Instructions:

In: PIC articulates proper cleaning procedures and ensures cleaning when needed.

Out: Lack of proper cleaning procedures; procedures not implemented when needed.

N/A: May not mark this section N/A.

Notes:

PVI means a public vomiting incident, i.e. when a person vomits in a classroom, hallway, or restroom.

INFECTIOUS DISEASE PREVENTION

4: Ill individual tracking system in place

Statute/Code Regulations: 26.11, 26.15, 26.16, 26.9

Critical Violations

Non Critical Violations

- Facility lacks written or digital records on excluded persons, symptoms, date of absence, date of return, problems encountered, corrective action taken, etc.
- Tracking system is used for students but not for teachers.
- Tracking system is used for students sent home but not for call ins.

Corrective Action:

Facility shall implement tracking system.

Marking Instructions:

In: Tracking system in place.

Out: Lack of tracking system; system not used for entire population.

N/A: May not mark this section N/A.

Notes:

We do not define what type of tracking system must be used. It could be a spread sheet, a computer program, a notebook, etc.

INFECTIOUS DISEASE PREVENTION

5: Medication stored securely; access by authorized personnel only

Statute/Code Regulations: 26.13, 37.5

Critical Violations

- Medications are left unlocked and staff is not present in room.
- Medications requiring refrigeration are comingled with food.
- Teacher stores over the counter medication in a cabinet that is accessible to children.

Non Critical Violations

- Medication in cabinets is not labeled for the individual, but staff knows to whom it belongs.

Corrective Action:

Medications must be immediately secured.

Marking Instructions:

In: All medications secured.

Out: Medications left unlocked and unattended.

N/A: May not mark this section N/A.

Notes:

Epi pens may be stored in an unlocked cabinet with staff present due to the need for immediate access. All medication must be labeled with child's name.

INFECTIOUS DISEASE PREVENTION

6: Approved source of water for taking oral medications

Statute/Code Regulations: 27.9

Critical Violations

- Water given to students for taking medications is taken from the hand-sink where staff wash hands or wounds are cleaned.
- A drinking fountain, bottled water, or other approved source of drinking water is not available.

Non Critical Violations

Corrective Action:

Review with nursing staff that all medications must be given with water from an approved source, such as a drinking fountain, sink not used for hand washing, or bottled water.

Marking Instructions:

In: Water used for giving medications is from an approved source.

Out: Water used for giving medications is not from an approved source.

N/A: May not mark this section N/A.

Notes:

BUILDINGS AND GROUNDS

7: Outdoor play area safe, fenced, shaded

Statute/Code Regulations: 17.11(L), 19.4, 19.6, Addendum IX

Critical Violations

Non Critical Violations

- Fenced area less than 48 inches in height.
- Fence has vertical gaps more than 4 inches.
- Fence does not have self-closing and latching gates.
- Inadequate drainage system.
- Playground observed with hazards, debris or trash.
- No shaded area provided. (Shade does not have to cover entire play area)
- No sufficient resilient surface (bark, tire chips, sand, rubber mats, etc.) under play equipment.
- Missing or broken safety barriers around all elevated surfaces.
- Dangerous/poisonous plants observed.
- Equipment broken, protruding screws, broken plastic, not securely anchored.
- Toys or equipment observed with standing water.

Corrective Action:

Marking Instructions:

- In:** Outdoor area safe and free from hazards.
Out: Outdoor area not safe, hazards observed.
N/A: May not mark this section N/A.

Notes:

Ask if they have issues with feral cats or other animals and how those issues are handled, e.g. covering sand boxes at night.

The “Handbook for Public Playground Safety” may be found at:
<http://www.playgroundsafety.org/standards/cpsc>

BUILDINGS AND GROUNDS

8: Equipment safe and clean

Statute/Code Regulations: 17.11(H), 19.6, 19.7, 29.3 (A)

Critical Violations

Non Critical Violations

- Broken toys in classrooms.
- Furniture ripped or no longer smooth and easily cleanable.
- Peeling paint on benches.
- Toys observed with excessive dirt/grime buildup.
- Toys observed cracked.
- High chairs are broken, cracked or torn.

Corrective Action:

Marking Instructions:

In: Toys and equipment clean and free from hazards.

Out: Toys and equipment not clean, broken or hazards observed.

N/A: May not mark this section N/A.

Notes:

BUILDINGS AND GROUNDS

9: Floors, walls and ceilings clean and in good repair

Statute/Code Regulations: 17.17, 29.3 (C), 29.3(D) (P)

Critical Violations

Non Critical Violations

- Missing outlet covers.
- Holes observed in walls.
- Broken or missing flooring.
- Leaks observed in ceiling.
- Stained ceiling tiles.
- Carpets are not steam cleaned quarterly.
- Floors are not swept and mopped daily.
- Dirt buildup observed in on floors.

Corrective Action:

Marking Instructions:

In: Floors, walls and ceilings are clean and in good repair.

Out: Floors, walls and ceilings are dirty or in poor repair.

N/A: May not mark this section N/A.

Notes:

BUILDINGS AND GROUNDS

10: Sleeping accommodations appropriate

Statute/Code Regulations: 19.5, 29.3 (I)

Critical Violations

Non Critical Violations

- Nap mats, cots, or cribs with open sides are placed closer than 2 feet apart when children are sleeping.
- Nap mats or cots torn or in poor repair.
- Nap mats or cots not labeled with children's names are cleaned weekly.
- Sheets provided by the center are not laundered weekly.
- Sheets provided by the center are used by more than 1 child without laundering.
- Blankets and items provided by the parents are not sent home weekly.
- Slats on crib sides are more than 2 and 3/8 inches apart.

Corrective Action:

Marking Instructions:

In: Nap mats/cots in good repair, properly spaced, clean.

Out: Nap mats/cots in poor repair, not properly spaced, or not clean.

N/A: May mark this section N/A if facility does not have a nap/rest period.

Notes:

Cribs with solid ends (plastic sheet) may be placed end to end as there is no risk of transmission.

Cribs not in use with open sides may be stored next to each other as long as staff can articulate that they are spread out 2 feet when in use.

BUILDINGS AND GROUNDS

11: Electrical panels, custodial closets, boiler rooms, storage rooms accessible only to authorized personnel

Statute/Code Regulations: 29.3(A)

Critical Violations

- Doors left open or unlocked to custodial closet or other storage areas allowing hazardous chemicals to be accessible to children.
- Doors left open or unlocked to boiler rooms, electrical panels or any areas containing equipment that could be unsafe for children.

Non Critical Violations

Corrective Action:

Doors must be immediately locked.

Marking Instructions:

In: All doors locked.

Out: Doors unlocked.

NA: May not mark this section N/A.

Notes:

BUILDINGS AND GROUNDS

12: Approved solid waste and disposal

Statute/Code Regulations: 29.3(N) (P); Regulations of the Washoe County District Board of Health Governing Solid Waste Management 040.030, 040.032, 040.075, 050.080

Critical Violations

Non Critical Violations

- Trash service not available.
- Trash not picked up frequently enough to prevent accumulation.
- Bags of trash left on playgrounds or in classrooms.
- Trash enclosure observed with accumulation.
- Excessive accumulation of refuse or clutter.

Corrective Action:

Trash removed from playgrounds to storage container. Waste Management service must be obtained within 48 hours.

Marking Instructions:

In: Trash service available, enclosures clean.

Out: No trash service, trash buildup observed.

N/A: May not mark this section N/A.

Notes:

Staff may not take trash home for disposal.

BUILDINGS AND GROUNDS

13: Unused refrigerators/freezer secured

Statute/Code Regulations: 29.3(O)

**Critical
Violations**

- Unused refrigerator or freezer not secured.

**Non Critical
Violations**

Corrective Action:

Unused refrigerator or freezer must be removed, moved to a secure location, or locked.

Marking Instructions:

In: Unused refrigerators secured.

Out: Unused refrigerators not secured.

N/A: May mark this section N/A if no unused refrigerators on site.

Notes:

BUILDINGS AND GROUNDS

14: Pools/bodies of water safe/secure/sanitized

Statute/Code Regulations: 29.3(D), 29.4

Critical Violations

- Children have unsupervised access to pool or body of water.
- Wading pool not clean and sanitized immediately after each use.
- Depth of water in wading pool exceeds 6 inches.
- Children permitted to use hot tubs, spas or saunas.

Non Critical Violations

- Pool or body of water observed dirty.
- Buckets of water/sensory bins used for water play not emptied immediately after use.

Corrective Action:

Access removed to pool.

Marking Instructions:

In: Pools clean and secured.

Out: Pool dirty, or children have access to pool.

N/A: May mark this section N/A if no pools/bodies of water onsite.

Notes:

BUILDINGS AND GROUNDS

15: Sufficient monitors for water activity

Statute/Code Regulations: 29.5

**Critical
Violations**

- Children in water that has a depth greater than their chest.
- Staff to child ratios are exceeded.

**Non Critical
Violations**

Corrective Action:

Water activities shall be suspended until adequate supervision is available.

Marking Instructions:

In: Ratios for water activities correct.

Out: Ratios for supervision exceeded.

N/A: May mark this section N/A if the facility does not conduct water activities.

Notes:

This section applies to water activities with a depth greater than 6 inches, other than a swimming lesson which is taught at a public swimming pool.

BUILDINGS AND GROUNDS

16: Smoking prohibited

Statute/Code Regulations: 29.6

**Critical
Violations**

- Staff or parents allowed to smoke on site.

**Non Critical
Violations**

- No smoking sign missing at entrance.

Corrective Action:

Staff or parents must be directed to smoke off site.

Marking Instructions:

In: No smoking allowed/observed and no smoking sign posted.

Out: Smoking allowed/observed; no smoking sign missing.

N/A: May not mark this section N/A.

Notes:

Smoking prohibited within child care facility, on the playground, and within 20 feet of entrances and exits to facility.

BUILDINGS AND GROUNDS

17: Adequate pest/vermin control

Statute/Code Regulations: 29.3(P), 29.7

Critical Violations

- Presence of flies or rodent droppings in classrooms, hallways, bathrooms, etc. that presents a substantial health hazard.
- Director fails to report to the Health Authority a severe pest/vermin issue.
- Rodent bait boxes accessible to young children; baits not used according to EPA labeling.

Non Critical Violations

- PIC confirms ongoing problem with mice, squirrels, woodpeckers, pigeons, bears, raccoons, stinging insects such as bees, etc.
- The presence of nesting bees and other stinging insects outside near playground.
- Burrows from squirrels or large rodents in playground or field present a trip hazard.

Corrective Action:

Vermin droppings shall be immediately cleaned up and the area sanitized. Pest control may be required.

Marking Instructions:

In: No pest/vermin issues.

Out: Pest/vermin issues.

N/A: May not mark this section N/A.

Notes:

Rodent droppings should be generously sprayed with a 10% bleach solution and allowed to sit for 10 minutes before being wiped up. Do not vacuum or sweep droppings.

BUILDINGS AND GROUNDS

18: Heating and cooling adequate (68°F – 82°F in April through September or 65°F – 82°F in October through March)

Statute/Code Regulations: 29.8

Critical Violations

- During April through September air temperatures are 67°F or lower
- During October through March air temperature are 64°F or lower
- Air temperatures are 83°F or higher

Non Critical Violations

Corrective Action:

Call Washoe County Human Services Agency and your supervisor.

Marking Instructions:

In: Heating and cooling adequate.

Out: Heating or cooling exceeds parameters.

N/A: May not mark this section N/A.

Notes:

BUILDINGS AND GROUNDS

19: Lighting adequate

Statute/Code Regulations: 29.3(J), 29.9

**Critical
Violations**

**Non Critical
Violations**

- Lighting not sufficient to monitor students, including nap time.

Corrective Action:

Marking Instructions:

In: Lighting adequate.

Out: Lighting not adequate.

NA: May not mark this section N/A.

Notes:

Lights may be dimmed during nap time, however staff must be able to clearly see children in case of emergency.

HAND WASHING	
20: Hand washing program for children/staff; hand washing monitored	
Statute/Code Regulations: 19.3, 23.1	
Critical Violations	
Non Critical Violations	<ul style="list-style-type: none"> • Staff unable to explain how children and staff are taught to wash their hands. • Staff does not know hands should be washed for 20 seconds. • Staff does not monitor children’s hand washing. • Director does not monitor staff’s hand washing.
Corrective Action: Provide hand wash training materials: https://www.washoecounty.us/health/illness-injury-and-safety-info/handwashing/handwashing-resources.php	
Marking Instructions: In: Staff able to articulate when and how to wash hands. Out: Staff unable to articulate when and how to wash hands. NA: May not mark this section N/A.	
Notes: The Director and teachers should be interviewed on when and how to wash their hands. A missed hand wash shall be marked under #21.	

HAND WASHING	
21: Hands washed when required	
Statute/Code Regulations: 19.3	
Critical Violations	<ul style="list-style-type: none"> • Staff/child fails to wash hands when required. • Staff fails to assist children to wash their hands when required.
Non Critical Violations	
Corrective Action: Inspector shall direct staff to wash hands.	
Marking Instructions: In: Hand washing takes place as needed. Out: Hand washed missed. NA: May not mark this section N/A.	
Notes: Observe class rooms and interview staff to ensure hands are washed under the following circumstances: any time there is contact with bodily fluids, before preparing food, before and after eating, after toileting/diapering, after taking care of an ill individual, after handling an animal, after taking out the garbage, after cleaning contaminated surfaces, before and after giving medication, after playing in water or sand, or any other time hands become visibly soiled. As hand washing is the number one way to prevent communicable disease transmission, diligent observation in each class room must take place. A single observation of a missed hand wash should be marked out and corrected on site by having the caregiver/child wash hands.	

HAND WASHING	
22: Bathrooms properly stocked and clean	
Statute/Code Regulations: 29.3(R), Addendum XI	
Critical Violations	<ul style="list-style-type: none"> • Bathroom observed without toilet paper. • Bathroom observed without soap. • Bathroom observed with paper towels. • Potty chairs are not clean and sanitized after each use.
Non Critical Violations	<ul style="list-style-type: none"> • Bathrooms observed dirty.
Corrective Action:	
Bathroom shall be stocked at time of inspection.	
Marking Instructions:	
<p>In: Bathrooms properly stocked.</p> <p>Out: Bathrooms not stocked.</p> <p>NA: May not mark this section N/A.</p>	
Notes:	

HAND WASHING

23: Classroom hand sinks properly stocked and clean; water does not exceed 100°F

Statute/Code Regulations: 29.3(R)

Critical Violations	<ul style="list-style-type: none"> • Classroom hand sinks observed without soap. • Classroom hand sinks observed without paper towels.
Non Critical Violations	<ul style="list-style-type: none"> • Hand sinks dirty. • Water measured at 101°F or above. • Hand sinks have toys or other items in them. • Hand sinks are used to dump bottles. (if a bottle is filled from a hand sink, mark #38)

Corrective Action:

Hand sinks shall be immediately stocked.

Marking Instructions:

- In:** Hand sinks are clean and properly stocked; water does not exceed 100°F.
- Out:** Hand sinks dirty, not stocked or water is measured at 101°F or above.
- NA:** May not mark this section N/A.

Notes: Hand sinks are for hand washing only and may not be used for any other task.

Portable Hand sinks: Some childcares have previously been allowed to use portable hand sinks. It should be noted on the inspection report whether there are any portable hand sinks in the childcare. If the portable hand sinks are properly stocked and used, no action is required at this time. If the hand sink is not properly stocked including having fresh water, childcare will be given 1 notice. If future violations of the portable hand sink are noted, the childcare will be required to install a permanently plumbed hand sink. Plans may be required – check with the city’s building department. Upon a change of ownership, all portable hand sinks must be removed and replaced with plumbed hand sinks. If at any time during an outbreak investigation, the portable hand sink is observed to have contributed to the outbreak, we will require the replacement of the portable with a permanently plumbed hand sink.

HAND WASHING	
24: Hand washing sign posted at each classroom and bathroom hand sink	
Statute/Code Regulations: 29.3(R)	
Critical Violations	
Non Critical Violations	<ul style="list-style-type: none"> • Hand washing signs missing.
Corrective Action:	
Marking Instructions: In: All sinks have hand washing signs. Out: Sink(s) missing hand washing signs. NA: May not mark this section N/A.	
Notes: Hand washing signs are recommended to be age appropriate, but there are no specific requirements.	

DIAPER CHANGING

25: Diaper changing area fully equipped

Statute/Code Regulations: 29.3(K)

Critical Violations

- Diaper changing area located where food is prepared.

Non Critical Violations

- Diaper change area has a rough, torn or pitted surface.
- Diaper changing pads torn or no longer smooth and easily cleanable.
- Lidded trash can not available.
- Spray bottles for 3 step cleaning process not available.
- Diaper changing procedure not posted.
- Diaper changing area located on carpet.
- Dirty diaper trash cans are not emptied when full.

Corrective Action:

Marking Instructions:

In: Diaper changing area fully equipped.

Out: Diaper changing area not fully equipped.

NA: May mark this section N/A if facility is licensed for children 3 and older and does not conduct regular diaper changes.

Notes:

DIAPER CHANGING

26: Hand sink within 5 feet of diaper changing area(s)

Statute/Code Regulations: 29.3(K)

Critical Violations

- Diaper changing table located in an area with no hand sink.

Non Critical Violations

- Diaper changing table farther than 5 feet from a hand sink.

Corrective Action:

Diaper changing table shall be moved.

Marking Instructions:

In: Diaper changing table within 5 feet of hand sink.

Out: Diaper changing table not within 5 feet of hand sink.

NA: May mark this section N/A if facility is licensed for children 3 and older and does not conduct regular diaper changes.

Notes:

DIAPER CHANGING

27: Diaper changing procedure followed

Statute/Code Regulations: 23.1, 29.3(L)

Critical Violations

- Staff misses any of the steps of a diaper change procedure, such as missing wiping hands with a clean wipe before placing the clean diaper.
- Staff washes soiled clothing with center items, instead of sending them home.

Non Critical Violations

Corrective Action:

Inspector will direct staff member to complete missed step.

Marking Instructions:

In: Diaper changes follow all steps of procedure.

Out: Step(s) missed in diaper changing procedure.

NA: May mark this section N/A if facility is licensed for children 3 and older and does not conduct regular diaper changes.

Notes:

At least 1 diaper change should be observed. In the case where you cannot observe a diaper change, staff may verbally walk through the procedure. If a center only accepts non-diaper aged children, review accident clean-up which should still follow diaper change procedure.

Soiled children’s clothing must be bagged up and sent home with the child.

See appendix A for procedure.

DIAPER CHANGING	
28: Diaper changing area secured, children supervised	
Statute/Code Regulations: 29.3(M)	
Critical Violations	<ul style="list-style-type: none"> • Children allowed to play in diaper changing area. • Children left unsupervised in diaper changing area. • Diaper changing area left unlocked or unsecured.
Non Critical Violations	
Corrective Action: Diaper changing area must be secured.	
Marking Instructions: In: Diaper area secured, no children unsupervised. Out: Diaper are unsecured, children unsupervised. NA: May mark this section N/A if facility is licensed for children 3 and older and does not conduct regular diaper changes.	
Notes:	

CLEANING AND SANITIZATION

29: Chemicals labeled, inaccessible to children

Statute/Code Regulations: 29.3(B)

**Critical
Violations**

- Unlabeled chemical bottles.
- Chemicals stored in unlocked cabinet accessible to children.
- Chemicals stored on a shelf within reach of children.

**Non Critical
Violations**

Corrective Action:

Chemical bottles shall be labeled and/or moved.

Marking Instructions:

In: Chemicals labeled and properly stored.

Out: Chemicals unlabeled or improperly stored.

NA: May not mark this section N/A.

Notes:

Chemicals may include disinfectant spray, wipes, Magic Erasers, air freshener, spray paint, etc.

CLEANING AND SANITIZATION

30: Cleaning procedures and frequency met

Statute/Code Regulations: 17.11(H), 29.3(D)(E), Addendum XI

Critical Violations

- 3 step cleaning process is not being done.
- Mouthed toys are not removed after each use.
- Toys are not cleaned daily in diaper age rooms.
- Toys are not cleaned weekly in non-diaper age rooms.
- Soft toys not laundered daily in diaper age rooms.
- Soft toys not laundered weekly in non-diaper age rooms.
- Sensory bins are not dumped and cleaned weekly.
- High chairs are not cleaned and sanitized after each use.
- Infant formula bottles not washed after each use.

Non Critical Violations

- Dramatic play items are not laundered weekly.
- Hats are not laundered/sanitized after each use.
- Bedding and other linens not laundered weekly.
- Water tables are not dumped and cleaned after each use.

Corrective Action:

Items must be cleaned before next use.

Marking Instructions:

- In:** All items cleaned at appropriate frequencies.
Out: Item(s) not cleaned at appropriate frequencies.
NA: May not mark this section N/A.

Notes:

Cleaned means:

1. Items have gone through 3 step cleaning process: wash in soapy water, rinsed with clean water, sanitized, and allowed to air dry.
2. Items have been washed and dried hot in washing machine and dryer.

All items must be cleaned including toy buckets, soft toys, baby dolls, puppets, pillows, kitchen play sets, toy bins, etc. Be aware of large items such as oversized teddy bears that are not easily cleaned. These items must still be cleaned. Lysol spray is not cleaning.

See Appendix B for cleaning frequency chart.

CLEANING AND SANITIZATION

31: Sanitizer prepared and used correctly; appropriate contact time

Statute/Code Regulations: 29.3(E) (F)

Critical Violations

- Bleach is not made fresh daily.
- Bleach is not mixed according to chart.
- Facility uses non-approved alternate sanitizer.
- Bleach not allowed to sit for contact time of 30 seconds.
- Alternate sanitizer not allowed to sit for proper contact time.
- Staff unaware of contact time for alternate sanitizer.

Non Critical Violations

Corrective Action:

Bleach must be remade; discontinue use of non-approved alternate sanitizer; increase contact times.

Marking Instructions:

In: Sanitizer prepared daily according to mixing chart or manufacturer’s instruction and allowed to sit for proper contact time.

Out: Sanitizer not prepared daily, mixing chart or manufacturer’s instructions not used, inappropriate contact time.

NA: May not mark this section N/A.

Notes:

See Appendix C for bleach mixing chart.

Facility may choose to use an alternate sanitizer other than bleach. This sanitizer must have an EPA registration number and be approved for use in child cares or schools. If this sanitizer is not effective against Norovirus, facility will be required to use bleach during an outbreak.

Contact time is defined as the amount of time a surface must remain wet with the sanitizer for proper sanitization and can vary with product.

CLEANING AND SANITIZATION

32: Clean and dirty linen properly stored

Statute/Code Regulations: 29.3(D)(G)(S)

**Critical
Violations**

**Non Critical
Violations**

- Clean and dirty linens not separated.

Corrective Action:

Marking Instructions:

In: Clean and dirty linens stored separately.

Out: Clean and dirty linens comingled.

NA: May not marked N/A.

Notes:

CLEANING AND SANITIZATION

33: Proper cleaning materials used

Statute/Code Regulations: 29.3(D)(S)

Critical Violations	
Non Critical Violations	<ul style="list-style-type: none">• Cleaning rags are not laundered separately.• Cleaning rags are not dried on hot.• Single use towels are used repeatedly.

Corrective Action:

Marking Instructions:

In: Cleaning rags properly cleaned; used appropriately.

Out: Cleaning rags not properly cleaned or used inappropriately.

NA: May not mark this section N/A.

Notes:

FOOD SERVICE

34: Kitchen permit present if required

Statute/Code Regulations: 28.2

Critical Violations

- Facility serves food items that require a permit, such as pouring milk or serving bulk snacks, without a permit.
- Kitchen conducts food activities with children without a permit.

Non Critical Violations

Corrective Action:

Facility shall discontinue food service or obtain a permit within 48 hours.

Marking Instructions:

In: Food permit present.

Out: Food permit not present.

NA: May mark this section N/A if the facility does not serve food.

Notes:

See Appendix D for food service in child cares.

FOOD SERVICE

35: Menus posted and kept on file for 90 days

Statute/Code Regulations: 27.5

**Critical
Violations**

**Non Critical
Violations**

- Menus are not posted.
- A general menu is kept but does not have specific dates.
- Past menus are not kept for 90 days.

Corrective Action:

Marking Instructions:

In: Menus posted, kept 90 days.

Out: Menus not posted or not kept 90 days.

NA: May mark this section N/A if facility does not serve food.

Notes:

Menu must include what is served on each day. Center may not have a list of products they serve without tracking what is served each day. This is required for traceback purposes in case of a suspected outbreak.

FOOD SERVICE

36: Prohibited items not offered

Statute/Code Regulations: Regulations of Washoe County Board of Health Governing Food Establishments – Chapter 140

Critical Violations

- Facility serves non-pasteurized eggs.
- Facility cuts tomatoes, leafy greens or melons. *
- Facility cooks meat from raw.*

Non Critical Violations

Corrective Action:

Prohibited items must be removed.

Marking Instructions:

In: No prohibited items offered.

Out: Any prohibited items offered.

NA: May mark this section N/A if facility does not offer food.

Notes:

*Under Chapter 140 from the Food Regulations, child cares are exempted from many of the construction requirements of food establishments. If the childcare can meet the construction requirements, i.e. prep sink, separate hand sink, 3 compartment sink, they may prepare tomatoes, leafy greens, melons, and cook from raw.

FOOD SERVICE

37: Child's name on lunch bag/water bottles/formula bottles/food

Statute/Code Regulations: 17.11(H), 27.6, 27.8(B)

Critical Violations

- Bottles or bags of breast milk are not labeled.

Non Critical Violations

- Child's water bottles are not labeled.
- Child's lunch boxes are not labeled.
- Bottles used for formula are not labeled.

Corrective Action:

Parents shall be immediately contacted to provide additional breast milk.

Marking Instructions:

In: All items labeled.

Out: Items not labeled.

NA: May not mark this section N/A.

Notes:

It is critical that breast milk be labeled. There can be serious health ramifications if breast milk is given to another child. Any time breast milk is given to another child, it must be immediately reported to Human Services Agency. Post exposure prophylaxis may be given. Food/breast milk brought from home for children's lunches or snacks are not subject to food regulations.

FOOD SERVICE

38: Drinking water safe/readily accessible; water not obtained from hand sink for food prep

Statute/Code Regulations: 27.9

Critical Violations

- Drinking water from unapproved source.
- Drinking water not accessible for children.
- Water for bottles or food prep obtained from a hand sink.

Non Critical Violations

Corrective Action:

Water from unapproved source shall be immediately disconnected.

Marking Instructions:

In: Drinking water safe and readily accessible.

Out: Drinking water unsafe or not readily accessible.

NA: May not mark this section N/A.

Notes:

Hand sinks are for hand washing only and may not be used for any other purpose.

FOOD SERVICE

39: Children not allowed in kitchen except for training; kitchen area secured/locked

Statute/Code Regulations: 27.11

Critical

Violations

- Kitchen area left unlocked with no staff member present.
- Children are allowed to play in kitchen area.

Non Critical

Violations

Corrective Action:

Kitchen shall be immediately locked.

Marking Instructions:

In: Kitchen locked.

Out: Kitchen unlocked.

NA: May mark this section N/A if facility does not have a kitchen permit.

Notes:

If no door is present on the kitchen area, the area may be blocked off with a baby gate or other method to prevent entry.

MISCELLANEOUS

40: Child care reports on file at least 2 years

Statute/Code Regulations: 29.2

Critical Violations	
Non Critical Violations	<ul style="list-style-type: none">• Facility does not have previous child care reports on site or is unaware of their location.

Corrective Action:

Marking Instructions:

In: Reports on file at least 2 years.

Out: No reports on file, or reports kept less than 2 years.

NA: May not be marked N/A.

Notes:

MISCELLANEOUS

41: Personal items stored separately and inaccessible to children

Statute/Code Regulations: 19.8, 29.3(A)(H)

- | | |
|----------------------------|--|
| Critical Violations | <ul style="list-style-type: none">• Child's hair brushes or tooth brushes are not labeled.• Tooth paste is dispensed directly onto toothbrushes.• Pacifiers are shared among children.• Teacher's personal items are stored accessible to children. |
|----------------------------|--|

- | | |
|--------------------------------|---|
| Non Critical Violations | <ul style="list-style-type: none">• Children's blankets not stored in individual cubbies.• Children's personal clothing not labeled. |
|--------------------------------|---|

Corrective Action:

Marking Instructions:

In: Personal items labeled and properly stored.

Out: Personal items unlabeled or improperly stored.

NA: May not be marked N/A.

Notes:

Some centers teach tooth brushing. Tooth brushes must be labeled and stored to prevent contamination, e.g. they may not share a common cup. When dispensing toothpaste, the bulk tube must not touch each brush, instead toothpaste may be placed on a cup or paper towel for each child to scoop up. Brushing is often conducted at a hand sink, but should be from a separate water fountain spigot.

MISCELLANEOUS

42: Pets and classroom animals in sanitary enclosure and handled safely

Statute/Code Regulations: 29.3(Q); Regulations of the Washoe County District Board of Health Governing Solid Waste Management 030.157, 030.160

Critical Violations

Non Critical Violations

- Indoor pets and animals such as hamster, gerbils, rabbits, and birds are allowed to “free roam”; cages and enclosures are left dirty.
- Animals that are not housebroken are allowed on absorbent surfaces such as carpet or unfinished wood.
- Outdoor animals such as chickens, sheep, and goats are allowed to “free roam” in common areas or in buildings.
- Manure from outdoor animals is not removed every 7 days as required under the Solid Waste Regulations.
- Handling or caring for animals is not adequately supervised.
- Children should not be allowed to touch or handle pet turtles under any circumstances due to the high rate of infection with Salmonella.

Corrective Action:

Marking Instructions:

In: Animals in clean cages and not allowed to run free.

Out: Animals in dirty cages or allowed to run free.

NA: May be marked N/A if the school does not have any animals.

Notes:

MISCELLANEOUS

43: Gardens operated under Nevada Dept of Agriculture guidance/harvest sent home

Statute/Code Regulations: Regulations of Washoe County Board of Health Governing Food Establishments – 020.050

Critical Violations

Non Critical Violations

- Food from gardens served in child care without an approved grower’s certificate from the Nevada Department of Agriculture.

Corrective Action:

Discontinue service of food until certificate is obtained.

Marking Instructions:

In: Gardening done in compliance with applicable regulations or harvest sent home.

Out: Gardening is not done in compliance with applicable regulations.

NA: May be marked N/A if facility does not do gardening.

Notes:

See Nevada Department of Agriculture for school gardening guidance at:

http://agri.nv.gov/Plant/FTS-FSP/School_Garden/.

Appendix A



Washoe County Diapering Procedures For Child Care Centers

<p>1. Gather supplies:</p> <ul style="list-style-type: none"> • Disposable liner (optional) • Gloves (optional) 	
<p>2. Carry child to changing table</p> <ul style="list-style-type: none"> • Avoid contact with soiled clothing • Always keep one hand on child 	
<p>3. Unfasten soiled diaper</p>	
<p>4. Clean child:</p> <ul style="list-style-type: none"> • Use disposable wipes • Front to back 	
<p>5. Fold the used diaper over and secure it with tabs.</p> <ul style="list-style-type: none"> • <i>If gloves are worn, pull the gloves inside out over the secured diaper as the gloves are removed.</i> 	
<p>6. Dispose of all soiled/dirty materials in a receptacle:</p> <ul style="list-style-type: none"> • With a lining • With a tightly fitting lid • Used for diapering materials only • Kept out of reach of children 	
<p>7. Wipe hands (Caregiver and child)</p> <ul style="list-style-type: none"> • With a disposable wipe 	
<p>8. Apply skin care ointments as needed.</p> <ul style="list-style-type: none"> • Put onto a clean, single service, disposable item (like tissue or Q-tip) prior to application. • Individual ointment must be labeled with child's name! 	
<p>9. Diaper child/baby:</p> <ul style="list-style-type: none"> • Slide clean diaper under buttocks • Adjust and fasten • Re-dress 	
<p>10. Wash the child's hands with soap and water:</p> <ul style="list-style-type: none"> • May use disposable wipes if child is developmentally unable to wash their own hands <p>Return child to group</p>	
<p>11. Clean and sanitize</p> <ul style="list-style-type: none"> • Diaper changing table after each use • Dispose of table liner, if used 	
<p>12. Wash your hands!! (Caregiver)</p>	
<p>13. Document:</p> <ul style="list-style-type: none"> • Any skin problems • Any rash on the child • Unusual stool frequency, color, or odor 	
<p>14. Report above to parent or guardian at pick up</p>	

Created 02/01/11 by the Washoe County Health District, Child Care Health Consultation, 328-2627

Appendix B

Washoe County Department of Social Services

Regulations for Child Care Facilities

Addendum XI

CLEANING AND SANITIZING GUIDELINES FOR SPECIFIC ITEMS

All items must be cleaned with soap or detergent and water; then rinsed before sanitizing or disinfecting.

Area	Items to be Cleaned	Clean	Sanitize	Frequency
Classrooms / Child Care / Food Areas	Uncarpeted floors	X	X	Swept and mopped daily and when soiled
	Tabletops used for eating	X	X	Before and after contact with food activity.
	Surfaces and toys that go into the mouth or have been in contact with saliva	X	X	After each child's use, or use disposable, one-time utensils or toys.
	Bottles, bottle caps, nipples, pacifiers, teething toys	X	X	After each use. Clean insides of bottles, caps & nipples with a bottle brush & soapy water; squirt water through nipple, sanitize after each cleaning.
	Thermometers	X	X	After each use.
	High chair trays	X	X	At least daily and when soiled.
	Toys in rooms where older, non-diapered children are cared for	X	X	Weekly or sooner if soiled.
	Frequently touched toys in rooms in which infants and toddlers are cared for	X	X	Daily or sooner if soiled.
	Sleeping devices including cribs, crib mattresses, portable cribs and playpens	X	X	Weekly, before use by a different child, and whenever soiled or wet.
	Phone receivers	X	X	Weekly
	Water play table	X	X	Before adding water to table, discard after play done. Let air dry after sanitizing.
	Dress-up clothes not worn on the head. Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, wash cloth and machine-washable cloth toys. (None of these items should be shared between children.)	X		Laundry machine washable items and place into a hot dryer weekly or sooner if soiled. During lice or similar infestation such items shall not be used.
	Toilet & Diapering Areas	Carpets and large area rugs	X	
Small rugs		X		Shake outdoors or vacuum daily, launder weekly.
Hats		X		After each child's use or use disposable hats that only one child wears.
Hand washing sinks, faucets, surrounding counters, soap dispensers, door knobs		X	X	Daily and when soiled.
General Facility	Toilet seats, toilet handles, door knobs or cubicle handles, bathroom floors	X	X	Daily, or immediately if visibly soiled.
	Toilet bowls	X	X	Daily.
	Changing tables, potty chairs (use of potty chairs in child care is discouraged because of high risk of contamination).	X	X	After each child's use.
General Facility	Mops	X	X	Before and after a day of use, wash mops in detergent and water, rinse in water, immerse in sanitizing solution, and wring out as dry as possible. After cleaning and sanitizing, hang mops or rags to dry.
	Cleaning rags	X	X	Laundry rags separately after each use. Place used rags in a receptacle with a tight fitting lid.
	Wade pools	X	X	Empty, clean and disinfect after each use.
	Waste and diaper containers	X	X	Daily and when visibly soiled.
	Any surface contaminated with body fluids: saliva, mucus, vomit, urine, or stool	X	X	Immediately after each soiling.

Adapted from: *Caring for Our Children: National Health and Safety Performance Standards*. American Academy of Pediatrics, American Public Health Association, & National Resource Center for Health and Safety in Child Care, 2002.
Infectious Diseases in Child Care Settings: Information for Directors, Caregivers, Parents & Guardians, and School Health Staff, Hennepin County Community Health Department, 2003.

05/24/16

Appendix C

How to Mix 8.25% Household Bleach Solutions with Water

Solution	General Sanitization		Disinfection For Spills of Blood or Blood-Containing Body Fluids (CDC Recommendation)	
Purpose	 <p>Use to sanitize toys, tables, diaper changing tables, cribs, sleeping mats, etc.</p>		 <p>Use to disinfect surfaces that have come into contact with blood/blood containing body fluids.</p>	
Item	Water	Bleach*	Water	Bleach
Amount	1 gallon	3 Tablespoons	1 gallon	1 ½ Cups
	1 quart	2 teaspoons		
	1 pint	1 teaspoon		

NOTE:

- ❖ **Never mix bleach with ammonia or any other cleaning agent! Toxic gases or acids are produced which will cause choking, serious breathing problems, burns to skin and respiratory system.**
 - ❖ Make solutions fresh daily, label with date and contents.
 - ❖ Store bleach out of reach of children.
 - ❖ **FOR NOROVIRUS:** Double sanitizing mixture; 1 gallon water to 6Tbsp bleach (1 quart to 4 teaspoons, etc.)
- WASH AND RINSE BEFORE YOU SANITIZE OR DISINFECT!!**

Childcare Kitchen Regulation Summary

The following items are PROHIBITED in all childcare kitchens, regardless of permit/CFPM:

- Raw and partially cooked animal foods (fish, shellfish, steak, soft cooked eggs, meringue)
- Raw seed sprouts
- Raw/unpasteurized milk
- Packaged juice that has been labeled “WARNING: This product has not been pasteurized and, therefore, may contain harmful bacteria that can cause serious illness in children, the elderly, and persons with weakened immune systems.”
- Raw eggs. Pasteurized eggs must be substituted in the preparation of foods, such as ‘green eggs and ham’. The only time raw shell eggs (unpasteurized) may be used is in a recipe that is immediately cooked to a ready to eat form, such as muffins, cake or cookies.
- Honey to children under 1 year of age

The following items are allowed if the center does NOT have a kitchen permit:

- Preparing formula for infants – water may not be obtained from a handwashing sink.
- Pizza day – pizza ordered from a restaurant and served immediately.
- Any food provided by the CENTER must meet the following criteria:
 - Commercially packaged and (does not require refrigeration)
 - Food is in single service packages (one serving)
 - Package must be opened immediately before serving to child
 - Food is only eaten by 1 child
 - Any left overs are thrown out
 - If utensils are needed: must be single use and thrown out immediately, or a reusable utensil must be provided by that child’s parent and sent home daily.
- Any food provided by the PARENTS must meet the following criteria:
 - Food is for the exclusive use of the child (no sharing)
 - Food must be labeled for the individual child
 - All food must be protected from contamination
 - Food items must be ready to serve – no mixing, adding ingredients (except water), preparing, hot holding, thawing, cooking

- Food may be reheated in a microwave for consumption only, not for safety (may not cook a raw chicken breast, but may reheat leftovers)
- Any left overs are thrown out
- If utensils are needed: must be single use and thrown out immediately, or a reusable utensil must be provided by that child’s parent and sent home daily.
- Foods brought for special occasions (birthdays, Christmas party, etc)
 - May be baked at the home of a child enrolled in the center or purchased at a grocery store.
 - Items cannot require refrigeration, ie cookies, brownies, cakes. May not have cream filling, whipped cream, or other frostings that require refrigeration.
 - Parents must be informed that the baked goods were made in a kitchen that is not subject to inspection by the Health Authority.
 - Parents must be given an option to ‘opt out’ of the consumption of these items.

The following items are allowed if the center has a kitchen permit, but not at CFPM (certified food protection manager):

- Limited menu served.
 - Cutting fruits and vegetables such as apples, bananas and oranges.
 - Pouring milk as a beverage or onto cereal.
 - Serving snacks from bulk, ie placing crackers onto plates for an individual child.
 - Making basic snacks like peanut butter and jelly sandwiches or quesadillas.

The following items are allowed if the center has a kitchen permit, and a CFPM (certified food protection manager):

- Doing food activities with the children. A written food safety plan is also required. Template is available on the website.
- Preparing full meals for the children.