

What to Expect from a Child Care Licensing Site Visit

In response to the COVID-19 pandemic, the Child Development Division will be following some new procedures during licensing visits. These procedures are intended to keep you, the families you serve, and our licensors safe and healthy.

Licensors will:



Record their own temperature and their own health assessment before starting the day conducting licensing visits.



Use disinfecting wipes to wipe down their car door handle and frequently touched surfaces in their car.



Apply hand sanitizer before entering your program or Family Child Care Home (FCCH).

Ask:



- Have any classrooms been closed due to close contact with a staff or child who has the coronavirus? If so, when and have cleaning and disinfecting procedures been completed in the identified classroom(s)?
- Has anyone been sent home due to not feeling well today?



Ask where they should wash their hands and will wash their hands. *If the situation requires licensors to immediately begin observations without hand washing, the licensors will wash their hands as soon as possible. They will not touch anything within your facility or FCCH until they have washed their hands.*



Wear cloth facial coverings throughout all licensing visits and will refrain from touching their face or cloth facial covering during the visit. If they do touch their face or cloth facial covering, Licensors will wash their hands.

Additional Precautions between Visits:

- Upon returning to their car, licensors will use disinfecting wipes to wipe down their car door handle and frequently touched surfaces in their car.
- After a licensor has obtained gas or other items between licensing visits, they will use hand sanitizer.
- Licensors launder their cloth facial covering at the end of each day the cloth facial covering is used.

What to Expect from a Child Care Licensing Site Visit

What the visit may look like:



Licensors may request to use your bathroom at some point during the licensing visit due to limited public bathrooms.

Licensors will conduct their inspection as they normally do by:



- Touching furniture to ensure it does not pose a safety hazard; and outside equipment to ensure it is safe and sturdy.
- Opening doors, gates, and cupboards with permission.
- Reviewing all paperwork necessary for reviewing regulatory compliance; and
- Any other items as deemed necessary during the licensing visit.



Licensors may sit or stand quietly during observations and may ask staff questions during a visit as is typical. Licensors will not count in the group size restrictions during their visit.



As much as possible, licensors will work to maintain physical distance between themselves and staff and/or children in a classroom, FCCH, and/or in the outside play area.



Licensors may also conduct staff interviews by phone or in-person, as necessary.



In place of the typical in-person debriefing meeting at the end of a licensing visit, Licensors may set up a phone call to debrief with the program director or FCCP after the licensing visit.



Licensors will ask to wash their hands one final time upon leaving your program or FCCH.

Additional Health and Safety Measures

The Child Development Division would like to request your assistance with health and safety measures during licensing visits in the following ways:

- Please introduce the licensor to children when the licensor enters the classroom. You could say, "This is Suzie. She is here to learn about what we do during the day."
- For children who have stranger anxiety and/or fear others wearing cloth facial coverings, please assist us with supporting the emotional needs of children. You may want to acknowledge how the licensor is wearing a cloth facial covering like you, "I'm wearing a cloth facial covering with pandas on it, and I see Suzie has a blue cloth facial covering with stars on it." You may also want to invite the child to engage in an activity close to yourself.
- Continue to promote healthy boundaries for children by teaching them to ask permission before they touch other people or other people's belongings. Please know that if a child asks to touch a Licensor or the Licensor's belongings, the Licensor will say, "No thank you."