AT-A-GLANCE

The chart below will give you a view of some of the areas that are inspected. The inspection may vary depending on the type of care (home or center), or whether the program is licensed. You are encouraged to become familiar with your program regulations and requirements for full details.

Part One: The Tour of your Facility or Home		
Home or Classroom	Infant Care	Outdoor Play Areas
Transportation	Rest Time	Items to be Posted
Bathrooms and Toileting Area	Handwashing/Diapering	Inspection of Food-Service
Part Two: Supervision of children in care		
Supervision	Attendance	Behavioral guidance
Ratios and Group size (centers)	Points (homes)	Forbidden actions
Part Three: Administration		
Medication Administration	Emergency Preparedness	Fire and Health Inspections
Children's Records	Staff/Caregiver Records	Injuries

Your inspector may check to ensure the following:

- ✓ Toys are safe and age-appropriate
- ✓ Safe sleep practices are in use
- ✓ Outdoor play areas are hazard free
- ✓ Caregivers can see and hear the children
- ✓ The appropriate number of children are in care
- ✓ Children in care are on the attendance list
- ✓ Proper caregiver records are maintained
  - ✓ Background checks
  - ✓ Medication training, *if applicable*
- ✓ Proper children's records are maintained
- ✓ Serious injuries are recorded and reported

For more information:

Inspections, training, filing a complaint or becoming licensed: call **Licensing**'s statewide toll-free number 800-543-7545

Virginia Child Care: www.childcareva.com

Virginia Department of Social Services: www.dss.virginia.gov

Health and Safety Inspections

Children's Programs' licensing inspectors strive to promote safe and quality child care through routine inspections of facilities and homes throughout Virginia. During these inspections, child care providers are able to demonstrate compliance regarding proper systems and processes to promote quality standards for the children in their care.

Virginia Child Care

Safe, quality child care

What should you know about your licensing inspector?

Inspectors:

- Are knowledgeable in all aspects of the State's licensure regulations and requirements for conducting health and safety inspections
- Are highly qualified by education and experience
- Receive initial and ongoing training
- Complete the National Association of Regulatory Administration Professional Credential

What to expect when meeting my inspector for the first time?

As the inspector gathers information in your facility or home:

- They treat you, staff and children in care with professionalism, dignity and respect
- They help you feel comfortable while maintaining an open conversation
- They enforce the regulations, remain objective, and provide consultation on how to improve your program
- They ask questions so you can clarify your program's rules and processes

How will my licensing inspector and I work together?

- The provider and the inspector are partners
- You can ask for assistance and collaboration with new program ideas, additional resources and referrals for other services
- You will exchange knowledge and experiences

What can I expect during my inspection?

During the inspection the inspector will:

- Observe children's interactions, activities, environment and materials
- Determine areas of strength and areas of improvement
- Issue a Violation Notice, if noncompliance of the requirements exists

Think of the Violation Notice as a tool that helps identify any deficiencies in your facility or home that would cause potential harm or jeopardy to the children in your care.

What can I expect at the end of my inspection?

At the conclusion, the inspector:

- Performs an exit meeting - shares any areas of noncompliance
  - You respond by providing a plan of correction, which explains how you will correct any areas of noncompliance identified in a violation
- Answers questions regarding the interpretation and application of requirements
- Provides technical assistance and refers additional resources
- Provides documentation of the inspection findings
- Remains available to assist with strategies and program enhancements

Will my inspection results be posted on the web?

Yes. Your inspection results and your plan of correction will be posted on the web for public viewing.