



## MLEDP Licensing Checklist

The following is a list of requirements for compliance with the Department of Human Services and must be completed for annual licensing inspections. This list is the absolute minimum required and is, in no way, a complete list of the procedures we follow to assure safety and quality of care for our centers. The expectations for all MLEDP center are above and beyond that which is listed below. All of the following can be found in the DHS Regulation Handbook in greater detail.

Posted in Center in a conspicuous location	
	Current State License- attach last licensing summary sheet if necessary
	This Center is Licensed By: The Pennsylvania Department of Human Services 11 Stanwix Street Room 240 Pittsburgh PA 15222 1-800-222-2149- Main Number Include the name of your center's licensing representative and their telephone number.
	DHS Regulation Booklet with the DHS website link listed on the front
	MLEDP Emergency Evacuation Plan Binder
	Nondiscrimination in Services Statement
	Nondiscrimination in Employment Statement
	Fire Drill Log- with documentation of fire drill every 30 days. (1 year of drills e.g. Sept - Sept
	Fire Exit Maps- at child's eye level posted at each exit
	Emergency Plan and Phone Numbers - posted near each telephone in the center and in each traveling first aid kit.
	Daily Schedule
	Weekly or Monthly Activity Schedule
	Bi- Weekly or Monthly Snack Calendar
	Children's Allergies / Special Needs- even if there are no known allergies
	Medication Log- even if currently there are no medications listed. All medication kept in the center must be labeled with the child's name and in the original bottle (prescription or over the counter) and there must be signed permission in the child's file for the medication. If there is not a completed, current signed permission form, the medication can not be kept at the center. This includes sunscreen. If there is medication kept locked up for staff (Tylenol etc. ) it must be labeled <b>FOR STAFF USE ONLY</b>
	Directions to the center- posted near telephone
	Safe drop off / pick up procedures for the center
	Flush and Wash signs above each toilet/urinal and sink in all bathrooms used by the program. Post at children's eye level and include pictures for children who do not read.
	No Smoking Sign

## Located in Center

	Children's Emergency Cards
	<p>Emergency First Aid Kit- kept out of children's reach at all times in each roomed by the program. There should be a kit located in each room the program uses daily and staff must have a traveling first aid kit with them at all times when they are in a location which does not have a permanent first aid kit; the gym, playground, park, pool etc. These traveling first aid kits must be kept out of children's reach at all times. <b>Each Kit must contain:</b> Scissors, tweezers, assorted bandages, liquid soap, sterile gauze pads, first aid tape, a set of the children's emergency cards, emergency plan with telephone numbers. For traveling kits a bottle of water should be included.</p> <p><b>Do not keep-</b> antibiotic creams or ointments, antibacterial lotions or gels, insect repellents etc, in the kits. These are considered over the counter medications and cannot be administered without written permission. No breakable ice packs can be kept in the kit unless it is marked non toxic/safe for children. There may be a thermometer in the kit as long as it is not glass.</p> <p>All medications must be kept in a locked container or in a locked cabinet. If medication requires refrigeration it must be kept in a locked container in the refrigerator.</p>
	Current letter to the Mt Lebanon Police Department stating MLEDP locations
	Current Liability Insurance Certificate
	Center file containing completed copies of accident/incident reports in addition to the copy in each child's file.
	All chipped and damaged paint must be painted or covered
	All nails, screws or other protruding hardware must be repaired, removed or covered in a manner that they will not harm/scratch a child. This includes equipment on the playground or gym.
	All outlets must be covered including power trips for computers
	All waste baskets and garbage cans should be lined with plastic bags and covered
	All perishable items from lunches must be refrigerated
	Food which has been previously served and returned from the table may not be served again and must be discarded
	Fresh fruits and vegetables must be refrigerated if not used on the same day they were purchased
	Food cannot be stored in the same location as cleaning materials or hazardous items
	Allegheny County Health Department requires that opened food must be dated with the date food was opened. Food with an expired serving date must be discarded
	There must be a working telephone in the center
	There must be a working smoke detector located in each room used by the program
	Water temperatures accessible to children must not exceed 110 degrees F including bathrooms
	Working thermometers in each refrigerator used by the program should be kept at 40 degrees F or lower
	If room is located on an above ground floor. the windows must not open more than 6 inches or must be modified to prevent opening more than 6 inches.
	Space heaters are not permitted. Heating units located in the room must not be hot to the touch to burn a child. Pipes which are hot must be insulated. All insulation must be wrapped appropriately.
	There can be no potential trip hazards, cords, frayed or loose rugs/carpets etc.

updated 4/8/21

Located in Center

	Glass doors or full length mirrors must have visual strips
	Fans located in the center must be in safe working order, located on safe secure bases and contain guards to prevent children from injury
	All potentially hazardous materials must be locked up at all times: knives and other sharp items, white out, toxic glues, paints, solvents, cleaners, bleach, disinfectant- this includes items that belong or are used by the school and their custodians. Cleaning solutions must be kept in their original, labeled container.
	Shelves and cabinets must be secure and unable to be pulled down or fall onto children. Items must be stacked on shelves so they will not fall
	Stairwells and doorways must remain free from clutter
	Any staff member who qualifies as an aide only may no be left alone in a room with children without a director, a group supervisor or assistant group supervisor
	Any staff member who has not had their criminal background, child abuse history and FBI clearances returned may not be left alone in a room with children
	Volunteers may not be left alone with children
	There should be at least two people in the center at all times there is more than one child present
	Children should have the opportunity to go outside at least once a day, within appropriate weather guidelines
	A snack should be served daily. Food, including snacks, cannot be used as a reward or punishment for behavior.