



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



**Equipment Inventory -  
Part-Day Children's Program**

Name of program			K8
Street address	City	State	Zip
Date inventory taken		Completed by	

**Total number of infants:** \_\_\_\_\_  
**Toddlers:** \_\_\_\_\_  
**2-year-olds:** \_\_\_\_\_  
**3-year-olds:** \_\_\_\_\_  
**4 – 5-year olds:** \_\_\_\_\_  
**School-agers:** \_\_\_\_\_  
**Total licensed capacity:** \_\_\_\_\_

Name of program	Date
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**Minimum equipment for infants**

**Total number of infants** \_\_\_\_\_ **Check if available**

- Adequate quantity and variety of play equipment, developmentally appropriate size and type .....
- Diaper-changing table .....
- Adult-height shelf .....
- Individual adult-size chair for each staff person .....
- Separate individual space for personal belongings .....
- Adequate container with tight-fitting lid or moisture-proof bags for soiled or wet diapers or clothing .....
- Adequate supply of diapers, facial tissue, disposable wipes, bath towels, wash cloths, etc. ....
- Extra supply of sheets and covers .....
- Cribs, port-a-cribs, and playpens meet requirements for safety ..... 
  - (1) Cribs, port-a-cribs, and playpens have no more than 2 and 3/8 inches between slats or between the side and end panels .....
  - (2) Decorative cutout areas in crib end panels or tall decorative knobs on the corner posts, which can entrap a child's head or catch clothing, are prohibited .....
  - (3) Mattress fits the crib snugly with no more than one inch between the mattress and crib .....
  - (4) Drop-side latches hold sides securely and are not reachable by the child in the crib .....
- Mattresses and play pen pads are at least one inch thick and covered with a durable, washable, waterproof, form-fitting material.....

**Number of:**

- Crib or playpen with mattress, one per child ..... \_\_\_\_\_
- Crib sheets and covers, one of each per child ..... \_\_\_\_\_
- High chair, one for every four infants..... \_\_\_\_\_

**Items needed:**

Name of program	Date
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**Minimum equipment for toddlers**

- Total number of toddlers** \_\_\_\_\_ **Check if available**
- Adequate quantity and variety of play equipment, developmentally appropriate size and type .....
  - Adequate table and chair space or high chairs as needed for meals and snacks .....
  - Baskets or low open shelves for toy storage .....
  - Separate individual space for personal belongings .....
  - Adult-height shelf .....
  - Diaper-changing table .....
  - Adequate container(s) with tight-fitting lid(s) or moisture-proof bags for soiled or wet diapers or clothing .....
  - Adequate supply of diapers, wash cloths, bath towels, facial tissue, disposable wipes .....
  - Extra supply of sheets, covers, etc.....
  - Cribs meet the requirements for safety listed in Section 14(b)(2) .....
  - Mattresses and play pen pads at least one inch thick and covered with a durable, washable, waterproof, form-fitting material .....
- Number of:**
- Crib or playpen with mattress, mat, or cot, one per child..... \_\_\_\_\_
  - Sheet and cover, one of each per child ..... \_\_\_\_\_

**Items needed:**

**Minimum equipment for two-year-olds**

- Total number of two-year-olds** \_\_\_\_\_ **Check if available**
- Adequate quantity and variety of play equipment, developmentally appropriate size and type .....
  - Adequate table and chair space as needed for meals and snacks .....
  - Separate individual space for personal belongings .....
  - Baskets or low open shelves for toy storage .....
  - Adequate container with tight-fitting lid or moisture-proof bags for soiled or wet diapers or clothing .....
  - Adequate supply of diapers, disposable wipes or wash cloths, bath towels, facial tissue .....

Name of program	Date
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**Minimum equipment for two-year-olds continued** **Number of:**  
 Cot, bed, or mat, with a sheet and cover, one for each resting or ill child ..... \_\_\_\_\_

**Items needed:**

**Minimum equipment for three-year-olds**

**Total number of three-year-olds** \_\_\_\_\_ **Check if available**

- Adequate quantity and variety of play equipment, developmentally appropriate size and type .....
- Adequate table and chair space as needed for meals and snacks .....
- Separate individual space for personal belongings .....
- Two linear feet of open shelves per child in each room for play equipment .....
- Adequate supply of facial tissue, disposable wipes or wash cloths, soap, and towels .....

**Number of:**

Cot, bed, or mat, with a sheet and cover, one for each resting or ill child (parents may provide) ..... \_\_\_\_\_

**Items needed:**

Name of program	Date
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**Minimum equipment for four- and five-year-olds**

**Total number of four- and five-year-olds** \_\_\_\_\_ **Check if available**

- Adequate quantity and variety of play equipment, developmentally appropriate size and type .....
- Adequate table and chair space as needed for meals and snacks .....
- Separate individual space for personal belongings .....
- Two linear feet of low open shelves per child in each room for play equipment .....
- Adequate supply of facial tissue, disposable wipes or wash cloths, soap, and towels .....

**Number of:**

Cot, bed, or mat, with a sheet and cover, one for each resting or ill child (parents may provide) ..... \_\_\_\_\_

**Items needed:**

**Minimum equipment for school-age children**

**Total number of school-age children** \_\_\_\_\_ **Check if available**

- Adequate quantity and variety of play equipment, developmentally appropriate size and type .....
- Adequate table and chair space as needed for meals and snacks .....
- Separate individual space for personal belongings .....
- Two linear feet per child of shelf space; these shelves may be at various heights if accessible to children .....
- Safe storage for ongoing projects and small items .....
- Adequate supply of facial tissue, disposable wipes or wash cloths, soap, towels, and feminine hygiene products .....
- Sufficient clothing in various sizes in case of accidents .....

**Number of:**

Cot, bed, or mat, with a sheet and cover, one for each resting or ill child (parents may provide) ..... \_\_\_\_\_

**Items needed:**