



## Equipment Inventory for Child Care Programs



### Program Type

Select one:

- Child Care Center Programs, Drop-in Programs, or Programs for Sick Children
- Out-of School Time Programs
- Part-Day Programs

### Child Care Center Programs: Out-of-School Time Programs

Program name	K8		
Street address	City	State	ZIP
Date inventory conducted	Completed by		

### Capacity

3-year-olds: \_\_\_\_\_

4- and 5-year-olds: \_\_\_\_\_

6-year-olds and older: \_\_\_\_\_

Total licensed capacity: \_\_\_\_\_

### Equipment

**Required play equipment is within reach of the children and is available for use. Homemade and non-commercial made equipment may be counted, provided the equipment meets the requirements and is not a risk to children.**

### Outdoor Equipment

At least one item from five different categories is required, with no more than two of those items from h through k.

**Select if available:**

- a. climbing apparatus
- b. swinging apparatus
- c. crawl-through apparatus
- d. balance apparatus
- e. wheeled or riding toys
- f. balls, bean bags, Frisbees, flying discs

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- g. sand and water play with accessories
- h. music equipment (utilized for outdoor use only)
- i. dramatic play and dress up (utilized for outdoor use only)
- j. blocks or other building materials (utilized for outdoor use only)
- k. outdoor arts and crafts (utilized for outdoor use only)

**\*Additional items required for complete inventory, refer to back page.**

## Indoor Equipment

**Programs are required to meet the indoor basic and play equipment type and quantity according to these requirements:**

- for **3-year-olds**, the *Play Equipment: 3-year-olds* chart is used
- for **4-year-olds**, the *Play Equipment: 4-year-olds and 5-year olds* chart is used
- for **5-year-olds and older**, the *Play Equipment: 6-year-olds and older* chart is used

The required number of items is based on the licensed capacity and is proportionate to the number of children in each single-age or mixed-age group classroom.

- Play equipment:
  - is counted only one time. For example:
    - items counted for one classroom are not counted for another, although play equipment may be rotated between classrooms to maintain interest; and
    - an item may meet several developmental needs and potentially be counted in several categories; however, the item only counts in one category;
  - is varied; and
  - included in this appendix are varying examples. Play equipment that meets the developmental intent of the category may be counted, though not listed. The examples are designed to offer a range of options that are age appropriate, diverse, and may be made, purchased, or donated.
- Manipulatives are play equipment that allow children to practice fine motor and problem solving skills, and learn number sense, such as sorting, patterning, and ordering. Manipulative items include lacing beads, peg boards, pattern blocks, and interlocking materials.

**Basic Equipment: 3-year-olds**

**Number of:**

\_\_\_\_\_ mat, cot or bed (one per child)

\_\_\_\_\_ sheet and cover (one of each per child)

**Select if available:**

extra sheets and covers

**Adequate supply of:**

facial tissues, wash cloths and bath towels

moisture-proof bags for wet or soiled cloth diapers or clothing

clothing, in various sizes, in case of accidents

separate individual space for personal belongings

table space with a chair (one per child)

two linear feet of low, open shelves for play equipment storage, per child

a designated place to go for quiet time

audio player

**Play Equipment: 3-year-olds**

Number of 3-year-olds in the classroom	1-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24
<b>Motor Play</b>								
<b>Gross motor:</b> building blocks with accessories (20 minimum) - unit blocks, tabletop hardwood blocks, window pane blocks, hollow wooden blocks, or cardboard boxes with planks, crates, or ladders	1	1	1	2	2	2	2	2
Rocking boat; interlocking panels; indoor climbing apparatus; balance beam; crawl-through space or tunnel; large floor push toy; wheel toys with or without pedals; creative movement materials - scarves, ribbons, fabric pieces; Lummi sticks; parachute (no more than two of the same item)	2	2	2	2	3	3	4	4
<b>Exploratory Play</b>								
<b>Manipulatives:</b> matching games; lottos; large stringing beads; pattern blocks; peg boards and pegs; lacing boards; self-help activities - lacing, buttoning, zipping, snapping; simple board games; sorting and counting items	3	3	6	6	9	9	12	12
<b>Inlay puzzles:</b> 10-20 pieces per puzzle	3	3	6	6	9	9	12	12

Program name	K8					Date		
Number of 3-year-olds in the classroom	1-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24
<b>Interlocking manipulatives set:</b> Legos, Tinker Toys, Lincoln Logs, bristle blocks, Connectos, magnet blocks, construction blocks	1	1	2	2	3	3	4	4
Small cars, trucks, airplanes, boats, animals, people	3	3	6	6	9	9	12	12
<b>Science items:</b> sensory table and accessories; magnifying glass; bug catcher; prisms; balance scale; nature items - plants, leaves, rocks; aquarium; light table and accessories	1	1	2	2	3	3	4	4
<b>Creative Play</b>								
<b>Music:</b> CDs, tapes, or equivalent	2	2	4	4	5	5	6	6
<b>Rhythm instruments:</b> drums, rain sticks, maracas, xylophones, zithers, autoharps	2	2	3	4	5	6	7	8
<b>Art:</b> large, blank paper; markers, crayons, chalk; glue or glue sticks; play dough or clay; non-toxic paints and brushes; textured collage materials - scraps of ribbon, yarn, buttons; rounded scissors	3	4	5	6	7	8	9	10
<b>Easel surface</b>	1	1	2	2	2	2	2	2
<b>Dramatic Play</b>								
<b>Dolls with accessories:</b> clothes, strollers, high chairs	2	2	4	4	6	6	8	8
<b>Dress-up items:</b> clothes such as hats, neckties, capes, purses, vests, aprons, shoes, suits; uniforms of community helpers - firefighters, doctors, painters; clothing that reflects the ethnicities of children and their family	2	4	6	8	10	10	12	12
<b>Everyday items used by children and families:</b> kitchen appliances - stove, sink, refrigerator, microwave; sets of dishes and utensils; sets of pots and pans; sets of clean-up toys - broom, dust pan, mop; doll bed or cradle; child-size rocking chair; lawn care equipment - lawn mower, wheelbarrow, gardening tools; prop boxes designed around themes reflecting a child's life experiences - doctor office, barber shop, veterinarian office, shoe store, donut shop; water play equipment	2	4	6	8	10	10	12	12
<b>Shatterproof mirror</b>	1	1	1	1	1	1	1	1
<b>Creative play sets with accessories:</b> farm; playhouse; garage; airport; doll house	1	1	2	2	3	3	4	4
<b>Language Play*</b>								
<b>Story telling and retelling items:</b> flannel or magnetic board with accessories; listening tapes	2	2	2	2	2	2	2	2
Puppets; finger puppets; puppet stage; marionettes	2	2	2	2	2	2	2	2

**Basic Equipment: 4-year-olds and 5-year-olds**

**Number of:**

\_\_\_\_\_ mat, cot or bed (one for each child present during scheduled rest or quiet time or a child who is ill)

\_\_\_\_\_ sheet and cover (one for each child present during scheduled rest or quiet time or a child who is ill)

**Select if available:**

extra sheets and covers

Adequate supply of:

facial tissues, wash cloths and bath towels

moisture-proof bags for wet or soiled clothing

clothing in various sizes in case of accidents

separate individual space for personal belongings

table space with a chair, stool, or bench that allows 18 inches per child

two linear feet of low, open shelves for play equipment storage, per child

a designated place to go for quiet time

audio player

**Play Equipment: 4-year-olds and 5-year-olds**

Number of 4-year-olds and 5-year-olds in the classroom	1-4	5-8	9-11	12-15	16-19	20-23	24-26	27-30
<b>Motor Play</b>								
<b>Gross motor:</b> set of building blocks with accessories (20 minimum) - unit blocks, tabletop hardwood blocks, window pane blocks, hollow wooden blocks, or cardboard boxes with planks, crates, or ladders	1	1	2	2	2	3	4	4
Rocking boat; interlocking panels; indoor climbing apparatus; balance beam; crawl-through space or tunnel; large floor push toy; wheel toys with pedals; creative movement materials - scarves, ribbons, pieces of fabric; Lummi sticks; parachute (no more than two of the same item)	2	2	2	2	3	3	4	4
<b>Exploratory Play</b>								
<b>Manipulatives:</b> matching games; lottos; stringing beads; pattern blocks; peg boards and pegs; geoboards; lacing boards; self-help activities - lacing, buttoning, zipping, snapping; board games; sorting and counting items	6	6	9	9	12	12	15	15

Program name	K8							Date	
Number of 4-year-olds and 5-year-olds in the classroom	1-4	5-8	9-11	12-15	16-19	20-23	24-26	27-30	
<b>Inlay puzzles:</b> 20-30 pieces per puzzle	3	3	6	6	9	9	12	12	
<b>Interlocking manipulatives set:</b> Legos, Tinker Toys, Lincoln Logs, bristle blocks, Connectos, magnet blocks, construction blocks	1	2	3	4	5	5	6	6	
Small cars, trucks, airplanes, boats, animals, people	2	4	6	8	10	12	14	16	
<b>Science items:</b> sensory table and accessories; magnifying glass; bug catcher; prisms; balance scale; nature items - plants, leaves, rocks; aquarium; light table and accessories	2	2	3	3	4	4	5	5	
<b>Creative Play</b>									
<b>Music:</b> CDs, tapes, or equivalent	2	2	4	4	5	5	6	6	
<b>Rhythm instruments:</b> drums, rain sticks, maracas, xylophones, zithers, autoharps	2	2	3	4	5	6	7	8	
<b>Art:</b> large, blank paper; markers, crayons, chalk; glue or glue sticks; play dough or clay; variety of non-toxic paints and brushes; textured collage materials - scraps of ribbon, yarn, buttons; rounded scissors	4	5	6	7	8	9	10	10	
<b>Easel surface</b>	1	1	2	2	2	2	2	2	
<b>Dramatic Play</b>									
<b>Dolls with accessories:</b> clothes, strollers, high chairs	2	2	3	3	4	4	5	5	
<b>Dress-up items:</b> clothes such as hats, neckties, capes, purses, vests, aprons, shoes, suits; uniforms of community helpers -firefighter, doctor, painter; clothing that reflects the ethic dress of children's families	8	8	10	10	12	12	14	14	
<b>Accessories related to occupations:</b> chef's hat, brief case, medical kit, gardening tools, tool kit, firefighter jacket, painter hat	2	2	4	4	5	5	6	6	
<b>Everyday items used by children and families:</b> kitchen appliances - stove, sink, refrigerator, microwave; sets of dishes and utensils; sets of pots and pans; sets of clean-up toys - broom, mop, dust pan; doll bed or cradle; child-size rocking chair; water play equipment; plastic play food; lawn care equipment - lawn mower, wheelbarrow; prop boxes designed around themes reflecting a child's life experiences - pizza shop, florist, dentist	2	4	5	6	7	8	9	10	
<b>Shatterproof mirror</b>	1	1	1	1	1	1	1	1	
<b>Creative play sets with accessories:</b> farm; playhouse; garage; airport; doll house	1	1	2	2	3	3	4	4	

Program name	K8						Date	
Number of 4-year-olds and 5-year-olds in the classroom	1-4	5-8	9-11	12-15	16-19	20-23	24-26	27-30
<b>Language Play*</b>								
<b>Story telling and retelling items:</b> flannel or magnetic board with accessories; listening tapes	1	1	2	2	3	3	4	4
Puppets; finger puppets; puppet stage; paper dolls	1	1	2	2	3	3	4	4

### Basic Equipment: 6-year-olds and older

#### Number of:

\_\_\_\_\_ mat, cot or bed (one for each child present during scheduled rest or quiet time or a child who is ill)

\_\_\_\_\_ sheet and cover (one for each child present during scheduled rest or quiet time or a child who is ill)

#### Select if available:

extra sheets and covers

#### Adequate supply of:

- facial tissues, wash cloths and bath towels
- moisture-proof bags for wet or soiled clothing
- clothing in various sizes in case of accidents
- feminine hygiene products
- separate individual space for personal belongings
- adequate table and chair space available at any given time
- two linear feet of shelf space for play equipment storage
- safe storage for projects and small items
- a designated place to go for quiet time
- audio player

### Play Equipment: 6-year-olds and older

Number of 6-year-olds and older in the classroom	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
<b>Motor Play</b>								
<b>Gross motor:</b> jump ropes; ping pong; Frisbee; hula hoop; hopscotch; horse shoes; croquet; bean bag toss; stilts; pool table; foosball; scooters; hippety hop balls; physically interactive electronic equipment; aerobic videos; creative movement materials, scarves, ribbons, fabric pieces, parachute	5	5	10	10	12	12	15	15
<b>Sports equipment:</b> soccer ball, football, softball, t-ball, volleyball, basketball, tether ball, badminton	2	2	4	4	5	5	6	6

Program name	K8					Date		
	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
<b>Number of 6-year-olds and older in the classroom</b>								
<b>Exploratory Play</b>								
<b>Manipulatives:</b> card games; board games that include games of chance, strategy, and skill; pick-up sticks; geoboards; pattern blocks; peg boards; tangrams; jig saw puzzles (100 pieces or more); workbench and woodworking tools; dominos	5	5	10	10	15	15	20	20
<b>Interlocking manipulative sets:</b> Legos, Connectos, mini-loc blocks, bristle blocks, unifix cubes, Rig-A-Jig, Tower-ifics, Lincoln Logs, Tinker Toys, Constructs, K'nex, Magnatiles, Erector sets, Marbleworks, Pipeworks - (20 pieces minimum per set)	2	2	4	4	6	6	8	8
<b>Blocks of various sizes, shapes, colors:</b> unit blocks with accessories; large waffle blocks; large interlocking blocks - (20 minimum per set)	2	2	4	4	6	6	8	8
Matchbox cars; trucks; trains; emergency vehicles; programmable robots; model airplanes; ships; rockets; pinewood racing cars	2	3	4	5	6	7	8	9
<b>Science items:</b> magnifying glasses; tornado tubes; magnets; bug catchers; microscopes; nature items - ant farms, plants, animals, rocks, shells; aquariums; chemistry sets; science kits; marble runs; simple machines - pulleys, pendulums, gears and levers; computerized robots; motorized Lego creations	2	2	4	4	6	6	8	8
<b>Creative Play</b>								
<b>Music:</b> CDs, tapes, or equivalent	2	2	4	4	6	6	8	8
<b>Art:</b> assortment of paper; crayons, markers, pastels, charcoal; tempera paint, paint brushes, water colors, finger paints; collage and mosaic materials; glue, low-temp hot glue gun; clay; ceramics; computer graphics program	5	6	7	8	9	10	11	12
<b>Crafts:</b> sewing machines and sewing equipment; needle crafts - crocheting, needle point, knitting, cross stitching, embroidery, latch hook; leather tooling; jewelry making; scrapbooking; paper mache; weaving looms; candle, soap, or perfume making materials; woodworking; nail art; craft kits	2	3	4	5	6	7	8	9
<b>Dramatic Play</b>								
<b>Dolls with accessories:</b> action figures; fashion dolls; paper dolls; doll houses; miniature play scenes - airport, farm, space station	1	2	3	4	5	5	6	6

Program name	K8					Date		
Number of 6-year-olds and older in the classroom	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40
<b>Dress-up items:</b> clothes such as costumes, and accessories related to occupations - chef hat, hard hat, straw hat; capes, neckties, purses, coats, vests, aprons, wigs, dresses, nurse uniform, tool aprons, farmer overalls, doctor instruments; costume making materials - fabric lengths, newspaper, duct tape, bath towels	5	5	10	10	12	12	15	15
<b>Prop boxes for various occupations:</b> doctor, veterinarian, TV journalist, carpenter; prop boxes for places of business - restaurant, bakery, nail salon, auto shop; prop boxes of other familiar places or events - circus, camping trip; low platform for stage; lights and curtains; video production studio - digital video, flip cameras, video production software, microphones	1	2	3	4	5	6	7	8
<b>Shatterproof mirror</b>	1	1	1	1	2	2	2	2
<b>Language Play*</b>								
Listening tapes; puppets or marionettes with theater; flannel boards with pieces; writing and book making materials - assortment of paper and writing utensils, binding materials, art materials for illustrations, binding machine; chalk or dry erase board; clip boards; computer with software for producing newsletters, stories, and plays	2	2	4	4	6	6	8	8
<b>Children's magazines:</b> Highlights; Zoobooks; Click; National Geographic Kids; American Girl; Boys Life; Ranger Rick; Lady Bug; Humpty Dumpty	5	5	10	10	15	15	20	20

**\*Programs must provide at least the following book quantity requirements.**

Number of Children in the Program	1-10	11-20	21-30	31-40
Books	5	10	15	20