



**Health and Safety Checklist for Informal Child Care Providers**

**INTRODUCTION**

Informal child care providers who offer school readiness programs and services must complete a health and safety checklist each year, submit it to their local early learning coalition and post it in plain sight for visitors and parents. The items on this checklist are not specific requirements of license-exempt providers. Items checked identify the unique aspects of each school readiness program. This provider has completed a health and safety checklist covering the following.

<p><b>Supervision and Access</b> How the child care provider maintains supervision for children in care.</p>	<p><b>Transportation</b> Vehicle insurance, driver’s license, vehicle log and processes, if transportation is provided.</p>
<p><b>Child Discipline</b> What disciplinary practices are used and how that information is provided to parents or guardians.</p>	<p><b>Physical Environment</b> How the facility is kept clean, in good repair and free of hazards.</p>
<p><b>Outdoor Play Areas</b> How playground equipment is installed, maintained properly and kept in good repair.</p>	<p><b>Bedding and Napping</b> Type of bedding provided for each child – crib or cot as appropriate – including safety and sanitation measures.</p>
<p><b>Proper Handwashing</b> When and how handwashing occurs (such as after toileting) for caregivers and children.</p>	<p><b>Toileting and Bathing Facilities</b> Types of basins, toilets and bathing facility if appropriate, and how they are maintained.</p>
<p><b>Diaper Area and Diapering Procedures</b> How diaper-changing area(s) are separated from food preparation and feeding area(s) and how frequently they are sanitized.</p>	<p><b>Fire Drills and Emergency Preparedness</b> How and when drills are conducted and what emergency procedures are in place.</p>
<p><b>Background Screening and Certification</b> Types of background screening required for operator and people living in the household, including training documents.</p>	<p><b>Record Keeping</b> Record-keeping processes such as emergency contact information and procedures for documenting accidents.</p>
<p><b>Food and Nutrition</b> How safe drinking water is made available to children, meals and snacks are provided if appropriate, and nutritional information.</p>	<p><b>Medication</b> How provider handles documentation of medication and known allergies of children.</p>
<p><b>Communicable Disease Control</b> Processes and practices used for sick children.</p>	<p><b>Animals</b> Whether animals are kept on the premises and are immunized.</p>
<p><b>Plan of Activities</b> Planning and frequency of age-appropriate activities and use of electronic media (TV, video, computers).</p>	

<b>PROVIDER INFORMATION</b>	
Provider Name: _____	
Address: _____	
Accredited By: _____	
Checklist Completed By: _____	Date: _____

*The items on this checklist are not specific requirements of license-exempt providers. Items checked identify the unique aspects of each school readiness program.*

**PLEASE CHECK ALL THAT APPLY**

**Supervision and Access**

- 1. I only care for the children of one family.
- 2. Supervision is maintained at all times including during naps, changing diapers, toileting, bathing, changing clothes and when isolated due to a communicable disease.
- 3. Parents, legal guardians and/or custodians have access to their child(ren) in care.

**Transportation**

- 1. I never transport children in my care in any vehicle.
- 2. Vehicle(s) has current and documented insurance and complies with vehicle safety standards.
- 3. Seat belts and/or proper child safety restraints are used and vehicle capacity is appropriate when transporting children.
- 4. The driver of the vehicle transporting children has a valid Florida driver’s license and current first aid and infant/child CPR certification.
- 5. Procedures are in place to account for all children being transported in the vehicle.
- 6. Communication devices and contact information for all children are kept in the vehicle at all times.
- 7. Emergency care plans, supplies and/or required medication are available for children being transported.

**Child Discipline/Discipline Policy**

- 1. I do not use discipline that is severe, humiliating or frightening to children or associated with food, rest and/or toileting.
- 2. I do not use corporal or physical punishment.
- 3. Children are not denied opportunities for physical activity as a form of punishment.

**Physical Environment**

- 1. My home is in good repair, clean, free from vermin infestation, and health and safety hazards.
- 2. Toys, equipment and furnishings are clean, safe, sanitary and in good repair.
- 3. All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials are labeled and stored out of children’s reach.
- 4. Narcotics, alcohol or other impairing drugs are stored out of children’s reach.
- 5. I have no firearms in my home.
- 6. I have firearms in my home; however they are locked and stored in a location that is not accessible to children.
- 7. My home and outdoor play area are smoke-free environments when children are in care.
- 8. The inside temperature of my home is kept comfortable (between 65 to 82°F).
- 9. At least one working telephone is available during hours of operation.
- 10. There is a minimum of 35 square feet of usable indoor floor space for each child.

**Outdoor Play Areas and Equipment**

- 1. I do not have access to an outdoor play area.
- 2. My outdoor play area provides shade and is clean and free of litter, nails, glass and other hazards.
- 3. The outdoor play area has a fence that is four feet high or higher.

- 4. My outdoor play equipment is safe and in good repair.
- 5. My program utilizes a swimming pool that is deeper than one foot and has a fence/barrier that is a minimum of four feet in height on all four sides or has an operable pool alarm.
- 6. There is an appropriate amount of usable, safe and sanitary outdoor play area.

### **Bedding and Nap/Sleep**

- 1. Safe and sanitary bedding that includes individual beds, cots, cribs, playpens, mattresses or floor mats are provided for each child and positioned at least 18 inches apart.
- 2. Floor mats are at least one-inch thick and covered with an impermeable surface.
- 3. Children up to 1 year of age are in their own crib, port-a-crib or playpen.
- 4. I ensure that young infants who are not capable of rolling over on their own are positioned on their back on a firm surface when napping and sleeping.
- 5. Double or multi-deck cribs, cots or beds are not used.
- 6. If cribs are used, bar spacing does not exceed 2 3/8 inches and all cribs meet Title 16, Parts 1219 and 1220 Code of Federal Regulations (CFR) (anti-loosening devices on crib hardware, durable mattress supports, no traditional drop-side cribs and others).

### **Proper Handwashing**

- 1. I require everyone in the house to wash their hands with soap and running water, drying thoroughly, immediately following personal hygiene procedures for themselves, or when assisting others (including diapering), after outdoor play, and before preparing food or administering medication.

### **Toileting and Bathing Facilities**

- 1. Toilets and sinks are accessible, in good working condition, clean and sanitized.
- 2. Platforms and stools have surfaces that can be easily cleaned and sanitized.
- 3. Running water, toilet paper, soap, trashcans, and individual or disposable towels are available and within reach of children.
- 4. Potty chairs are cleaned and sanitized after each use.
- 5. At least one bathing facility is available.

### **Diaper Area and Diapering Procedures**

- 1. Diaper-changing area has impermeable surface and is cleaned with sanitizing solution or disinfected after each use.
- 2. There is an ample supply of clean diapers, clothing and linens at all times, which are changed or removed promptly when soiled or wet.
- 3. The diaper-changing area is physically separated from food preparation, food service and feeding area(s).
- 4. Diapers, disposable or cloth, are placed in separate, covered, lined containers not accessible to children.
- 5. Containers holding soiled diapers are emptied and sanitized when containers are full and at least once daily.

### **Fire Drills and Emergency Preparedness**

- 1. Exit areas are clear in accordance with fire-safety regulations.
- 2. I have a working fire extinguisher in my home that has not passed its expiration date.
- 3. I have working smoke detectors in my home.
- 4. At all times, a fully equipped first aid kit, as defined in Rule 65C-22.004(2)(c), FAC, is kept on the premises and in vehicles used for transporting children.
- 5. Emergency phone numbers are posted near all phones and include ambulance, fire, police, poison control center and the Florida Abuse Hotline numbers, and the address and directions to my home.
- 6. I conduct monthly fire drills and have emergency evacuation plans
- 7. I maintain emergency contact information for all children in my care.

### **Background Screening and Certifications**

- 1. A child abuse and neglect screening is conducted for all household members. (2013-14 CCDF State Plan)

- 2. Level II background screening is conducted through the Department of Children and Families (DCF) for the operator and household members or persons over 18 years of age residing in the home. Members of the operator's family or persons residing with the operator who are between 12 and 18 years of age who are not required to be fingerprinted are screened for delinquency records.
- 3. I have current and valid first aid and infant and child cardiopulmonary resuscitation (CPR) certifications.
- 4. I have completed the following training courses:

<input checked="" type="checkbox"/> Six-hour Family Child Care Home Rules and Regulations (2013-14 CCDF State Plan)	Date:
<input checked="" type="checkbox"/>	Date:
<input checked="" type="checkbox"/>	Date:
<input checked="" type="checkbox"/>	Date:

**Communicable Disease Control**

- 1. Any member of the household suspected of having a communicable disease is placed in an isolation area. Any child placed in an isolation area is closely observed.
- 2. The isolation area is adequately ventilated, heated and equipped with a bed, mat or cot and materials that can be cleaned and sanitized or disinfected easily; linens are changed after each use.
- 3. I notify the local county health department immediately of any suspected outbreak of communicable disease and follow the health department's direction.

**Medication**

- 1. Prescription and non-prescription medication are stored in an area inaccessible to children, in the original container, appropriately labeled, dispensed according to directions on the label and documented.
- 2. Information about a child's known allergies is documented and kept current; household members are made aware of children with allergies.
- 3. I do not administer expired medication.

**Animals**

- 1. I do not have animals on the premises.
- 2. I have animals on the premises and all are properly immunized, free from disease and clean.
- 3. I have animals on the premises and they are not allowed in areas where food is prepared.

**Food and Nutrition**

- 1. Safe drinking water is available to children at all times, including during outdoor play.
- 2. Meals and snacks provided by the child care provider meet daily nutritional needs of children according to the USDA MyPlate. *Copies of the USDA My Plate can be found at the website <http://www.choosemyplate.gov>.*
- 3. Special food restrictions, including food allergies, are documented and kept current; household members are made aware of children with food restrictions and/or allergies.
- 4. Children are either fed individually or supervised at meals/snacks and are offered age-appropriate food.
- 5. All breast milk and infant formula remaining in bottles after feeding are discarded within one hour.
- 6. The temperature of heated foods and bottles is tested before giving to children to prevent injury.

**Record Keeping**

- 1. Emergency contact information, immunization records and required health examination records are obtained and kept current for all children.
- 2. Daily attendance of children is recorded and maintained, documenting when each child enters and departs each day.
- 3. I notify the parent or legal guardian of an accident or incident on the day it occurs.

**Plan of Activities**

- 1. I have planned activities that are age-appropriate, include physical activity and limit electronic media time (television, videos, movies or computer games).

<b>Additional Provider Comments</b>

<b>Definition of Informal Child Care Providers</b>
Informal child care providers include family, friends and neighbors who may only care for the children of one family (45 CFR, Part 98, Section 2). The caregiver is required to take the six-hour Family Child Care Home Rules and Regulations training. (2013-14 CCDF State Plan)
<b>About the Health and Safety Checklist</b>
Neither the Office of Early Learning nor the local early learning coalition has reviewed or verified the information in this health and safety checklist. If you have questions about the health and safety of your child care provider, check with your provider or contact the Early Learning Coalition of _____ at <u>&lt;phone number&gt;</u> or <u>&lt;email address&gt;</u> or the local licensing agency at <u>&lt;phone number&gt;</u> .