

Name of Home \_\_\_\_\_

Date of Survey \_\_\_\_\_

## HOME CHECKLIST

### Administrative Requirements:

#### ***Posted in area readily visible to parents & visitors***

- \_\_\_\_\_ State License **Posted 8.16.2.31A**
- \_\_\_\_\_ Emergency numbers next to phone **Posted 8.16.2.38G(4)**
- \_\_\_\_\_ Daily activity schedule **Posted 8.16.2.33D(4)**
- \_\_\_\_\_ Dated weekly menus **Posted 8.16.2.34C**

#### **On file for review:**

- \_\_\_\_\_ Current Child Care regulations **8.16.2.31A(2)**
- \_\_\_\_\_ Mission Statement **8.16.2.31B(1)**
- \_\_\_\_\_ Philosophy Statement **8.16.2.31B(2)**
- \_\_\_\_\_ Curriculum Statement **8.16.2.31B(3)**
- \_\_\_\_\_ Parent Handbook **8.16.2.31(C)**
- \_\_\_\_\_ Personnel Handbook **8.16.2.31(F)**
- \_\_\_\_\_ Latest licensing inspection report **8.16.2.31A(1)**
- \_\_\_\_\_ Current Notifiable Diseases **8.16.2.31A(4)**
- \_\_\_\_\_ Guidance policy **8.16.2.31A(3)**
- \_\_\_\_\_ Fire drill log **8.16.2.38G(3)**
- \_\_\_\_\_ Pet vaccinations **8.16.2.36C(2)**
- \_\_\_\_\_ Evacuation **Posted 8.16.2.31A(5)**
- \_\_\_\_\_ Disaster Preparedness Plan **8.16.2.31A(5)**

### **Personnel Records:**

- \_\_\_\_\_ Employment history verified, CRC letter or receipt of money order, annual statement concerning child abuse **8.16.2.31E(1)**
- \_\_\_\_\_ First - Aid and CPR **8.16.2.32B(5)**
- \_\_\_\_\_ Training log and certificates **8.16.2.32B(1)& (2)**
- \_\_\_\_\_ 45-hour or 3-credit hrs. in Early Care (*Primary only*) **8.16.2. 32B(4)**
- \_\_\_\_\_ Home is out of ratio (Provider/child ratio) **8.16.2.30B**
- \_\_\_\_\_ Attendance record of 2<sup>nd</sup> caregiver **8.16.2.31E(2)**

### **House Keeping:**

- \_\_\_\_\_ Keep the premises, including furniture, fixtures, toys & equipment clean, safe, disinfected & free of debris & potential hazards **8.16.2.38A(1)**
- \_\_\_\_\_ Tight-fitting lids **8.16.2.38A(3)**
- \_\_\_\_\_ Electrical outlets covered **8.16.2.38D(2)**
- \_\_\_\_\_ Dangerous materials inaccessible to children **8.16.2.38A(2)**

### **Environment:**

- \_\_\_\_\_ Identifiable learning centers/spaces **8.16.2.33C(1)**
- \_\_\_\_\_ Centers are clearly defined using shelves and furniture **8.16.2.33C(2)**

### **Television:**

- \_\_\_\_\_ Children watch one hour a day of TV, Videotapes or video games **8.16.2.33D(5)**

**Nap/Rest Period:**

- Cribs, cots & mats 30" apart **8.16.2.33B(3)**
- Mats will be at least 3/4" thick **8.16.2.33B(3)**
- No Child sleeping in playpen, car seat, stroller or swing **8.16.2.33B(4)**
- Unattended Children **8.16.2.32C(3)**
- Dark room **8.16.2.33B(5)**
- No propping bottles & no child sleeping w/bottle **8.16.2.37A(5)**
- No pillows in cribs **8.16.2.37C(1)**

**Kitchen:**

- Thermometers in Refrigerator/Freezer **8.16.2.34D(7)**
- Food and drink stored in airtight container or by wrapping them. Label and date leftover food **8.16.2.34D(4)**
- Label children's personal food items and bottles **8.16.2.34D(5)**
- Cleaning products separate from food items **8.16.2.34D(11)**

**First Aid kit**

- First Aid Kit & first-aid manual **8.16.2.35B(1)**
  - band aids
  - gauze pads
  - adhesive tape
  - scissors
  - soap
  - non-porous gloves
  - thermometer
- Medication Locked Box **8.16.2.35C(1)**
- Med/Form w/Parents initials **8.16.2.35C(4)**

**Fire Protection:**

- Smoke Detectors **8.16.2.38G(1)**
- Fire Extinguisher **8.16.2.38G(2)**
- Fire Extinguisher mounted in the kitchen **8.16.2.38G(2)**

**Restroom:**

- Must have toilet paper, soap & disposable towels, height accessible to children **8.16.2.38F(1)**
- Must not use a common towel or wash cloth **8.16.2.38F(1)**
- Must have hot/cold running water **8.16.2.38C(6)**
- Hygiene **8.16.2.35A(1)**
- Diapers change on waterproof surface **8.16.2.37B(4)**
- Gloves worn during diaper changing **8.16.2.37B(2)**
- Water Temp below 110 degrees **8.16.2.38C(5)**

**Playground:**

- Play equipment safe & securely anchored **8.16.2.33E(1)**
- Playground enclosed w/fence at least 4' high with 1 latched gate available for an emergency exit. **8.16.2.33E(2)**
- Energy absorbing surfaces beneath climbing structures, swings & slides **8.16.2.33E(3)**

**Transportation:**

- All vehicles used for transporting children will have a fire extinguisher, first-aid kit, first-aid manual, water & blanket **8.16.2.36A(1)**
- Valid drivers license **8.16.2.36A(6)**
- Registration and Insurance **8.16.2.36A(6)**

**\*\*\* SUGGESTIONS:**

- Listen for the music/age appropriate
- Listen to how provider talks to children
- Inform provider of application late fee
- Provide copy of current regulations