



## License Exempt Provider – Unrelated Standards - Health & Safety Checklist

Provider Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Provider ID: \_\_\_\_\_ Date: \_\_\_\_\_

Care Location: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

### Section A • Supervision

Health and Safety		Compliant	Corrected On Site	Non-Compliant	N/A Discussed Not applicable for this visit.
		✓	✓	✓	
<b>Child Development Training</b>	Provider Completed License Exempt Provider Preservice Training				
	Provider Completed or Aware of Annual Ongoing Health and Safety Refresher Training				
<b>Prevention and Control of Infectious Diseases (including Immunizations)</b>	Children and Child Care Provider practice hand hygiene. <ul style="list-style-type: none"> <li>• Use 5 step method for washing hands covered in orientation training.</li> <li>• Wash hands when handling food, before and after eating, after going outside, after using toilet or/and changing diapers.</li> </ul>				
	Cleaning, sanitizing, and disinfecting is done daily, weekly and monthly using non-toxic solution following recommended schedule. More frequently if household member has been ill. *Handout provided to providers on cleaning frequency recommended by CFOC.				
	Provider is aware of immunization schedule and shares updates with parent. *Handout given to provider: EPSDT.				
<b>Prevention of Sudden Infant Death Syndrome and Use of Safe Sleeping Practices</b>	Infants & toddlers are sleeping and napping in cribs, bassinets, or pack-n-plays only, with firm mattresses and tight-fitting sheets.				
	Infants are positioned on their backs to sleep.				
	No items (toys, pillows, blankets, positioners, etc.) are in the crib with the infant.				

Health and Safety Standard		Compliant ✓	Corrected On Site ✓	Non-Compliant ✓	N/A Discussed Not applicable for this visit.
<b>Consent and Administration of Medication</b>	All medications, whether prescription or over the counter are: <ul style="list-style-type: none"> <li>Kept in their original containers.</li> <li>Stored out of reach of children.</li> <li>Properly disposed of when order expires.</li> <li>Dosage must not exceed the recommended dosage unless written permission is given from a physician.</li> </ul>				
	Providers ensure that before they administer medication, both prescription and over the counter has either: <ul style="list-style-type: none"> <li>Written permission from the parent/ guardian</li> <li>Written permission child’s physician in the form of a note from the doctor or the prescription bottle.</li> </ul>				
	Child Care Providers follow and can list the ‘Five Rights’ to follow when administering medication. The right: (1) The Right Child (2) Medication (3) Dose (4) Time (5) Route				
<b>Prevention of and Response to Emergencies Due to Food and Allergic Reactions</b>	Food is prepared in a clean sanitized area and stored properly.				
	Any remaining formula or breast milk is discarded after 2 hours.				
	Measures are in place to minimize potential food allergy reactions. <ol style="list-style-type: none"> <li>Reading labels for items in processed foods.</li> <li>Avoiding cross contamination.</li> <li>Following care plan for children with food allergies.</li> </ol>				
	Child Care Provider displays ability to identify and act upon mild and severe food allergy symptoms, including administering Epinephrine (EpiPen) if warranted.				
<b>Building and Physical Premises Safety</b>	Children are properly supervised by child care provider. <ol style="list-style-type: none"> <li>Children under age 6 are under constant supervision by sound and sight.</li> <li>Visual checks are done frequently while napping.</li> <li>Children over the age of 6 are supervised based on individual needs identified by the parent.</li> </ol>				
	Children are directly supervised when outdoor hazards like traffic, bodies of water, and unsafe playgrounds are identified.				
	Child Care Providers to protect children from insect bites, animal bites, and sun exposure. Following recommendations from orientation assessing and monitoring surroundings/environment.				

Health and Safety Standard		Compliant ✓	Corrected On Site ✓	Non-Compliant ✓	N/A Discussed Not applicable for this visit.
Continued: Including the Identification of and Protection from Hazards That Can Cause Bodily Injury (i.e. electrical hazards, vehicular traffic, bodies of water)	Child Care Providers identify any areas that may be at risk of lead and prevent children from being exposed to lead poisoning.				
	Inside and outside are free of hazards. (ie. Chemicals, power equipment, tools). Children kept off areas where any lawn pesticides/fertilizers were spread.				
	All weapons and ammunition are stored in a lock box out of reach and out of sight of children.				
	Driveway safety is observed: a. Children do not play near parked vehicles. b. Children are never left in vehicles. Drivers check that no children are nearby before driving.				
	Safety items such as smoke alarms, gates, outlet covers, cupboard door locks are used when applicable.				
<b>Prevention of Shaken Baby Syndrome, Abusive Head Trauma and Child Maltreatment</b>	Child Care Provider identifies the following actions that can result in Abusive Head Trauma and Shaken Baby Syndrome that were presented in orientation and ongoing training. Vigorously shaking a baby or striking a baby head can cause damage to the brain, eyes, ribs and can cause death.				
	Child Care Provider uses appropriate guidance to discipline and direct children and avoids corporal punishment.				
	Child Care Provider uses appropriate safe actions to reduce their stress when frustrated by infants crying.				
<b>Emergency Preparedness and Response Planning (i.e. natural disaster or human caused event)</b>	Child Care Provider can share steps to take if a child is seriously injured or ill.				
	Child Care Provider has written plan for evacuation during any type of emergency. Including individual instructions or accommodations for children any child with disabilities, infants, toddlers or chronic medical conditions. *Full plan includes location, communication with parent and reunification (relocation) with family following an emergency. Instructions for any individual needing individualized assistance.				
	Child Care Provider has written plan to identify safest location in home or around home for shelter-in-place during and after emergency. Including location, communication with parent and reunification with family following an emergency.				

Health and Safety Standard		Compliant ✓	Corrected On Site ✓	Non-Compliant ✓	N/A Discussed Not applicable for this visit
<b>Continued:</b> Including Procedures for Evacuation, Relocation, Shelter In Place and Lockdown, Practice Drills, Communications and Reunification with Families.	Child Care Provider has a written plan identify safest location in home in case of a lockdown. (Including location, communication with parent and reunification with family following an emergency.)				
	Child Care Provider does drills to practice for all potential emergencies. <ul style="list-style-type: none"> <li>a. Fire Drill practiced every 3 months.</li> <li>b. Tornado Drill practiced 2x between March and November</li> <li>c. Lockdown practiced 1x/yr</li> </ul>				
<b>Handling and Storage of Hazardous Materials and Appropriate Disposal of Bio-Contaminants</b>	Hazardous materials in and near home are: <ul style="list-style-type: none"> <li>a. Properly labeled.</li> <li>b. In their original containers</li> <li>c. Safely stored out of reach of children.</li> </ul>				
	Medications belonging to Child Care Provider and residents of home are safely stored out of reach of children.				
	The telephone number for the Poison Control Center is either programmed into the Child Care Provider’s phone or posted in an easily visible location in the home.				
	All potentially hazardous materials, which include, but are not limited to, drugs, alcohol, cleaning and other poisonous or toxic materials, must not be used as they are a hazard to children.  All potentially hazardous materials, which include, but are not limited to, matches, lighters, medicines, cleaning materials, detergents, aerosol cans, and other poisonous or toxic materials, must be used in a way that they will not contaminate play surfaces, food, food preparation areas or constitute a hazard to children.				
	A diaper changing procedure and all cleaning of bodily fluids is followed that minimizes the spread of germs. <ul style="list-style-type: none"> <li>a. Location is removed from food prep and play areas.</li> <li>b. Child Care Provider disposes of any bodily fluids or diaper properly.</li> </ul> Cleans & disinfects contaminated area, and washes hands immediately				
	Children are using the appropriate transportation safety device for their size, be it a rear-facing car seat, a forward-facing car seat, a booster seat, or a seat belt.				

Health and Safety Standard		Compliant ✓	Corrected On Site ✓	Non-Compliant ✓	N/A Discussed Not applicable for this visit
<b>Precautions In Transporting Children</b>	Provider self certifies that car seats are: <ul style="list-style-type: none"> <li>• Installed according to manufactures recommendations.</li> <li>• Have not expired.</li> <li>• Have not been in an accident or recalled.</li> </ul>				
	Child Care Providers display proper use of car seat harnesses: <ol style="list-style-type: none"> <li>a. The harness clip is positioned across the child’s shoulders.</li> <li>b. The harness is snug and not able to be pinched.</li> <li>c. Children are not wearing winter coats while in car seats.</li> </ol>				
	Permission obtained from parent prior to transporting child(ren)				
<b>Pediatric First Aid and CPR</b>	Provider has completed training or certification during orientation in Pediatric First Aid and age-appropriate CPR.				
<b>Recognition and Reporting of Child Abuse and Neglect</b>	Child Care Provider displays an awareness of the responsibilities & immunity of being a Mandated Reporter. <ol style="list-style-type: none"> <li>a. Understands the requirement to report if abuse is suspected.</li> <li>b. Displays an awareness of the process used to file a report.</li> </ol>				
	Child Care Provider shares a general knowledge of types of abuse and neglect and signs of each type.				
	Child Care Provider understands how to use the TEN-4-FACESp Bruising Rule to identify possible abuse in children under age 4.				
<b>Designated Child Care Areas</b>	A working phone is available.				
	Safe sleeping locations are available to each child.				

**Section B • Resources Provided**

Related Topic	Resource Provided – Best Practices Reviewed	Discussed	Resource Provided
Health and Safety	EPSDT – Well Child Exam and Immunization Schedule		
Health and Safety	Recommended cleaning checklist		
Health and Safety	Safety Items: Smoke alarms, outlet covers, fire extinguishers, carbon monoxide detector, baby gates, cupboard locks		

Summary	
Date of Visit: _____ Time of Visit: _____ Site Visitor: _____	
Number of children present: _____	
Follow-Up Needed? ___ No ___ Yes      Follow-Up Date: _____	
Notes:	

**Section G • Required Signatures**

<p><b>It is the responsibility of the provider to adhere to the rules and regulations for participation with the Child Care Subsidy Program. Failure to comply with and maintain the standards could result in dismissal from the program. This checklist will be placed in the provider's file and shared with the parents of children in the provider's care. Any standards that are not met must be corrected within 30 days.</b></p>			
_____ <b>Provider's Signature</b>	_____ <b>Date</b>	_____ <b>Coach Signature</b>	_____ <b>Date</b>

Corrective Action Plan  
 Health and Safety Coaching Visit  
 License Exempt – Unrelated

Provider Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Provider ID: \_\_\_\_\_

Care Location: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Date of Visit with Non-Compliance:

Date of Follow-Up Visit:

Time of Visit:

Non-Compliance Standard	Who is Responsible	When Will It Be Fixed By?	What Will Be Done?	Date Compliance Was Verified	Was Standard Corrected

Comments:

**It is the responsibility of the provider to adhere to the rules and regulations for participation with the Child Care Subsidy Program. Failure to comply with and maintain the standards could result in dismissal from the program. This checklist will be placed in the provider's file and shared with the parents of children in the provider's care. Any standards that are not met must be corrected within 30 days.**

_____	_____	_____	_____
<b>Provider's Signature</b>	<b>Date</b>	<b>Coach Signature</b>	<b>Date</b>