** Checklist for Family Child Care Homes **

This checklist was designed as a tool to assist you in preparing for the application monitoring visit that will be conducted by your Licensing Specialist. Once you have completed all items on this checklist, you are ready for your application visit. Please know this checklist does not take the place of or include all requirements that are in the Licensing Requirements. It is the responsibility the owner and all caregivers to meet and maintain all requirements found in the Licensing Requirements for Family Child Care Homes and Large Family Child Care Homes.

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Read the Licensing Requirements for Family Child Care Homes and Large Family Child Care Homes

\_\_\_ \_\_\_ \_\_\_ Submit a complete Request for License for Child Care Programs to my Licensing Specialist

**Criminal History:**

\_\_\_ \_\_\_ \_\_\_ The primary caregiver, all individuals over the age of 18, and any assistant or substitute caregiver prior to employment have been fingerprinted and have received complete Criminal History Review Results back

\_\_\_ \_\_\_ \_\_\_ Complete a Qualified Entity Application and Agreement and have submitted the form to the Office of Background Investigations

**Professional Development:**

\_\_\_ \_\_\_ \_\_\_ Obtain CPR and First Aid through an approved source \*Online CPR is not approved\*

\_\_\_ \_\_\_ \_\_\_ Prior to caring for infants, will obtain two or more hours in Infant Safe Sleep Training

**Records:**

\_\_\_ \_\_\_ \_\_\_ A copy of immunizations for all children living in the home is available

\_\_\_ \_\_\_ \_\_\_ Personnel information sheet completed for all caregivers and each adult living in the home

**Home Environment:**

\_\_\_ \_\_\_ \_\_\_ All areas of the home are accessible to licensing

\_\_\_ \_\_\_ \_\_\_ Home is clean, sanitary, and in good repair

\_\_\_ \_\_\_ \_\_\_ Bathroom can be unlocked from the outside

\_\_\_ \_\_\_ \_\_\_ All windows have screens, if left opened

\_\_\_ \_\_\_ \_\_\_ All weapons are stored unloaded and in a locked container

Yes No N/A

**Home Environment (continued):**

\_\_\_ \_\_\_ \_\_\_ All ammunition for all weapons is stored in a locked area separate from weapons

\_\_\_ \_\_\_ \_\_\_ Documentation of pet vaccinations from a licensed veterinarian is available

\_\_\_ \_\_\_ \_\_\_ Pet litter box is not located in a food preparation area and not easily accessible to children

\_\_\_ \_\_\_ \_\_\_ All medicines, cleaning products, chemicals, and hazardous items are inaccessible to children

\_\_\_ \_\_\_ \_\_\_ Full glass doors are marked at child’s eye level

\_\_\_ \_\_\_ \_\_\_ Tobacco products are kept inaccessible to children

\_\_\_ \_\_\_ \_\_\_ No tobacco use during child care hours

\_\_\_ \_\_\_ \_\_\_ No trampolines used by children in care

\_\_\_ \_\_\_ \_\_\_ Fence surrounding the outdoor play area is in good repair

\_\_\_ \_\_\_ \_\_\_ Outdoor space is free of hazards

\_\_\_ \_\_\_ \_\_\_ If not on public water supply, water has been tested for bacteria, nitrates, and lead

\_\_\_ \_\_\_ \_\_\_ Ponds, pools, and hot tubs, are inaccessible to children and meet requirements

\_\_\_ \_\_\_ \_\_\_ No portable wading pools

**Fire Safety:**

\_\_\_ \_\_\_ \_\_\_ Smoke detectors installed in every room to be used for child care and at the top of any stairs

\_\_\_ \_\_\_ \_\_\_ Carbon Monoxide detector has been installed according to the manufacturer instructions if the home has a fuel burning appliance

\_\_\_ \_\_\_ \_\_\_ Class ABC or BC fire extinguisher with a gauge is in the cooking area

\_\_\_ \_\_\_ \_\_\_ An operable flashlight is available

\_\_\_ \_\_\_ \_\_\_ All exposed outlets are covered

\_\_\_ \_\_\_ \_\_\_ No extension cords are in use

\_\_\_ \_\_\_ \_\_\_ All rooms have 2 exits and exits are not blocked

\_\_\_ \_\_\_ \_\_\_ Closet doors open from the inside

\_\_\_ \_\_\_ \_\_\_ Stairs with 4 or more steps have a rail and are free of clutter

\_\_\_ \_\_\_ \_\_\_ No portable, open-faced or unvented heaters are in use during child care hours

\_\_\_ \_\_\_ \_\_\_ Have guards for hot surfaces, including floor and wall furnaces

Yes No N/A

**Fire Safety (Continued) :**

\_\_\_ \_\_\_ \_\_\_ If in a mobile home, a copy of manufacturing documentation with dates is available for licensing

**Emergency Preparedness:**

\_\_\_ \_\_\_ \_\_\_ Facility has an operable phone

\_\_\_ \_\_\_ \_\_\_ Emergency Preparedness Plans are available that includes plans for situations, shelter-in-place, lock- down, evacuation and relocation listed in Licensing Requirements

\_\_\_ \_\_\_ \_\_\_ First Aid Kit is available that contains all items listed in Licensing Requirements

**Parent Communication:**

\_\_\_ \_\_\_ \_\_\_ Written business policy is available that includes all items listed in Licensing Requirements

**Child Health:**

\_\_\_ \_\_\_ \_\_\_ Soap and individual towels are available in the bathroom

\_\_\_ \_\_\_ \_\_\_ Toilet paper is within child’s reach

**Daily Routine and Equipment:**

\_\_\_ \_\_\_ \_\_\_ A variety of equipment is available( art supplies, books, large muscle equipment, musical equipment, blocks, dramatic play materials, manipulative toys, science materials)

\_\_\_ \_\_\_ \_\_\_ Equipment is clean, safe and in good repair

\_\_\_ \_\_\_ \_\_\_ Any outdoor equipment that is not designed to be portable is anchored to the ground

**Rest Time:**

\_\_\_ \_\_\_ \_\_\_ An appropriately sized, individual place for each child to rest is available

\_\_\_ \_\_\_ \_\_\_ If using mats, they are 2 inches thick

\_\_\_ \_\_\_ \_\_\_ If infants will be accepted into care, there is an infant sleep space available

\_\_\_ \_\_\_ \_\_\_ Bassinet attachments on pack and plays are not being used

**Food and Nutrition:**

\_\_\_ \_\_\_ \_\_\_ Thermometer is placed in refrigerator

\_\_\_ \_\_\_ \_\_\_ Nutritional requirements for each meal are being met

\_\_\_ \_\_\_ \_\_\_ Food in refrigerator is covered

\_\_\_ \_\_\_ \_\_\_ Food in cabinets and/or pantry is sealed