FAMILY CHILD CARE HOME CHECKLIST

Purpose: To assist the provider in preparation for the initial home visit.

TRAINING	
	Current first aid and CPR card? Training in Universal Precautions and Expanding Quality Infant/Toddler? 15 clock hours of pre-licensing training with a passing score? Medication Administration training?
SUBSTITUTE	
	Substitute at least 18 years of age? Substitute familiar with the *Rules Regulating Family Child Care Homes*, policies and procedures, children, and location of emergency information?
RECORDS	
	An admission records for each child (child's name, d.o.b., current address, date of enrollment, persons authorized to pick-up child, parent contact information, additional emergency contacts, emergency medical care authorization, current medical, immunization card, permissions to transport, and viewing T.V. and media use)?
	A secure place for records?
POLICIES	
	Available and written policies and procedures for parents to read? Supporting document available for parents to sign?
COMMUNICATION AND EMERGENCY PROCEDURES	
	A working, unblocked telephone that has the capacity to receive all incoming and reverse 911 calls, and record messages during child care hours?
	Emergency numbers posted near the telephone (police, fire, poison control, 911, parent's name and emergency numbers, substitute provider's name and phone number, and hospital)? Designated place for children's emergency contact information?
	A written plan and emergency response procedures?
HEALTH	
	Available first aid supplies (band aids, tape, gauze, disposable gloves, and compression bandages) in the home and in all transportation vehicles? Lock box or area where medication will be kept inaccessible?
	Children are protected from exposure to second hand smoke?
	Designated diaper changing area with durable, smooth, nonabsorbent, cleanable surface? Disposable gloves available for diaper changing? Sink to wash hands in after diapering, excluding the sink used for food preparation?
	Hand washing area, an area that supports self-help skills, step stools, soap, and towels accessible to children?
	If paper towels are not used, individual towels are available? Individual cups are available?
NUTRITION	
	An area available for a breast feeding mother to breast feed child during business hours?
	An adequate number of high chairs or other suitable equipment used for feeding children, which meets nationally recognized standards, is provided for each child under 2 years of age?
REST TIME	
	Toddlers, preschoolers, and older children, have suitable mats not less than 2 inches thick, cot, bed, or sofa, with a clean washable sheet that has been sanitized between uses by children?
	For each child under 12 months, daily rest periods are provided in a crib, playpen, or futon manufactured for children under 12 months of age, each with a firm pad or mattress and a clean, washable cover? Soft bedding and materials are not permitted in rest equipment for children under 1? Space between crib slats is no wider than 2 3/8 inches?
MATERIALS & LEARNING ACTIVITIES	
	Activities for children are culturally sensitive and represent diversity in ethnicity, race, gender, and age? Variety exists in toys, books, and pictures?
	Plans include at least 1 provider-initiated language activity daily and 1 interactive musical activity weekly?
	AVAILABLE MATERIALS: Selections of books are available for the ages of children in care? 4 language development materials (telephones, puppets, dolls, and story boards) are available? 4 eye-hand materials (crayons, paper, scissors, and sewing cards) are available? 4 nature or science related materials, games, or activities (natural object collections, plants, and magnets) are available? 4 math or number materials (counting objects, rulers, dominoes, and balance scales) are available? 4 art materials (pencils, markers, play dough, crayons, and glue) are available?

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MATERIALS & LEARNING ACTIVITIES (continued)	
	ACCESSIBLE MATERIALS: Age appropriate blocks for at least 2 children are available? 4 types of dramatic play materials (backpacks, purses, hats, clothing, housekeeping toys, toy animals, cars, and trucks) are available?
	Monthly plans include some sand, or equivalent dry material, or water play indoors or outdoors?
	Clean and soft toys are available?
	All materials are age appropriate and don't pose as a choking hazard for children under 3?
	Daily plans include outdoor play for all ages?
SAFETY	
	Tool sheds and garages are locked?
	All animal contamination is free from areas where children play or pass?
	Window wells are protected to prevent children from failing into the window well?
	All permanently installed climbing equipment surrounded by at least 4 inches (6 inches by 12/31/10) of protective surface underneath? If sand is used, is it raked?
	Yard is free of unsafe materials (e.g., lawn mower, tools, propane tank, gasoline, and wood piles)? Gas grill with a propane tank has a safety on/off knob?
	All garbage and other waste is stored inaccessible to children?
	All stairways with more than 5 steps are equipped with banisters or handrails at children's reach? All slats on railings are no wider than 4 inches apart? All stairways with more than 4 steps have gates? All persons are aware not to ever step over a gate with a child in arms or lift a child over gate?
	Walkers with wheels are prohibited?
	Weapons, guns, air rifles, bb guns, bows, hunting knives, swords, hunting sling shots, and martial art weapons are locked and inaccessible to children? Ammunition and arrows are locked and stored separately? All substitutes, volunteers, and employees are aware of any weapons location?
	All animals are vaccinated with proof of vaccination?
	All exercise equipment is inaccessible to children?
	Sharp knives are inaccessible or locked?
	Protective covers are in all unused outlets and power strips? All electrical cords are in good condition?
	Safety latches on doors, cabinets, and drawers where there is anything that could harm children (e.g., cleaning supplies, medications, perfumes, scissors, razors, lotions, hair products, curling irons, poisonous plants, laundry material, and plastic bags)?
	Exposed light bulbs have covers? Blind cords are secured?
	Smoke detectors are in working condition, installed on each level of the home? Carbon monoxide detectors are installed, including in the area where children sleep?
	All levels where child care takes place have 2 means of escape?
	5 lb. 2 A 10 BC fire extinguisher is in working condition?
	Furnace and hot water heater are free of flammable materials and inaccessible to children?
	Fireplace is fenced or not used during child care hours? Whirlpool\hot tub is locked? Trampoline and tree houses are inaccessible?
	Swimming pool, permanent wadding pool, and above ground pools are enclosed with a 5 foot fence and a locked gate? Decorative ponds have childproofing grates if not fenced?
	Vehicles to transport children are in satisfactory condition (tires, brakes, and lights)?
SPACE	
	At least 35 square feet of floor space per child is available indoors? At least 75 square feet per child is available outdoors?
	Furnishings for relaxation and comfort are available to children indoors (e.g. rugs, carpets, mats, and cushions)?
	Outdoor play area is enclosed? Shade is provided outdoors?
	Deck, more than 12 inches high, have protective railing? Slats are no wider than 4 inches apart?
	A tiered yard that has a drop off of more than 12 inches has a protective railing?