



Child Care Provider Health and Safety Checklist

This form is to be completed and returned to Childhood Development Services, Inc. Mark all non-applicable items with "N/A". A copy of this completed form must be provided to each family or posted in a visible, parent accessible location of the childcare site. The parent acknowledgement perforated section on page 7, with the parent or legal guardian's signature, should be removed and maintained by the operator. Registered and informal providers may be asked to present proof of parent receipt for each child in care at the time of unannounced site visits.

Provider Name :	
Provider Type:	<input type="checkbox"/> Registered Child Care Provider <input type="checkbox"/> Informal Child Care Provider <input type="checkbox"/> Licensed Exempt Public or Private School Child Care Provider <input type="checkbox"/> Licensed Exempt Faith Based Child Care Provider <input type="checkbox"/> Other _____
Physical Address:	
Telephone Number:	
Total Number of School Readiness Children:	
Number and ages of children in care: <i>(include biological children)</i>	<input type="checkbox"/> 0-12 months # ___ <input type="checkbox"/> 13-24 months # ___ <input type="checkbox"/> 25-36 months # ___ <input type="checkbox"/> 37-48 months # ___ <input type="checkbox"/> 49-60 months # ___ <input type="checkbox"/> 61 + # ___
Relative Caregiver:	<input type="checkbox"/> YES <input type="checkbox"/> NO

Operator/Caregiver Name: (please use additional sheets if needed)	Last Level II Background Screen Date:	Florida Safe Families Network Check Date: (relative caregivers only)	Health and Safety Training: (caregiver certifies course was completed)
			<input type="checkbox"/> 6hr Family Child Care Home Rules and Regulation Course Certificate Date: _____ <input type="checkbox"/> 30 hr Child Care Training Course Certificate Date: _____ <input type="checkbox"/> 40 hr Introductory Child Care Training Course Certificate Date: _____ <input type="checkbox"/> Other ELCMC approved training. Specify: _____

Attachment A

Revised 10/23/2008

			<input type="checkbox"/> 6hr Family Child Care Home Rules and Regulation Course Certificate Date: _____ <input type="checkbox"/> 30 hr Child Care Training Course Certificate Date: _____ <input type="checkbox"/> 40 hr Introductory Child Care Training Course Certificate Date: _____ <input type="checkbox"/> Other ELCMC approved training. Specify: _____
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Operator and/or Caregiver Requirements

- Operator is 18 years or older (21 years or older for a center based facility)
- Operator is a resident of the home. (n/a for center based providers)
- Operator does not work outside of the home/facility during child care operating hours.
- The operator ensures that competent adult supervision is provided at all times (including nap time) for all children in my care.
- The operators ensure that all staff/ household members have been appropriately background screened and results do not reflect any violence towards children.
- The operator ensures that all firearms kept on the premises are licensed. (if n/a skip next two questions)
 - Firearms on the premises are kept in a lock gun case separate from the bullets.
 - Bullets are stored in a separate locked area away from the children in care.
- The operator has a clear written plan that designates at least one competent adult over the age of 18, to substitute for the operator in case of an emergency. (plan must state the substitutes full name, address, telephone number, and relationship to the operator)

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- The operator ensures that no form of discipline that is severe, humiliating, frightening, associated with food, rest, or toileting is ever utilized with any child in care. (includes spanking or any type of physical punishment)
- All parents have been informed of the operator's disciplinary procedures and are informed whenever their child is disciplined while in care.
- The operator reports all suspected cases of child abuse and neglect to the Florida abuse hotline at **1-866-96-ABUSE** (abuse is defined as any willful or threatened act or omission that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Neglect is defined as any act or omission where a child is deprived of, or allowed to be deprived of, necessary supervision, food, clothing, shelter, or medical treatment, or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired)

Transportation

- The operator never transports children in care. (if checked skip to next section)
- The operator transports children in care and ensures that age appropriate and federally approved child safety restraints are always used.
- The operator has a clear procedure to ensure that no child is ever left unattended in a vehicle. (procedure must include counting children upon departure and arrival for every destination)
- The driver of the vehicle has a current and valid Florida drivers license kept on his/her person whenever transporting children.
- The driver carries full coverage automobile insurance. (a valid insurance card must remain in the vehicle at all times)
- The maximum number of individuals transported never exceeds the manufacturer's designated seating capacity or the number of factory installed seat belts.
- A vehicle inspection is always conducted prior to transporting children and upon arrival at the destination. (vehicle inspections consists of observing the tires for adequate inflation and tread, a gas check, ensuring that all seats belts are in working order, ensuring that vehicle is free of leaks, and observing the vehicle gauges panel for warnings)

Prevention and Control of Infectious Diseases

- All children are observed on a daily basis for signs of communicable diseases (including severe coughing, difficult or rapid breathing, stiff neck, diarrhea, temperature over 101 degrees Fahrenheit or higher, pink eye, exposed and open skin lesions, usually dark urine and/or gray or white stool, yellowish skin or eyes, and any usual sign of illness)
- There is a well ventilated designated isolation area, within sight and hearing of the operator, for a child who becomes ill where the child's condition can be closely observed.
- Ill children are always transferred to the designated isolation area as soon as a communicable disease is suspected.
- The custodial parents of the ill child are always contacted and the child is removed from the site. (informal providers are exempt)
- The designated isolation area is equipped with a bed, mat, or cot and materials that can be easily sanitized.
- Linens in the isolation area are changed after each use.

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- Children removed due to illness are not permitted to return without medical authorization or until symptoms are no longer present.
- A child identified as having head lice shall not be permitted to return to childcare until adequate treatment has occurred and the child is free of infestation.
(verification of treatment include the product box, box top, empty bottle, or a signed statement from the custodial parent stating that treatment has occurred)
- If the operator develops signs or symptoms of a communicable disease or has a fever of 101 degrees Fahrenheit or higher, the operator always leaves the area where the children occupy and does not return without medical authorization or until the symptoms are no longer present.
- The local county health department is immediately notified upon any suspected outbreak of a communicable disease.
(outbreak refers to when two or more children or employees have the onset of similar signs of symptoms within a 72 hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected on a child or employee.)
- A current immunization record for every child is maintained on the premises at all time (file should be easily assessable to the operator in case of an emergency)

Hand Washing/ Diapering

- Operators, staff, and children frequently wash hands throughout the day with soap and running water, and dry hands thoroughly after washing.
- The hand washing area is equipped with a basin or sink, soap, trash receptacle, and disposable towels at all times.
- Hands are always washed before handling food and/or drinks and before eating.
- The operator and staff always wash hands before and after diapering any child.
- If diapering is performed on any child in care the child is attended at all time during the diapering process.
- Diapers are always changed on an impermeable surface that is sanitized after each use.
- The diaper changing area is located away from the food area.
- Soiled diapers are disposed of in a plastic lined secure container.

Health Requirements

- At least one (1) first aid kit is maintained on the premises at all times.
- The first aid kit is a closed container clearly labeled "First Aid".
- The first aid kit is easily assessable to the operator and any other staff, if applicable, and is kept out of reach of children.
- At minimum the fist aid kit contains: soap, band aids or equivalent, disposable nonporous gloves, cotton balls or applicators, sterile gauze pads or rolls, adhesive tape, a thermometer, pre-moistened wipes, scissors, and a current resource guide on first aid and CPR procedures.
- Hazardous materials are stored away safely and in a secure area that is inaccessible to children (hazardous materials refer to all medicine, paint, household cleaning supplies, gardening chemicals, and all toxic chemical)

Animal/ Pets

- No animals reside on the premises. (skip to next section)

- Any dog or cat residing on the premises has received all required immunizations and is free from disease and/or illness.
- Animals are monitored at all times when in the presence of children in care.

Medication

- Written authorization, which is signed, dated, and stored, in a child file, is always obtained from the custodial parent before dispensing prescription and non-prescription medication.
- A record of medication dispensing information is kept in each child's file detailing the name of the medication, the amount of dosage, the frequency of the dosage, and the time dosage is to be dispensed.
- All medication is properly labeled, stored and/or refrigerated out of the reach of the children in care. (label must clearly state the child first and last name, and the name of the medication)

Building and Physical Premises Safety

Emergency, Medical, and Fire Safety Procedures

- Emergency telephone numbers and addresses for fire, ambulance, police, poison control, the Florida abuse hotline are posted on or near all telephones in case of an emergency.
- In case of an immediate emergency 911 is called promptly.
- A working landline telephone is accessible at all times while children are being cared for.
- There is a clear evacuation plan visibly posted in the area children occupy and documented monthly fire drills are scheduled and conducted every month. (adequate documentation of fire drill must include the complete date, time, and number of children present, and the names of children present)
- A current day's attendance record always accompanies the staff or operator while conducting evacuation procedures.
- The operator ensures that the facility is in compliance with all city/county fire safety rules and regulations.
- There is at least one fully functioning fire extinguisher located near the kitchen area at all times.
- There are fully functioning smoke detectors in all areas occupied by children and staff. (smoke detectors can be battery operated or wired to the facility)

Physical Environment

- The area where the children occupy is clean, in good repair, free from health and safety hazards, and free from vermin infestation.
- Other than general clean up from daily activities, the cleaning of the area children in care occupy is done when the room is not being occupied by children.
- During the hours that children are being cared for no portion of the facility is used for any activity which endangers the health and safety of the children in care.
- Narcotics, alcohol, or illegal drugs are not kept on the premises while the children are in care.
- Smoking is not permitted inside the area where children occupy during the hours where children are in care.

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- All electrical outlets within reach of children are covered with child proof electrical outlet covers.
- All lower cabinets, cupboards, and drawers containing materials that may be hazardous to children are secured with a cabinet lock.
- The lighting is sufficient to visually observe and supervise the children in care at all times, including naptime.
- The inside temperature in the area that children in care occupy must be between 65 and 82 degrees Fahrenheit at all times.
- All rooms are kept adequately ventilated at all times. (rooms must have windows that can be opened or functioning air conditioning ducts)
- All exits are kept clear and free from obstruction.

Indoor Space and Equipment

- The toys, equipment, and furnishings are safe and maintained in sanitary condition. (toys, equipment, and furnishings must be regularly sanitized with a bleach solution or household sanitizer, i.e. Lysol)
- Each child has an adequate amount of indoor space for indoor play, work, and nap time.
- Toys are stored in a safe and orderly fashion when not being used by children.
- When napping or sleeping each child must be provided safe and sanitary bedding.
- Floor mats must be at least 1" thick and covered with an impermeable surface
- If utilized, the heating/cooling system is safe, effective and insulated to protect the children from extreme temperatures. (leave blank if no heating/ cooling system is used)

Outdoor Equipment & Area

- All play equipment is securely anchored unless it is portable by design.
- All play equipment is in good working condition.
- Permanent play equipment has soft ground cover or protective surface below the equipment.
- All equipment, fences, and objects in the outdoor play area is free of sharp, broken, or jagged edges and litter, glass, and protruding nails.
- Equipment is spaced appropriately to discourage over crowding in play area.
- Equipment is constructed to allow for water drainage. (equipment should not allow water to pool or settle which could cause damage to equipment)
- There is a minimum of 45 square feet of usable outdoor space per child.
- Outdoor play area is cleaned daily.
- During outdoor time all children are visible to operator/ staff at all times.
- There is a minimum of a (4) four-foot high commercial fence, free from holes, gaps, spaces, separating water structures and marking off the play area if the facility borders: a road where the speed limit is 25mph or greater, and/or a body of water. (fencing must be a continuous, including gate, and at ground level is free from erosion or build up, and prevents inside or outside access of children and animals)
- If there is a swimming pool on the property then there is a locked (4) four-foot high barrier or pool fence, free from gaps or spaces surrounding all sides of the pool. (an operable pool alarm is suggested to be used in conjunction with the barrier or pool fence but can be used in its place)

Health and Safety Training

- The caregiver and/or staff are encouraged to seek continuous training to develop the knowledge and skills needed to effectively care for children.
- The operator of the informal childcare facility has completed the 6-Hour Family Child Care Home Rules and Regulation offered by the Department of Children and Families (minimum requirement for **all** informal providers, n/a for non-informal providers)
- The operator of the child care home/facility has completed the 30-hour Child Care training (consisting of Family Child Care Home Rules and Regulations or Child Care Facility Rules and Regulation, Health Safety and Nutrition, Identifying and Reporting Child Abuse and Neglect, Child Growth and Development, and Behavioral Observation and Screening)
- The operator of the child care facility has completed the 40 Hour Introductory Training course comprising of part I (Family Child Care Home Rules and Regulations or Child Care Facility Rules and Regulation, Health Safety and Nutrition, Identifying and Reporting Child Abuse and Neglect, Child Growth and Development, and Behavioral Observation and Screening) and part II courses.
- The operator of the child care facility has completed another health and safety course that has been determined by ELCMC to meet the standards for health and safety. (please specify course name and date on page one)

I attest that the above information is true and correct.

Provider Name (Print)

Date

Provider Signature

***Provider:** please forward a copy of the completed health and safety checklist to Childhood Development Services, Inc. Attention Provider Services: 1601 NE 25th Avenue Suite 900 Ocala, Florida 34470 .*

This perforated section is to be maintained by the child care provider. Copies should be made available upon request by the Early Learning Coalition of Marion County and all other child care authorities.

On, ___/___/___, I _____, reviewed a completed
Name of Parent or Legal Guardian (Print)
copy of the **Child Care Provider Health and Safety Checklist**.

Signature of Parent or Legal Guardian

Name of Child