



## Health & Safety Checklist Monitoring Tool

<b>Provider Name :</b>	
<b>Provider Type:</b>	<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 _____
<b>Physical Address:</b>	
<b>Telephone Number:</b>	
<b>Total Number of School Readiness Children:</b>	
<b>Number and ages of children in care:</b> <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 + # ___
<b>Relative Caregiver:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Operator/Caregiver Name: (Monitor choose operator and one random school readiness staff)	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: _____
			<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: _____

## **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 locked metal 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)
- 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 **1-800-96-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 written procedure to ensure that no child is ever left unattended in a vehicle. (written 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. If not, why \_\_\_\_\_
- Linens in the isolation area are changed after each use.
- 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 first 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 locked 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.
- 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. **(ask)**
- 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 were not observed on the premises.
- Smoking is not permitted inside the area where children occupy during the hours where children are in care.
- 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 commercial 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. (n/a 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**

- Fully document dates for the following questions on page 1.
  - 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)

Score: <input type="text"/> out of		
<u># Deficiencies Noted:</u> (Please be detailed in descriptions)	<u>Technical Assistance Provided:</u>	<u>Follow up needed:</u>
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
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		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
		<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

*Please use reverse side to note additional deficiencies*

**EMERGENCY HEALTH & SAFETY SITUATION OBSERVED**

<b>Date/Time of Incident:</b>	
<b>Location:</b> <i>(where the issue was observed)</i>	
<b>Abuse Hotline Called:</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <i>Why not?</i>
<b>Report Accepted:</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>Abuse Hotline Representative:</b> <i>(please request name)</i>	
<b>Description of situation/incident:</b>	

**I understand that F.S. 411 requires the Early Learning Coalition and its subcontracted provider to ensure that all children receiving subsidized childcare services are receiving those services in an environment that is healthy and safe. I have reviewed the results of the Health & Safety Checklist that was completed in my childcare environment and understand the following:**

- My site is subject to unannounced visits/monitoring at least once per year by the ELCMC to ensure compliance with school readiness program requirements, which include health and safety requirements, consistent with DCF standards. Additional unannounced monitoring inspections may be conducted after any complaints from parents and/or abuse reports are filed with the Department of Children and Families. If requirements are violated or unannounced monitoring inspections are refused then I may not receive CCDF funds.
- Final scores of 90%-100% are considered satisfactory will not require additional site monitoring visits dependent upon the severity of the infractions noted. Technical assistance is available upon request.
- Final scores of 89%-80% will receive a follow up health and safety monitoring covering noncompliant items within 90 business days. Technical assistance will be provided.
- Final scores of 79% or below will result in a complete second monitoring completed within 60 business days. Technical Assistance will be provided to the provider. If infractions are still present during the second monitoring, a copy of the checklist will be forwarded to ELCMC program committee to discuss the next course of action up to and including termination of funding for all school readiness children in care.
- Technical Assistance can be requested by the provider through the Coalition at any time.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Monitor Signature**

\_\_\_\_\_  
**Date**