



**Health and Safety Compliance Checklist for Funded Informal  
 Child Care Providers (Non-Relative)**

**Directions:** Use the following checklist to self-assess your compliance with the Compliance Requirements for Funded Informal Child Care Providers (Non-Relative). Mark the  by each item with a ✓ to indicate that you have met that requirement. Leave the box empty if you do not yet meet that requirement. Make notes of any questions or concerns in the second column. Your Funded Program Monitor will review the Compliance Requirements with you during your monitoring visit.

**Compliance Legend:**    ✓ - Self-Assessed and Met

Prevention and Control of Infectious Diseases	Questions/Comments
<input type="checkbox"/> Provider and children wash their hands properly, using running water, liquid soap, and friction, in accordance with EEC guidelines. Only individual or disposable towels are used to dry hands.  <input type="checkbox"/> Sinks used for handwashing after diapering or toileting are separate from the facilities used for food preparation.  <input type="checkbox"/> All equipment, materials, and surfaces used for child care are monitored for cleanliness, washed with soap and water, and sanitized or disinfected in accordance with EEC guidelines.  <input type="checkbox"/> Solutions used for sanitizing and disinfecting are prepared in accordance with EEC guidelines.  <input type="checkbox"/> All infection control guidelines and health precautions are followed.	
Safe Sleep Practices	Questions/Comments
<input type="checkbox"/> Safe sleep practices are understood and followed, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Infants are placed on their backs for sleeping.</li> <li><input type="checkbox"/> Infants younger than 6 months are under direct visual supervision at all times.</li> </ul> <input type="checkbox"/> Cribs and other sleeping equipment used during child care hours meet current CPSC and ASTM standards, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Crib slats are no more than 2<sup>3</sup>/<sub>8</sub> inches apart.</li> <li><input type="checkbox"/> Cribs have a firm, properly fitted mattress and clean fitted sheet.</li> <li><input type="checkbox"/> Cribs contain no head entrapment areas and no soft, padded materials.</li> <li><input type="checkbox"/> Car seats, swings, and other sitting devices are not used for infant sleep.</li> </ul> <input type="checkbox"/> Provider has a safe sleep policy that is communicated to parents.	
Administration of Medication	Questions/Comments

- All medications administered are provided by the child's parent.
- No medication is administered to a child without written parental consent.
- Prescription medications administered are in their original containers and labeled in accordance with EEC guidelines.
- All medications are stored at the proper temperature, away from food, and inaccessible to children.
- Documentation is maintained for all medications administered, in accordance with EEC guidelines, including the name of the medication, the dosage, and the time and method of administration.
- Provider has procedures for identifying and protecting children with allergies.
- Provider follows the directions of the child's parents and/or physician regarding allergies, special diets, and food preparation.
- Information about special health needs, including allergies and other known medical conditions, are easily and readily available at all times and accompany the child whenever leaving the home under my supervision.

**Prevention and Response to Emergencies**

**Questions/Comments**

- Provider has a written plan detailing procedures for meeting potential emergencies, including but not limited to missing children and evacuation from the home, in accordance with EEC guidelines. The emergency plan includes:
  - A method to obtain information from local authorities to determine whether to evacuate or shelter in place;
  - Escape routes from each floor level of the home;
  - A designated meeting spot outside and away from the home;
  - A method for contacting the fire department or other appropriate authorities and all parents of child care children after evacuation;
  - A means to ensure that no child is left in the home after evacuation.
- Provider is prepared to handle various emergency situations in an appropriate manner, including communication, location of emergency supplies, and health and safety procedures.

<input type="checkbox"/> At least two exits to the outside are safe, accessible, and free from obstructions.  <input type="checkbox"/> Emergency information readily available at all times when Provider is responsible for supervising children, on or off the child care premises, in accordance with EEC guidelines.  <input type="checkbox"/> Monthly emergency practice drills are held from each floor level of the space and at different times of the day.  <input type="checkbox"/> A first aid kit is properly assembled, easily accessible, and portable. A First Aid kit accompanies us any time the children leave the child care premises under my supervision.  <input type="checkbox"/> A working phone is available at all times, on or off the child care premises.	
<b>Fire Safety</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Fire safety guidelines are followed, including ensuring that smoke and carbon monoxide detectors are in working condition and located throughout the home, in accordance with fire safety regulations and EEC Requirements.  <input type="checkbox"/> A safety log of monthly smoke detector tests is maintained.  <input type="checkbox"/> Heating sources, including stoves and fireplaces, are operated and/or made inaccessible to children, in accordance with EEC Requirements.	
<b>Building and Physical Premises Safety</b>	<b>Questions/Comments</b>
<input type="checkbox"/> All indoor and outdoor space used for child care is monitored daily to ensure that it is safe, adequately maintained, and free from hazards and immediate health risks, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Entrapment hazards (openings that are between 3½" and 9")</li> <li><input type="checkbox"/> Strings and cords longer than 6"</li> <li><input type="checkbox"/> Electrical outlets</li> <li><input type="checkbox"/> Loose, frayed, or damaged electrical cords</li> <li><input type="checkbox"/> Stairways without handrails</li> <li><input type="checkbox"/> Water temperature that exceeds 120°F.</li> <li><input type="checkbox"/> Equipment that is not safely constructed and installed</li> <li><input type="checkbox"/> Lead paint</li> <li><input type="checkbox"/> Protruding nails</li> <li><input type="checkbox"/> Rust</li> </ul>	

- Approved barriers are used to restrict access to any unsafe areas, including windows, glass doors, pools, hot tubs, whirlpools, porches and decks, porch and deck stairs, stairwell openings (top and bottom) in areas that are used by children young younger than 3 years.
- All hazardous objects are removed and/or made inaccessible to children at all times.
- All toxic substances are removed or stored out of sight, separately from food and medications, locked and inaccessible to children at all times.
- Firearms are kept unloaded and stored in a locked cabinet, out of reach of children. Ammunition is stored separately from firearms, in a locked cabinet, out of reach of children.
- Smoking, drug use, and alcohol use are prohibited during child care hours.

**Appropriate Supervision and Prevention of Maltreatment**

**Questions/Comments**

- Children in care are actively supervised, as appropriate for their ages and developmental levels, in order to ensure their health and safety at all times, including but not limited to all indoor and outdoor activities, mealtimes, naptime, and transportation.
  - Infants younger than six months of age are under my direct visual supervision at all times.
  - Children are directly and actively supervised at all times during activities involving water, including tubs, pools, showers, or standing water.
- Provider understands and agrees that prohibited practices are strictly forbidden, including but not limited to:
  - spanking or other corporal punishment of children;
  - subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
  - depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
  - disciplining a child for soiling, wetting, or not using the toilet;
  - confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
  - excessive time-out.

<input type="checkbox"/> Any form of abuse or neglect of child while in care is strictly prohibited.  <input type="checkbox"/> Provider is aware of Mandated Reporter responsibilities and understands how to recognize and report child abuse and neglect.	
<b>Group Sizes and Adult-Child Ratios</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Provider understands and follows EEC guidelines for ratios and capacity, in accordance with EEC Requirements.	
<b>Transportation</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Written parental consent is required prior to transporting any child care children.	
<input type="checkbox"/> Provider has a current, valid driver's license and a car registration for the vehicle used to transport	
<input type="checkbox"/> Each vehicle used to transport child care children has adequate safety provisions, including a first aid kit, a telephone, and a seat belt cutter.	
<input type="checkbox"/> Suitable and approved car seats, safety carriers, restraints, or seat belts are used by each child, driver, and attendant in all vehicles.	
<b>Record Keeping</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Provider maintains a confidential file for each child in care that includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency contact;</li> <li><input type="checkbox"/> Child's physician contact;</li> <li><input type="checkbox"/> Information on allergies, special diets, chronic health conditions, or any special limitations or concerns, including medications;</li> <li><input type="checkbox"/> Written proof of age-appropriate immunizations;</li> <li><input type="checkbox"/> Consent for transportation, if applicable;</li> <li><input type="checkbox"/> Permission to administer basic CPR and First Aid;</li> <li><input type="checkbox"/> Permission to administer emergency medical treatment;</li> <li><input type="checkbox"/> Permission to participate in off-site activities.</li> </ul> <input type="checkbox"/> Provider maintains an accurate record that includes evidence that he/she has:	

<input type="checkbox"/> Had a physical examination within one year prior to caring for child and have been immunized in accordance with the Department of Public health recommendations;  <input type="checkbox"/> Completed Background Record Checks;  <input type="checkbox"/> Current Pediatric CPR and First Aid certifications;  <input type="checkbox"/> Completed all required EEC Essentials trainings.	
<b>Required Notifications</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Provider understands and follows notification policies and knows when communication to parents and/or EEC are required, in accordance with EEC guidelines.  <input type="checkbox"/> Provider understands that he/she is required to notify parents, in accordance with EEC guidelines, including immediately of any injury, allegation of abuse or neglect, minor first aid administered, communicable disease or condition, introduction of animals, or use of any herbicide or pesticide.  <input type="checkbox"/> Provider understands that he/she is required to notify EEC , in accordance with EEC guidelines, including immediately of any death, injury requiring hospitalization or emergency medical treatment, contagious illness, introduction of a firearm into the home, medication error, legal proceedings arising from circumstances related to the care of children, a report to law enforcement or the fire department, in the event of a transportation accident involving child care children, and after filing or learning that a 51A has been filed alleging abuse or neglect of a child while in Provider’s care.	
<b>Provider Training and Qualifications</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Provider maintains current First Aid certification.  <input type="checkbox"/> Provider maintains current Pediatric CPR certification.  <input type="checkbox"/> Provider has completed all 12 of the EEC Essentials training modules, including: <ol style="list-style-type: none"> <li>1. Child Abuse and Neglect;</li> <li>2. Emergency Response Planning;</li> <li>3. First Aid and Cardiopulmonary Resuscitation (CPR) Overview;</li> <li>4. Food Related Risk and Response;</li> </ol>	

<ul style="list-style-type: none"> <li>5. Hazardous Materials;</li> <li>6. Infant Safe Sleeping Practices;</li> <li>7. Infectious Diseases and Immunizations;</li> <li>8. Introduction to Child Development;</li> <li>9. Medication Administration;</li> <li>10. Physical Premises Safety;</li> <li>11. Shaken Baby Syndrome; and</li> <li>12. Transporting Children.</li> </ul>	
<b>Provider Completion of EEC Background Record Check</b>	<b>Questions/Comments</b>
<input type="checkbox"/> Provider has completed an EEC background record check, as required by law.	