



SELF-ASSESSMENT TOOL

As a Family Child Care Educator you play a very important role in the lives of young children. Health and safety is the foundation on which you will build your program. The checklist below has been designed for you to use as a tool to review your indoor and outdoor space and to assist you in complying with EEC regulatory requirements. This checklist will assist you in preparing for the licensor's visit to your home. The expectation is that this assessment is completed and reviewed during the visit.

Indoor Space

The indoor space must be kept clean, safely maintained, well-ventilated, well-lit and of sufficient size for the children served, and must encourage play and learning.

- Do you have enough indoor space for the total number of children in your care including your own? (150 square feet for 1-2 children, 225 for 3-6 children, 35 square feet per child for 7-10 children.)
- Exits.
 - Do you have at least two, separate hazard free exits?
 - If you have a basement that will be licensed for child care, are there two means of egress directly to the outside? (One means of egress may be the stairs to the first floor.)
 - Do you have exit signs posted in rooms that have direct access to the outdoors?
 - If you are an Educator who provides child care above a third floor level, do you have evidence (or can you demonstrate) that you are able to evacuate children in a safe and timely manner?
- Do you have working smoke detectors and carbon monoxide detectors installed in your home in accordance with state fire department guidelines?
- Is the child care space, inside and out, free of peeling/flaking paint and/or broken plaster?
- Do you have well water?
 - If your water is from a well and not a town water supply, do you have evidence of a well water test from a Massachusetts Department of Environmental Protection approved lab(s) indicating that your water meets Drinking Water Standards?

- ❑ Are windows accessible to children securely screened, barricaded, or opened from the top?
- ❑ Have you verified that all potentially hazardous materials are not accessible to children: These may include such things as:
 - a. Kitchen: cleaning materials, sharp knives and tools, plastic bags, plastic wrap boxes with serrated edges, aluminum foil, matches/lighters, thumbtacks, batteries, “junk drawer”;
 - b. Playroom/Toy room: small toys, choking hazards, toys clean/disinfected;
 - c. Bathroom: cleaning materials including aerosols, razors, mouthwash, shampoos, cosmetics, and medications. Electrical appliances (toothbrushes, curling irons, shavers, hair dryers) are not plugged in near sink;
 - d. Bedrooms: cosmetics, perfumes, deodorants, loose change, water beds;
- ❑ Heating Sources – Have all radiators, hot water pipes, coal/wood stoves, gas-on-gas stoves (used for heating), pellet stoves and fireplaces been barricaded or made inaccessible to children? PLEASE NOTE PORTABLE SPACE HEATERS ARE PROHIBITED.
 - ❑ All fossil burning stoves such as wood, pellet and coal stoves etc. must meet all applicable local and state codes. Do you have the appropriate approval documentation? (see the regulations/policy for more detailed information)
- ❑ Is the room temperature in rooms occupied by children maintained at a minimum of 65 degrees? Do you take appropriate measures to protect children from health risks associated with excessive heat?
- ❑ Is your refrigeration and storage for food between 32 and 40 degrees Fahrenheit? Do you have a refrigerator thermometer to verify this temperature?
- ❑ Is the water temperature less than 120 degrees Fahrenheit?
- ❑ Are the equipment, materials and furnishings, toys and games appropriate to the ages and needs of children enrolled?
 - ❑ Are they sturdy, safely constructed and installed, non-tippable, flame retardant, easily cleaned and free from lead paint, protruding nails, rust, or other hazards.
- ❑ Do you have sufficient and appropriate napping items for the number of children in care such as a mat, cot, sofa, porta-crib, or playpen, cribs, beds?
 - ❑ Is there adequate space as required by regulation between each napping item?
 - ❑ Is there sufficient lighting for quiet activities for children who don't sleep and supervision?
 - ❑ Are infants placed on their backs for sleeping?
 - ❑ Do infants have a designated napping item and are the infants napped in an individual crib, portacrib, playpen or bassinet?
 - ❑ If utilizing a crib, does it comply with the current CPSC crib standards? Does your crib have:
 - a “tracking label”, which is a permanent, distinguishing mark on the crib which contains, at minimum, the source of the product, the date of the manufacture, and

cohort information, such as batch or run number. (any date of manufacture on or after June 28, 2011, will be accepted).

or

- a registration form including the manufacturer's name and contact information, model name, model number, and a date of manufacture on or after June 28, 2011

or

- a Children's Product certificate (CPC) or test report from a CPSC-accepted third party lab demonstrating compliance with 16 C.F.R. part 1220

- Are the crib mattresses fitted with clean coverings and do not contain head entrapments?
- Are cribs, porta-cribs, playpens or bassinets used for sleeping infants under 12 months free from comforters, stuffed animals or other soft, padded materials?
- Do you have a diapering area that is separate from facilities and areas used for food preparation and food service?
 - Do you have a supply of clean, dry diapers adequate to meet the needs of the children?
 - Is your common changing table or diapering surface used for any other purpose?
 - Is your changing surface smooth, intact, impervious to water and easily cleaned? Is the changing surface protected with a covering that is of adequate size to prevent the child from coming in contact with the changing surface?
- Are all unused electrical outlets within the reach of children, younger than school age children, made inaccessible by use of a safety device or covering that prevents access to the receptacle openings?
- Do your stairways have handrails?
 - Are all stairways well-lit and hazard free?
 - Are all indoor and outdoor open stairways of four stairs or more (used by children younger than school age) protected so that children cannot fall through the open side?
 - Do you have gates for all stairways if you care for children under the age of three (see the regulations for more detailed information)
- First Aid materials: Do you have the following in one location: adhesive tape, instant cold pack, gauze pads, gauze roller bandages, non-latex disposable gloves, band aids, thermometer, tweezers and scissors, and CPR mouth guard. Do you also have the emergency cards information if taking the children off the premises? If you go off the premises, do you have a seat belt cutter in your vehicle?
- Pets: Are the pets appropriate for the children in care?
 - Are all pets free from disease and parasites and licensed and/or vaccinated as required by law?
 - Are all pets kept in a safe and sanitary manner?

- Are all litter boxes inaccessible to children?
- If you have reptiles, are they inaccessible to children?
- Firearms: If you have firearms in your home:
 - Are they kept unloaded?
 - Are they kept either in a locked cabinet or equipped with a trigger lock and stored in a safe and secure place inaccessible to children?
 - Is ammunition stored separately from the firearms and inaccessible to children?
 - Have you notified parents in writing of the existence of a firearm in the home?
 - Did you notify EEC of the existence of a firearm?
- Do you have the following information posted in an area easily visible to parents, educators and visitors? (Please note that if you are utilizing a cell phone, 911 does not connect you with local authorities. Please plan an alternative method of compliance.)
 - "Call 911" reminder, telephone number and address of the program, telephone number of the Poison Control Center, name and telephone number of the emergency back-up person.
 - A list of all emergency or life saving medications, including but not limited to epinephrine auto injectors, inhalers and anti-seizure medications, that specifies to which child they belong.
 - A list of allergies and/or other emergency medical information provided by the parent for each child.
 - A current EEC License and, if applicable, Assistant Certificates or Approvals.

Outside Play Space

- Do you have an outdoor play area, or have access to an outdoor play area, of at least 75 square feet per child who is outside at any one time?
 - Is your outdoor space hazard free?
 - The outdoor space must not have direct access to any of the following:
 - a. A busy street
 - b. Potentially hazardous materials: yard tools, chemicals, ladders, lawn mowers, junk, animal feces
 - If you have a gas grill, does it have an appropriate cover?
 - c. Standing water including lakes, rivers, brooks, wetlands, drainage ditches
 - d. Are your play structures, sandboxes, outside toys clean and free of hazards such as splinters or exposed screws?
 - e. Any other hazard near or in your play space (rail road tracks, steep drop-offs, etc.)
 - Is the outdoor play space appropriate for the age group served?

- Does the space provide for both direct sunlight and shade?
- Is the outdoor space covered with dangerously harsh, abrasive or toxic materials?
- Any playground equipment installed **after January 2010** and all playground equipment in homes first **licensed after January 2010**, must have playground use zones that are covered with an adequate depth of an impact absorbing material in accordance with EEC policy. Pea gravel and wood chip nuggets must not be used in areas used by infants and toddlers. Does this pertain to your outdoor play area?
- Do you have a deck that is used by children? If yes, is it hazard free? (see regulations for detailed information)
- Swimming pools
 - Is your pool used by child care children treated, cleaned, maintained and supervised according to sound health and safety practices and state and local guidelines and regulations?
 - If your pool inaccessible to children?
 - If utilizing a wading pool, is it emptied immediately after each use and sanitized between uses?
 - If a pool is used, is there an adult present who is immediately available and aware of the pump location and able to turn it off?
 - Is there a second adult on the premises available to assist in the event of an emergency?
 - Are hot tubs, whether indoors or outdoors, inaccessible to children?

Oral Health

- Do children brush their teeth at the program?
- Are toothbrushes labeled with names and dates?
- Where are the toothbrushes stored? Are they open to the air with the bristles not touching?

Interactions

- Have you completed the Interactions Self Assessment? This form is available at www.mass.gov/EEC.

Progress Reports

- Do you currently use any progress reports with families?
- Do you document ongoing observations of children?
- Do you have any assessment tools to help you with your reports?

Curriculum

- How do you plan your day?
- What types of daily activities are planned for your program?
- How does your environment and the materials used reflect the needs of individual children's developmental goals (age appropriate)?
- Are the materials accessible to the children to make choices?
- Do you have individual places for children's belongings?
- Are there opportunities for 60 minutes of physical activity planned for each day?

Transportation

- Do you transport children to and from school?
- If you charge for transportation, have you reviewed the 7-D policy for school transportation?
- Do you transport for field trips?
- Do you hold a current and valid driver's license, registration, and liability insurance?
- Do you have a seat belt cutter?

Family Involvement

- Do you have a plan to conduct enrollment meetings, and promote on-going parent communications and conferences?

You also must have the following documents available for review at the time of your visit:

- Evidence of current certification in both basic first aid and CPR for infants and children. (Please note: for EEC purposes, CPR certification is only valid for one year from the date of issuance.)
- A copy of written information that is given to parents prior to enrollment, as required by regulation 606 CMR 7.08(6) [Note: If you plan on using the EEC Parent Handbook to fulfill this requirement, you must have a copy of the handbook with your program-specific information available for the Licensor to review] A copy of the EEC Parent Handbook is available at www.mass.gov/EEC..
- Forms to record the information required in children's records by regulation 606 7.04(7). If you plan on using or are using the Family Child Care Enrollment packet from the EEC website to fulfill this requirement, these forms are available at www.mass.gov/EEC.
- If you plan on or are utilizing a volunteer in your program, please have a written plan that speaks to the requirements of 606 7.03(7)(a-d).
- Evidence of an emergency evacuation plan.

If you are currently licensed and are caring for children, you must additionally have the following documents available for review at the time of the visit:

- ❑ Evidence of the required professional development hours (10 hours per year for a total of 30 hours, 1/3 in diverse learning) Please note that a college course may only count for twenty hours.
- ❑ Evidence of completing the EEC on-line trainings/orientations entitled:
 - Medication Administration: The 5 Rights
 - Look Before You Lock (Transportation Safety Training)
 - Reducing the Risk of SIDS in Child Care
 - If upgrading to care for 7-10 children, evidence of completing Maintaining Quality While Expanding Your Capacity
 - If first licensed after August 2010, Evidence of completing ModuleTwo of the Family Child Care Orientation.
- ❑ Evidence of required files/materials to review for children in care, approved assistants, attendance, medication administration, evacuation logs and smoke detector logs.
- ❑ Evidence of a written transportation plan.

If you are a new applicant, you will need the following trainings in addition to the potential provider meeting and module 1 orientation.

- ❑ Have you completed and do you have evidence of completing the EEC on-line trainings entitled:
 - Medication Administration: The 5 Rights
 - Look Before You Lock (Transportation Safety Training)
 - Reducing the Risk of SIDS in Child Care
- ❑ Have you taken training on USDA Nutrition/ Choking hazards?
- ❑ Have you registered with the Professional Qualification Registry on the EEC Website?
- ❑ Do you know how to find the Professional Development Calendar on the EEC website?
- ❑ Do you have a training plan for the next year (ten hours required annually)?