

Indiana Child Care Health Consultant Program

Health and Safety Checklist - User Manual



The Indiana Child Care Health Consultant Program

Is a Project of the

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Background:

This checklist was originally created by the California Childcare Health Program, administered by the University of California, San Francisco, (UCSF) School of Nursing (www.ucsfchildcarehealth.org). The checklist was developed to 1) assess the health and safety status in child care programs 2) objectively assess the health and safety needs and gaps in child care programs; 3) assist users to target interventions that could improve the health and safety in these programs.

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In 2004, based on research and experiences of the health consultants, the checklist was revised to be more user-friendly, comprehensive and better organized.

In 2006, a few items in the checklist were modified by the Indiana Child Care Health Consultant Program to meet the specific needs of child care providers in Indiana. The following sources were used in creating the Health and Safety checklist.

- Caring for Our Children National Health and Safety Performance Standards (American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, 2002)
- Stepping Stones to Using Caring for Our Children National Health and Safety Performance Standards (American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, 2003)
- University of North Carolina of Chapel Hill Quality Enhancement Project's (UNC QEP) Child Care Health Consultation; Health and Safety Checklist/ Child Care Evaluation Summary (Quality Enhancement Project for Infants and Toddlers, 2001)
- California Earthquake Preparedness Checklist (State of California Health and Welfare Agency, 1999)
- National Association for the Education of Young Children Early Childhood Classroom Observation (National Association for the Education of Young Children, 1998)
- Checklist from a previous ECE study (Preschool Environment Project, 1997)

This Health and Safety Checklist can be used by a variety of professionals interested in assessing and/or developing health and safety plans for any child care setting. These include:

- Child care health consultants
- Health care professionals
- Child care directors/teachers/owners
- Child care advocates
- Researchers

The health and safety checklist can be performed in one day or divided into sections and completed over several days. The checklist may be used for the entire setting or just one area. It is important to schedule the checklist during the times of day in which most of the items are likely to be observed. (e.g. Snack/meals, diapering, outdoor/indoor play, napping)

Items needed to perform the checklist:

1. Choke tube or cardboard tube from an empty toilet paper roll
2. Tape measure
3. Refrigerator thermometer
4. Room temperature thermometer
5. Water temperature thermometer
6. Clipboard (to use as a writing surface)

General Guidelines:

Items are rated as “Completely Meets Standards: (“C”), “Does Not Completely Meet Standard” (“NC”) or “Not Applicable” (“N/A”). An item is rated “C” if every component of the item is complete. An item is rated “NC” if not all items are complete, specifically if one or some components of an item are not complete. An item is rated “N/A” if it is not applicable to the program or classroom being evaluated. An example of when an item would be rated “N/A” is item number 11, if the program or classroom does not take field trips. In this case, an additional first aid kit is not necessary.

6 Month Codes: Response noted based on conversation with child care contact.

\$ = (money) No change is made due to lack of financial resources.

R.I = (regulation inconsistency) No changes made due to regulation not requiring standard be met.

O = (other) all other reasons no change is made.

The following are definitions that give further information and clarification on how to rate each numbered item.

Item-by-item definitions:

*Items that are specific to only one setting (home or center) are indicated in the item definition.

Reference Codes: Indicated which reference applies to the item number.

*	Stepping Stones – a selected number of the National Health and Safety Standards considered having the most impact on disease, disability and death in child care. http://nrc.uchsc.edu/STEPPING/index.htm
NHS	Caring for Our Children National Health and Safety Standards- National Health and Safety performance standards for out-of-home child care programs http://nrc.uchsc.edu/CFOC/index.html
NAEYC	National Association for the Education of Young Children, National Accreditation www.naeyc.org

Child Health Indicator definitions:

Number of children enrolled in program: current number of children who are enrolled part time and full time.

Number of children with medical homes: Current number of children enrolled part time and fulltime in your program. A medical home is a Physician/Nurse Practitioner and/or medical group or clinic that is considered the child’s primary Physician. The Physician/Nurse Practitioner/medical group or clinic is used by the child every time the child is sick or regular well checks.

Number of 2 year olds in the program: Current part time and full time children that are between 18 and 35 months.

Number of 2 year olds in the program with up-to-date immunizations: Current numbers of children part time and full time between the ages of 18 to 35 months have up to date immunizations for their age.

Number of children with health insurance: Current number of children enrolled part time and full time that are covered by any private health insurance, Medicaid and/or Hoosier Healthwise.

Indoor:

Emergency Preparation/Poisons

1. Emergency telephone numbers are posed for emergency services (e.g., 911, poison control, fire department, police and children’s protective services.) Numbers are to be visibly posted near each telephone.

C= Phone numbers are visibly posted by all phones used in child care

NC= Not all phone numbers are visibly posted or not posted by all phones. No phone available in child care.

NHS *5.084, *8.077	NAEYC
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2. Emergency Procedures are posted for fire and tornados, in each classroom or home setting. Procedures are to be visibly posted in each classroom of the program includes reporting and evacuation instructions along with staff training.

C= all emergency procedures are posted in each classroom or home setting

NC= Not all procedures are posted in each classroom or home setting

NHS *8.024, *8.077	NAEYC
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3. An evacuation map is posted in each classroom or home setting.

Maps are to be visibly posted in each classroom of the program or home setting.

C= An evacuation map is posted in each classroom or home setting

NC= An evacuation map is NOT posted in each classroom or home setting

NHS *8.077	NAEYC
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4. A 48 hour supply of food and water (2 gallon/person/child) is stored for each child and staff member in case of a natural disaster. The rater should ask if they have enough food (canned, packaged foods that do not require cooking) for 48 hours for each child and staff? Observe water supply.

C= a 48 hour supply of food/water is stored for each child/staff

NC= a 48 hour supply of food/water is NOT stored for each child/staff

NHS *4,058,	NAEYC
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5. There is a smoke detector system, alarm, or sprinklers in working order in each room or place where children spend time.

Test single smoke alarms, or obtain proof of testing.

C= all rooms/places where children spend time have a working smoke detector system, alarms or sprinklers

NC= NOT all rooms/places where children spend time have a working smoke detector system, alarms or sprinklers

NHS *5.053	NAEYC
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6. There are no heavy objects on open shelves and/or cabinets over 3ft. (e.g., prevent falling objects) Objects over 1 pound are considered heavy. A tape measure is needed to measure furniture.

C= There are no heavy objects on open shelves/cabinets over 3ft

NC= There are 1 or more heavy objects on open shelves/cabinets over 3ft.

N/A= There are no open shelves or cabinets over 3 ft.

7. Water temperature that may be in direct contact with children is no more than 120 degrees. A water temperature thermometer (dial thermometer) is needed to assess the water temperature. Hold under hot water (let water run until hot) for a few seconds until you get a reading. Test each faucet used in child care. IF water is over 120 degrees than the water heater may needed to be adjusted to a lower setting.

C= Water that may be in direct contact with children is no more than 120 degrees

NC= Water that may be in direct contact with children is MORE than 120 degrees

NHS *3.021, 5.038, *5.039	NAEYC
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8. All heating units/fireplaces in children's reach are sturdy covered or surrounded with secure barriers.

C= All heating units/fireplaces in children's reach are covered with barriers

NC= All heating units/fireplaces in children's reach are NOT covered with barriers

N/A= There are no heating units/fireplaces within children's reach.

NHS *5.037, *5.038, *5.039	NAEYC
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9. All unused electrical outlets in children's reach are securely covered.

C= All unused electric outlets in children's reach are securely covered.

N/C All unused electric outlets in children's reach are NOT securely covered.

N/A There are no electric outlets in children's reach (e.g. too high, or out of reach)

NHS *5.048	NAEYC
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10. Every program has at least one fully equipped, readily available first aid kit.

The first aid kit must be in classroom or easily accessible. The kit must be examined and should contain the following items to be rated "C"

C= Program has at least one fully equipped, readily available first aid kit.

- Disposable gloves
- Scissors
- Tweezers
- Adhesive strip bandages
- Sterile gauze pads
- Flexible roller gauze
- Non-glass thermometer
- Plastic bags for cloths, gauze and other material used in handling blood.
- Emergency medication needed for children with special needs
- Emergency information for children, and other emergency numbers (e.g. poison control number)
- Cold pack
- Water
- Liquid soap
- Pen/pencil and note pad
- Bandage tape
- Triangle bandages/safety pins

NC= There are no fully equipped first aid kits readily available to staff

NHS *5.093	NAEYC
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11. Program has a separate fully equipped first aid kit for field trips.

Ask if field trips are taken (any time children leave child care as a group during care)

C= program has separate first aid kit for field trips (see contents of #10)

NC= Program does NOT have separate fully equipped first aid kit for field trips

N/A= Program does not leave child care setting with children.

NHS *2.038, *5.093	NAEYC
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12. Poisons: Cleaning agents are labeled and stored (except bleach solution) in their original containers.

The bleach solution must be in a container labeled "Bleach Solution". Ask to see where the cleaning solutions are stored and should actually look at the containers.

C= All cleaning agents are labeled and stored (except bleach solution) in their original containers.

NC= Cleaning agents are NOT labeled and stored (except bleach solution) in their original containers.

N/A= program does not have cleaning agents on site

NHS *5.100	NAEYC
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13. Poisons: Cleaning agents are kept separate from food in cabinets and out of children's reach.

Ask to see where cleaning solutions are stored. This may be in a high cabinet or a locked cabinet, not stored with food.

C= Cleaning agents are kept separate from food in cabinets and out of children's reach.

NC= Cleaning agents are NOT kept separate from food in cabinets and out of children's reach.

NHS *4.060, *5.100, *5.1006	NAEYC
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14. Air quality: Temperature is between 65 degrees and 75 degrees during winter months and between 68 degrees and 82 degrees during the summer months. Rater will need to use room temperature thermometer to assess temperature.

C= Temperature is correct for season

NC= Temperature is NOT correct for season.

NHS *5.028	NAEYC
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15. Air quality: There is NO smoking in the setting at anytime. This includes no smoking inside at anytime and outside while children are present.

C=There is no smoking in the setting at anytime.

NC- There is smoking allowed in the setting.

NHS *3.041	NAEYC
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Indoor Environment:

To complete the section below, count the number of adults and the number of children during one outdoor observation and record the numbers on the lines provided. The numbers written in below are provided as an example.

Number of Adults 2 Number of Children 15

Indoor staff to child ration (# adults: # children) 2:15

16. Children are supervised within sight and hearing at all times.

C= All children are supervised with in sight and hearing at all times.

NC= NOT all children are supervised sight and hearing at all times.

NHS	NAEYC
*1.002, *2.028	5-11

17. Appropriate ratios and group size are kept at all times.

Age	Maximum Child/Staff Ratio	Maximum Group Size
Birth – 12 months	3:1	6
13 – 30 months (1-2 ½ yrs)	4:1	8
31-35 months (2 ½ - 3 yrs)	5:1	10
3 year olds	7:1	14
4 year olds	8:1	16
5 year olds	8:1	16
6-8 year olds	10:1	20
9-12 year olds	12:1	24

C= Appropriate ratios and group size are kept.

NC= Appropriate ratios and group size are NOT kept.

NHS	NAEYC
*1.002, *2.028	5-11

18. Environment free from entanglements (e.g. blind cords) and trip hazards.

C= The environment is free from entanglements (e.g. blind cords) and trip hazards (e.g. throw rugs)

NC= The environment is not free from entanglements (e.g. blind cords) and trip hazards.

NHS	NAEYC
*5.160	5-11

19. Indoor climbing equipment is a maximum height (e.g. 3 ft for 3 year olds, 4 ft for 4 year olds, 5ft for 5 year olds) with an appropriate cushion.

C= All indoor climbing equipment is the correct height for each age group

NC= Not all indoor climbing equipment is the correct height for each age group

N/A= There is no indoor climbing equipment

NHS	NAEYC
*5.075, *5.085	5-11

20. Equipment and furnishings are sturdy, free from sharp edges, splinters, broken parts and entrapments.

C= All equipment and furnishings are sturdy, free from sharp edges, splinters, broken parts and entrapments.

NC= NOT all equipment and furnishings are sturdy, free from sharp edges, splinters, broken parts and entrapments.

NHS	NAEYC
*5.075	5-11

21. Environment is clean, safe and free of hazards. For example: Interior and exterior structure is in good repair including walls, ceilings, floors, windows and doors. Lights are shielded from breakage, shelves, cabinets and other hanging objects are secure, no exposed wiring or insulation and properly working electricity, plumbing and septic.

C=The environment is clean, safe and free of hazards

NC=The environment is NOT clean, safe and free of hazards

NHS	NAEYC
*5.075, *5.064* 5.057, *5.002	5-11

STAFF/CHILD POSSESSIONS

22. Children's personal belongings (including clothing and bedding) are stored so they do not touch each other's belongings.

Items to look for are hanging coats, items in cubbies and bedding. This includes staff items that are stored in the room as well.

C= There is no touching of children's belongings

NC= One or more children's belongings are touching other's belongings.

NHS 5.144,5.151, 5.153	NAEYC
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23. Adult purses/backpacks are out of reach of children. (all staff personal items)

C= All adult purses/backpacks are out of reach of children

NC= NOT all adult purses/backpacks are out of reach of children.

NHS *5.151	NAEYC
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Medications:

24. Medications are labeled with the child's name, administration instructions and expiration date.

C= Medications are labeled with the child's name, administration instructions and expiration date.

NC= Medications are NOT labeled with the child's name, administration instructions and expiration date.

N/A= Medication not given in setting.

NHS *3.082	NAEYC 5-17
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25. Medications are stored out-of-reach of children and they are in their original and childproof container and refrigerated (if needed).

C= Medications are stored out-of-reach of children and they are in their original and childproof container and refrigerated (if needed).

NC= Medications are NOT stored out-of-reach of children and/or they are NOT in their original and/or childproof container and/or NOT refrigerated (if needed).

NHS *3.082	NAEYC 5-17
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26. A medication consent form is available and filled out by parent/guardian for each course of medication. Consent form should contain a place for:

- Statement of intent: (I give permission for the child care to give medication to my child as stated below)
- date,
- parent signature,
- name of medication,
- time to be given,
- amount,
- duration (how long will medication be given for)
- route (mouth, nose, ear, inhaled),
- refrigeration information

C= A medication consent form is available with the above sections and filled out by parent/guardian for each course of medication.

NC = A medication consent form is NOT available with the above sections and NOT filled out by parent/guardian for each course of medication

NHS *8.021	NAEYC 5-17
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27. A medication administration record with proper procedures is available and filled out by staff member each time a medication is given. The medication record should include a place for:

- date
- name of child
- medication given
- time given
- amount given
- route (mouth, nose, ear, inhaled)
- signature of person who gave medication

C= A medication/administration record with proper procedures is available and filled out by staff member each time a medication is given

NC= A medication/administration record with proper procedures is NOT available and/or filled out by staff member each time a medication is given.

NHS 3.083 *8.021	NAEYC 5-17
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Hand washing

28. Proper hand washing procedures are posted at all hand washing sinks, including food preparation and art sinks. 1. Turn on water 2. Wet hands 3. Apply soap 4. Wash hands 5. Rinse hands 6. Dry hands
7. Turn off water. 8 throw paper towel away.

C= hand washing procedures are posted at all sinks

NC= Hand washing procedures are NOT posted at all sinks

NHS 8.034	NAEYC 5-14
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29. Children's hand washing sinks are at child's level or accessible by a safe step. This refers to only the sinks that children would use to wash their hands.

C = All children's hand washing sinks are at child's level or accessible by a safe step

NC= Not all children's hand washing sinks are at child's level or accessible by a safe step

NHS *3.022, *5.126	NAEYC 5-14
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30. Of those observed, the staff wash their hands with liquid soap, warm running water and paper towels after each toileting/diapering of children. Observe as many instances as possible. Refer to # 7 for water temperature.

C= Of those observed, all staff wash their hands correctly after toileting/diapering of children.

NC= Of those observed, NOT all staff wash their hands correctly after toileting/diapering of children

NHS *3.020, *3.021	NAEYC 5-14
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31. Of those observed, the staff washes their hands with liquid soap, warm running water and paper towels before food prep and service. Observe as many instances as possible. Refer to #7 for water temperature.

C= Of those observed, all staff wash their hands correctly before food prep and service.

NC= Of those observed, NOT all staff wash their hands correctly food prep and service

NHS *3.020, *3.021, *4.051	NAEYC 5-14
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32. Of those observed, the children (3 years and older) wash their hands properly with liquid or foam soap, warm running water and paper towels after toileting and/ or diapering. Keep track of the total number of children observed after toileting/diapering and the number of children observed washing hands correctly and record the numbers on the lines provided. For children younger than 3, refer to the Infant/toddler section. Observe as many instances as possible. Refer to #7 for water temperature.

C= Of those observed all children wash their hands correctly

NC= Of those observed NOT all children wash their hands correctly

NHS *3.020	NAEYC 5-14
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33. Of those observed, the children (3 years and older) wash their hands properly with liquid or foam soap, warm running water and paper towels before eating. Keep track of the total number of children observed after toileting/diapering and the number of children observed washing hands correctly and record the numbers on the lines provided. For children younger than 3, refer to the Infant/toddler section. Observe as many instances as possible. Refer to #7 for water temperature.

C= Of those observed, All children wash their hands correctly

NC= Of those observed NOT all children wash their hands correctly

NHS	NAEYC
*3.020	5-14

34. Of those observed, the children (3 years and older) wash their hands properly with liquid or foam soap, warm running water and paper towels after eating. Keep track of the total number of children observed after toileting/diapering and the number of children observed washing hands correctly and record the numbers on the lines provided. For children younger than 3, refer to the Infant/toddler section. Observe as many instances as possible.

C= All observed children wash their hands correctly

NC= Not all observed children wash their hands correctly

NHS	NAEYC
*3.020	5-14

Food Preparation/Eating/Sanitation

35. No perishables, including food brought in by children (e.g., meat, fish, poultry, milk, bottles of formula/breast milk, eggs) are NOT left out of the refrigerator for more than one hour. Remember to check that children's food brought from home (for example, lunch boxes/containers) is properly refrigerated.

C= All perishables are not left out of the refrigerator for more than one hour

NC= One or more perishables are left out of the refrigerator for more than one hour

NHS	NAEYC
*4.015, *4.017, *4.052	5-21

36. Food is stored in a safe manner. Refer to #35. See attached Food Storage Chart and Holding temperatures for cooking chart for further information.

Dry Storage	Cold Storage	Freezer Storage
Store between 50-70 degrees	Store 41 degrees or lower	Store at 0 degrees or lower
Well lighted, ventilated and pest free	Cover, label and date foods	Freeze food items that will not be used within two days
Label and Date all products	Store ready to eat foods above raw meats.	
Store all products at least 6 inches of floor		
There are no corrugated/cardboard boxes used for storage.		

C= Food is stored and prepared in a safe manner

NC= Food is NOT stored and prepared in a safe manner

NHS	NAEYC
*4.051, *4.052, *4.060,	5-22

37. Food served to children (taken to the classroom, served out of common bowls or pitchers) is discarded and not saved as leftovers. This includes saving a child's plated food to finish later and milk served from gallon.

C= All food taken to the classroom and/or served to the children is discarded

NC=Not all food taken the classroom and/or served to the children is discarded

NHS	NAEYC
4.053	

38. Food preparation areas are separate from the eating, play areas, bathroom and diaper changing areas. Food preparation areas are separated (by a door, gate, counter or room divider) from areas other children use for activities unrelated to food. This does not apply to child care homes where separation may limit supervision.

C= All food preparation areas are appropriately separated from the eating and play areas

NC= Not all food preparation areas are appropriately separated from the eating and play areas

N/A If the program is a child care home

NHS *4.042, *5.112	NAEYC
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39. Food preparation and eating areas, including counters and tabletops, are cleaned (soapy water/rinsed) and sanitized (bleach solution) before, during and after food preparation and meals. No cross contamination when preparing food. No shared cutting boards/pans, hands are washed between tasks. Observe cleaning with warm soapy water, rinsing with clear water and then using the bleach solution allowing for two minutes contact time or air dry. Other approved safe sanitizers may be used. Children should not be sitting at table while it is being cleaned and until area is dry.

C= Food preparation and eating areas, including counters and tabletops, are cleaned and sanitized before, during and after food preparation and meals

NC= Not all food preparation and eating areas, including counters and tabletops, are cleaned and sanitized before, during and after food preparation and meals

NHS *4.044,	NAEYC 5.22
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40. Floors in food preparation and eating area are mop/swept after eating or spills.

C= Floors in food preparation and eating area are mop/swept after eating or spills.

NC= Not all floors in food preparation and eating area are mop/swept after eating or spills.

NHS 5.079	NAEYC 5-22
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41. Children less than 4 years old do not have foods that cause choking, even if brought from home (e.g. nuts, popcorn, candy, whole grapes, hot dog rounds, chunks of meat, spoonfuls of peanut butter, carrots). Remember, this item applies to children under 4.

C= All children under 4 do not have food that causes choking

NC= One or more children under 4 have food that causes choking

N/A= There are no children under 4

NHS *4.037	NAEYC 5.33
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42. A current weekly menu of all food and beverages served in the facility is posted. This includes only meals and snacks provided by the program.

C= Weekly menus are posted

NC= Weekly menus are not posted

N/A = No meals or snacks are provided by the program

NHS *8.077	NAEYC 5-19
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43. A special care plan is completed for every child with a food allergy and is shared with all who are involved in food preparation and service. The rater will need to ask if there are children at the program/classroom with special dietary needs and/or food allergies and ask to see a sample special care plan.

C= A special care plan is completed for every child with a food allergy and is shared with all who are involved in food preparation and service

NC= There is NOT a special care plan is completed for every child with a food allergy and/or is NOT shared with all who are involved in food preparation and service

N/A There are no children with special dietary needs or food allergies

NHS *4.009, *4.010	NAEYC 5-12
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44. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food preparation and service area(s). The rater will need to ask if there are children at the program/classroom with special dietary needs and/or food allergies. If posted in classroom, it needs to have a cover or another way to insure confidentiality.

C= All food service and food preparation areas have names posted

NC= Not all food service and food preparation areas have names posted

N/A= There are no children with special dietary needs or food allergies

NHS *4.010	NAEYC 5-24
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Cleaning and Sanitation

45. Sanitizer in proper solution and made/used daily. (¼ cup bleach to 1 gallon water or sanitizer that is EPA approved “hospital grade”)

Bleach solution mixture is ¼ cup bleach to 1 gallon water. Bleach solutions lose strength over time so it must be mixed daily. Other sanitizers may be used if they are EPA approved sanitizer (not disinfectant) that is “hospital grade”. Follow the manufacturing instructions exactly

C= The sanitizer solution is mixed and used properly

NC= The sanitizer solution is NOT mixed and used properly

NHS *3.014, appendix I	NAEYC 5-34
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46. All toys are cleaned and sanitized weekly (see Daily Cleaning Checklist). Rater should ask when and how often toys are cleaned and sanitized and/or to see the cleaning chart.

C= Toys are cleaned and sanitized weekly

NC= Toys are NOT cleaned and sanitized weekly

NHS 3.028 (chart)	NAEYC 5-34
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47. Floors are swept/mopped and vacuumed daily. Rater should ask when and how often the floors are vacuumed and mopped.

C= Floors are swept/mopped and vacuumed daily

NC= Floors are NOT swept/mopped and vacuumed daily

NHS 3.028(chart)	NAEYC 5-34
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48. Rooms/ storage are organized to promote easy cleaning and reduce pests. Observe areas for clutter that prevent a through cleaning.

C= Rooms/ storage are organized to promote easy cleaning and reduce pests.

NC= Rooms/ storage are NOT organized to promote easy cleaning and reduce pests.

49. There is a designated area (e.g., sink) or container, out of the reach of children, for mouthed or contaminated toys and cleaned and sanitized before returned to play area.

C= There is a designated area or container, out of the reach of children, for mouthed or contaminated toys and cleaned and sanitized before returned to play area

NC= There is NOT a designated area or container, out of the reach of children, for mouthed or contaminated toys and cleaned and sanitized before returned to play area

NHS * 3.036	NAEYC 5.36
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OUTDOOR EQUIPMENT AND ENVIRONMENT

To complete the section below, count the number of adults and the number of children during one outdoor observation and record the numbers on the lines provided. The numbers written in below are provided as an example.

Outdoor:

Number of adults 2 Number of children 8
Outdoor staff to child ratios (# adults: # children) 2:8

50. Adult staff are present in all outdoor areas and provide direct supervision.

All children are within in sight and hearing.

C= Adult staff are present in all outdoor areas and provide direct supervision.

NC= Adult staff are NOT present in all outdoor areas and/or do NOT provide direct supervision.

NHS	NAEYC
*2.028, *5.085	5-11, A-2, G-2

51. Outdoor areas are maintained and are clean and safe; no trash, broken equipment, glass, animal excrement present.

C= All outdoor areas are maintained and are clean and safe

NC= NOT all outdoor areas are maintained and are clean and safe

NHS	NAEYC
*5.070, *5.075, *5.194, *5.197	5-11

52. Helmets are worn while riding toys with a wheel-base of more than 20 inches in diameter.

C= All children wear helmets when riding bicycles, tricycles or other riding toys/equipment with wheel base 20in in diameter.

Rater will need a tape measure.

NC= Not all children wear helmets when riding bicycles, tricycles or other riding equipment with wheel base of 20 inch in diameter.

N/A= Children do not ride bicycles, tricycles or other riding toys/equipment at the program

NHS	NAEYC
5.092, *5.242	5-11

53. Outdoor stationary playground equipment is stable and set in secure concrete settings and equipment does not wobble or tip when shaken. This item refers to outdoor climbing equipment and swings.

C= All stationary playground equipment is stable and set in secure settings

NC= Not all stationary playground equipment is stable and set in secure settings

N/A= There is no stationary playground equipment

NHS	NAEYC
5.181, 5.182, 5.189	5-11

54. Outdoor climbing equipment is a maximum height (e.g., 3 ft for 3 year olds, 4 ft for 4 year olds and 5 ft for five year olds).

C= All outdoor climbing equipment is the correct height for each age group

NC= Not all indoor climbing equipment is the correct height for each age group

N/A= There is no outdoor climbing equipment

NHS	NAEYC
*5.085	5-11

55. All climbing outdoor playground equipment and swings have over 12 inches or more shock-absorbing surfaces; loose fine sand, woodchips, mulch, or other approved material.

Rater will need ruler or tape measure to measure.

C= Appropriate shock-absorbing material are under all pieces of outdoor playground equipment

NC= Appropriate shock-absorbing material are NOT under all pieces of outdoor playground equipment

N/A= There is no outdoor playground equipment

NHS	NAEYC
*5.085, *5.183	5-11

56. Shock absorbing surfaces (fine sand, woodchips, mulch, or approved material) under outdoor playground equipment and extends at least 6 feet beyond the perimeter of the equipment including walkways, buildings and other structures.

C= All shock-absorbing surfaces extend at least 6 feet from the perimeter of all outdoor playground equipment

NC= NOT all shock-absorbing surfaces extend at least 6 feet from the perimeter of all outdoor playground equipment

N/A= There is no fixed playground equipment

NHS	NAEYC
*5.075, *5.172, *5.183	5-11

57. The outdoor play area is enclosed with a fence and a secure gate.

C= The outdoor play area is enclosed with a fence and a secure gate.

NC= The outdoor play area is NOT enclosed with a fence and a secure gate.

NHS	NAEYC
5.169, 5.178	5-11

58. Openings on outdoor playground equipment, fences, and handrails are either less than 3 ½ inches or greater than 9 inches wide.

C= All openings on playground equipment are either less than 3 ½ inches or greater than 9 inches wide.

NC= Not all openings on playground equipment are either less than 3 ½ inches or greater than 9 inches wide.

NHS	NAEYC
*5.075, 5.178, *5.186, *5.198	

Infant/Toddler (IT) subsection:

This section is to be completed in programs that have children under 3 years of age. If the program does not have children 3 years or younger, please note this and end the checklist.

59. Toys and objects have diameters greater than 1 ¼ inches and lengths greater than 2 ¼ inches. A choke tube or the cardboard tube from an empty toilet paper roll is helpful for measuring toys/objects. Look for toys with small parts that may be easily broken off such as wheels, buttons, eyes and building parts.

C= All toys and objects have diameters greater than 1 ¼ inches and lengths greater than 2 ¼ inches.

NC= NOT all toys and objects have diameters greater than 1 ¼ inches and lengths greater than 2 ¼ inches

NHS	NAEYC
*5.087	

60. Pacifiers are NOT shared and are labeled with child's name.

C= Pacifiers are not shared and are labeled with child's name.

NC= Pacifiers are shared and/or not labeled with child's name.

N/A= No pacifiers are used in program.

NHS	NAEYC
*3.037	

61. High use toys are cleaned and sanitized daily. Teething toys and other mouthed toys should be removed after child is done playing with the toy and placed in a designated area to be cleaned and sanitized before returned to use. (See #44). All other toys used daily should be cleaned and sanitized at the end of each day. (See attached daily cleaning checklist) Check to see if there is documentation of a cleaning schedule for toys.

C= High use toys are cleaned and sanitized daily

NC= High use toys are NOT cleaned and sanitized daily

NHS	NAEYC
*3.037, 3.028	5-34

IT Diapering

This section is to be completed for children younger than 3 years old who are in diapers or pull ups. If there are no children who are in diapers or pull ups in this age group, note this and move to food prep/eating section.

When observing diapering, try to observe as many instances as possible.

- 62. A complete and accurate diaper changing protocol is posted in the diaper-changing area(s).** 1. Wash hands 2. Get organized 3. Carry child to diaper area 4. Clean child 5. Remove soiled diaper/gloves 6. Put clean diaper on 7. Wash child's hands 8. Clean, rinse, sanitize diaper area 9. Wash hands.

C= There is a complete diaper changing protocol posted in the diaper changing area(s)

NC= There is NOT a complete diaper changing protocol posted in the diaper changing area(s)

NHS *3.014	NAEYC 5-13
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- 63. Diapering protocol: Of those observed, A clean, disposable non-absorbent liner is used on the diaper changing surface with each diapering.** (e.g. wax paper, butcher paper)

C= A clean, disposable non-absorbent liner is used on the diaper changing surface with each diapering observed.

NC= A clean, disposable non-absorbent liner is NOT used on the diaper changing surface with each diapering observed.

NHS *3.014	NAEYC
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- 64. Disposable gloves are available in the diaper-changing area.**

C= All diapering changing areas have disposable gloves available.

NC= NOT All diapering changing areas have disposable gloves available.

NHS *3.014	NAEYC
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- 65. Diapering protocol: Of those observed, soiled diapers are removed without contaminating the diaper changing surface, child or provider.**

C= Of those observed, soiled diapers are removed without contaminating the diaper changing surface, child or provider.

NC= Of those observed, soiled diapers are NOT removed without contaminating the diaper changing surface, child or provider.

NHS *3.014, 5.067	NAEYC
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- 66. Diapering Protocol: Of those observed, soiled cloths are placed in a plastic bag after changing and stored in child's cubby for parent pick up.** Soiled cloths do not have to be placed in cubby if child's name is on the bag.

C= Of those observed, soiled cloths are placed in a plastic bag after changing and stored in child's cubby for parent pick up

NC= Of those observed, soiled cloths are NOT placed in a plastic bag after changing and stored in child's cubby for parent pick up.

N/A= there are no soiled cloths

NHS *3.014	NAEYC
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- 67. Diapering Protocol: Of those observed, soiled diapers/gloves are disposed of in a covered plastic-lined receptacle operated by a foot pedal.** If gloves are used, dispose of at this time.

C= Of those observed, soiled diapers are disposed of in correct type of receptacle

NC= Of those observed, soiled diapers are NOT disposed of in correct type of receptacle

NHS *3.014, *5.067, *5.132	NAEYC 5-13
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- 68. Diapering Protocol: Of those observed, staff always keep one hand on child during diapering.**

C= Of those observed, All staff keep one hand on child during diapering

NC= Of those observed, NOT all staff keep one hand on child during diapering

NHS *3.014	NAEYC 5-13
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69. Diaper changing surfaces are at adult height, sturdy and in good repair. Diaper surface is sturdy enough to hold all children 3 and under, with no broken parts

C= All diaper changing surfaces are at adult height, sturdy and in good repair.

NC= Diaper changing surfaces is NOT at adult height and/or sturdy and/or in good repair.

NHS 3.019, *3.028, *5.075	NAEYC
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70. Diaper changing surfaces (pad) are water resistant, non-absorbent and smooth.

C= Diaper changing surfaces (pad) are water resistant, non-absorbent and smooth. (free from cracks, tears and tape)

NC= Diaper changing surface is NOT water resistant, non absorbent or smooth. It has cracks, tears and or tape.

NHS 3.019, *3.028, *5.075	NAEYC
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71. Diaper changing surfaces are cleaned and sanitized after each observed use and located over a sanitizable surface (tile, linoleum)

C= Of those observed, surfaces are cleaned with soap and water and sanitized after each use and located over tile, linoleum.

NC= Of those observed, surfaces are NOT cleaned with soap and water and/or NOT sanitized after each use or NOT located over tile or linoleum.

NHS *3.014, 3.019, *3.028	NAEYC 5-13
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72. Of those observed, children under 36 months, who are NOT able to do so themselves, have their hands washed by a staff member with liquid/foam soap and warm running water after diapering/toileting. For infants who are unable to be held under the running water, a moist towelett may be used)

C= All children observed have their hands washed properly as in the posted procedures.

NC= NOT all children observed have their hands washed properly as in the posted procedures.

NHS * 3.014,	NAEYC 5-14
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73. Of those observed, children under 36 months, who are able to do so themselves wash their hands with liquid/foam soap and warm running water after diapering/toileting.

C= All children observed washed their hands properly as in the posted procedures.

NC= NOT all children observed washed their hands properly as in the posted procedures.

NHS *3.014,*3.020	NAEYC 5-14
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74. Of those observed, staff wash their own hands with liquid/foam soap and warm running water after each diapering/toileting of a child.

C= All staff observed washed their hands properly as in the posted procedures each time they diaper a child/ or help with toileting.

NC= NOT all staff observed washed their hands properly as in the posted procedures each time they diaper a child/ or help with toileting.

NHS *3.014, *3.020, *3.021	NAEYC 5-14
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IT Food Preparation/Eating

75. Any prepared bottles (breast milk/formula) are labeled with the individual child's name and dated within two days of observance visit. Date on the bottles is no more than two days old at time of visit.

C= All bottles (breast milk/formula) are labeled with the individual child's name and dated within two days of observation visit.

NC= NOT all bottles (breast milk/formula) are labeled with the individual child's name and dated within two days of observation visit.

N/A= There are no prepared bottles with breast milk or formula.

NHS *4.017	NAEYC 5-26
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76. Formula is prepared according to directions. The observer may need to ask the provider for the feeding plan to see if noted in the file and/or observe formula being prepared.

C= Formula is prepared according to directions.

NC= formula is NOT prepared according to directions: (e.g. too little or too much formula used, not enough water used, did not wash hands etc.)

N/A= There are no children consuming formula in the program.

NHS *4.017	NAEYC 5-27
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77. Breast milk in the freezer is labeled with the child's name and dated within 3 months of the observation date.

C= Breast milk is labeled with the child's name and dated within 3 months of observation visit

NC= Breast milk is NOT labeled with child's name and/or is not within 3 months of the observation visit.

N/A= There is no frozen breast milk or there are no children consuming breast milk in the program.

NHS *4.017	NAEYC 5-26
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78. If bottles, bottle caps or nipples are reused, they are washed in dishwasher or wash, rinse and boil for one minute. Ask if these items are reused, and must observe the washing, if you are not able to observe this, then rate item N/A. You may want to reschedule to observe this activity, if time permits.

C= All bottles, bottle caps, or nipples that are reused are correctly washed.

NC= NOT all bottles, bottle caps, or nipples that are reused are correctly washed

N/A= There are not bottles, bottle caps or nipples reused or the rater was not able to observe washing.

NHS *4.017, 4.019	NAEYC
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79. Breast Milk, formula or food is not thawed or heated in the microwave or in boiling water. It may be run under warm water, set in warmed in warm water for 5 min, or set in refrigerator to thaw.

C= Breast milk, formula or food is not thawed or heated in the microwave or in boiling water.

NC= Some breast milk, formula or food is thawed or heated in the microwave or in boiling water.

N/A= There is no microwave or food prepared in program or the activity was unable to be observed. Rater may want to reschedule so it may be observed.

NHS *4.017	NAEYC
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80. Infants too young to sit up are held by an adult while being feed and infant/toddlers able to sit up are eating sitting up.

Try to schedule observation visit during snack or lunch time.

C=All infants and toddlers are always fed correctly. (being held or sitting up)

NC= Not all infants and toddlers are always fed correctly (propped bottles, eating or drinking while standing)

N/A= Food is not served in program.

NHS *4.014, 4.030	NAEYC 5-10
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81. Unfinished bottles or food is thrown out if not finished within 1 hour. Rater may need to ask what time food/bottles were started.

C= Unfinished bottle/food are thrown out if not used within 1 hour.

NC= Bottles/food is reused or kept for over 1 hour after 1st serving.

N/A= Food is not served in program or not observed. Try to schedule a time to observe snacks/meals

NHS *4.014, 4.015, 4.016	NAEYC 5-27
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82. The feeding plan follows safe feeding guidelines and includes parental input.

Observer may need to ask to see sample feeding policy and look for a section on input from parents and parental signature.

C= A feeding plan is current and has a section on input from parents with signature when introducing new foods.

NC= There is not a feeding plan and/or no section about introduction of new foods or parental signature.

N/A= Food is not served at program or infants are not part of program or not observed.

NHS	NAEYC
*4.021,	5-25

IT Sleeping/Napping

Cribs = pack and plays and full and portable cribs.

Does facility have cribs?

_____ **Yes---continue with question #82**

_____ **No---end the checklist here.**

83. Cribs are made of wood, metal, or plastic and have firm mattress and crib sheet that fit (e.g. no more than two fingers can fit between the mattress and the crib).

C= All cribs are made of the correct material and have correctly fitting mattresses

NC= NOT all cribs are made of the correct material and have correctly fitting mattresses

NHS	NAEYC
*5.145	5-7

84. Cribs have secured latching devices and slats spaced no more that 2-3/8 inches apart.

C= All cribs have secured latching devices and correctly spaced slats

NC= Not all cribs have secured latching devices and/or have correctly spaced slats

NHS	NAEYC
*5.145	5-7

85. Cribs do not have corner posts extensions over 1/16th inch and have solid ends if placed head to toe. (must be 3 ft apart, otherwise)

C= Cribs do not have corner posts extensions over 1/16th inch and have solid ends if placed head to toe.

NC= Cribs HAVE corner posts extensions over 1/16th inch and do NOT have solid ends and are placed head to toe.

NHS	NAEYC
*5.145	5-7

86. All infants under 12 months of age are put to sleep on their backs. Infants should not be sleeping in swings, car seats or bouncy chairs or proper on their sides unless it is recommended by a doctor's note.

C= All infants under 12 months of age are put to sleep on their backs.

NC= Not all infants under 12 months of age are put to sleep on their backs.

N/A= There are no infants under 12 months of age

NHS	NAEYC
*5.146	5-7

87. No soft bedding (bumper pads, pillows, quilts, heavy blankets, and stuffed toys) is accessible to children under 12 months of age in their sleeping area(s).

C= No soft bedding is accessible to children under 12 months of age in their sleeping area(s).

NC= There is soft bedding accessible to children under 12 months of age in their sleeping area(s).

N/A= There are no infants under 12 months of age

NHS	NAEYC
*5.146	5-7