

CHILD CARE CENTER Health and Safety Checklist



Name of Facility

ID #

Facility Address

Date

Licensed Capacity

Owner/Operator

Staff Present

Children Present

A. Staffing and Supervision	Yes	No	N/A	Level
1. Current accrediting/exempt agency license and required documents are available				3
2. Operator or staff member in charge in the operators absence is at least 21 years of age				3
3. Children are supervised by an adult at least 16 years of age				3
4. The center's capacity is listed as [] children. A total of [] children were counted at the center and/or on a field trip				2
5. Ratios are maintained				2
6. Sufficient staffing is maintained during nap time				2
7. Swimming and water activities which exceed 3 feet in depth must have a certified lifeguard or equivalent present				1
8. Telephone or other means of communication must be available to staff at all times in the facility and on field trips, including an onsite landline/corded telephone available at all times for staff				2
9. A child care facility must have a minimum of 35 square feet of usable indoor space per child				2
10. An employment application including the date of employment, position, address etc. must be on file				2
11. All staff that will interact with children must have Level 2 (local police, FDLE state police and FBI) screening and a statement of good moral character				1
12. Children supervised by unscreened staff or supervised by staff found guilty of an offense noted in section 435.04, Florida Statute				1
Comments:				

B. Transportation	Yes	No	N/A	Level
1. The facility must have single limit liability insurance and comply with vehicle inspection responsibilities				2
2. Transportation logs are maintained for 4 months				3
3. Vehicle inspections are conducted prior to transporting children and upon arrival at the destination				3
4. The driver shall have a current Florida drivers license on file and an annual physical exam which grants approval to drive				2
5. The driver shall have a certificate of course completion for first aid and infant and child CPR				1



CHILD CARE CENTER

Health and Safety Checklist



<p>6. When children are transported, each child must be secured in an approved car seatbelt appropriate to the child's age and size and according to state laws:</p> <p>a. In all vehicles used for transporting, children less than four years of age must be restrained in a federally approved child restraint device and in the proper seat</p> <p>b. Children weighing less than 40 pounds must be restrained in a protective device other than seatbelts</p>				1
<p>Comments:</p>				

C. Discipline	Yes	No	N/A	Level
<p>1. Written disciplinary practices are provided to parents and documented on the enrollment form signed by the parent</p>				3
<p>Comments:</p>				

D. Access	Yes	No	N/A	Level
<p>1. Parents are granted access, in person and by telephone, to the child care facility during normal hours of operation and when the child is in care</p>				2
<p>Comments:</p>				

E. Environment - All parts of the facility, both indoors and outdoors, are clean and sanitary, free of hazards, in an orderly condition and in good repair, including the following:	Yes	No	N/A	Level
1. Free from health and safety hazards				2
2. Free from vermin infestation				2
3. Free of toxic or hazardous materials				2
<p>4. Firearms or weapons are not present or are locked and stored in a location inaccessible to children pursuant to s. 790.174 F.S.</p>				1
5. Some fresh air in the area used for care				2
6. Play areas are clean and free from litter, glass, nails, and other hazards				3
7. Toys, equipment, and furnishings are clean, safe, sanitary, and in good repair				3
8. Electric outlets have safety caps				2
9. Electrical cords are inaccessible or secured				2
10. Outdoor play equipment is securely anchored				2
11. Permanent outdoor equipment has protective ground cover				2
<p>12. Outdoor play areas are fenced, and the fence is at a minimum of four feet in height and in good repair</p>				2
<p>13 The facility is smoke free pursuant to s. 386.204 F.S.</p>				3



CHILD CARE CENTER Health and Safety Checklist



Comments:

F. Napping and Sleeping	Yes	No	N/A	Level
1. Safe and sanitary bedding is provided. Linens must be laundered at least once per week and more often if soiled or dirty				3
2. A minimum of 18" must be maintained around individual napping spaces				3
3. Children under age one have their own crib, port-a-crib, or play pen				3
4. Infants are placed on their backs for sleeping				3

Comments:

G. Toileting and Bath Facilities	Yes	No	N/A	Level
1. Each basin and toilet is maintained in good working condition and sanitized as needed but at least once per day				2
2. Running water, toilet paper, disposable towels, soap, and receptacle available				3
3. Caregiver and children wash hands with soap and water after toileting or assisting with toileting				2
4. Diapers are checked and changed often				3
5. Designated diapering areas are separate from the food preparation area, with impermeable surface that is sanitized after each use				3
6. Disposable diapers disposed of properly and the container sanitized daily				3
7. Potty chairs must be cleaned and sanitized after each use				3

Comments:

H. Fire Safety	Yes	No	N/A	Level
1. Facility is equipped with fire alarms or smoke detectors				2
2. There is an emergency evacuation plan in place				3
3. Fire drills are conducted monthly				2

Comments:

I. Health and Sanitation	Yes	No	N/A	Level
1. Caregivers, children, volunteers, and operators wash hands after personal hygiene procedures, before and after meals, and after outdoor activities				2
2. Separate sinks used for hand washing and food preparation				2
3. Safe drinking water is available to all children				2



CHILD CARE CENTER
Health and Safety Checklist



Comments:

J. Communicable Disease Control	Yes	No	N/A	Level
1. Written policies in place for observing children for signs of communicable disease				3
2. Written policies shared with parents regarding procedures for communicable disease control				3
3. Written procedures in place for following "universal precautions"				3
4. Operators notify the local county health department upon suspicion of communicable disease				2

Comments:

K. First Aid, CPR, and Emergency Procedures	Yes	No	N/A	Level
1. There is at least one person on premises with a valid first aid and CPR certificate				2
2. At least one first aid kit is on premises at all times				3
3. Operator maintains important medical and allergy information for each child				3
4. Written policies in place for documenting accidents, incidents, and health related observations and sharing with parents				3
5. Prescription medication and non-prescription medication is in its original container with child's name, physicians name, name of medication and directions for administering				2
6. Non-prescription medication is only administered with parental consent				2
7. Any medication administered is documented in the child's file and the parent is informed				2

Comments:

L. Nutrition	Yes	No	N/A	Level
1. Allergies are documented and maintained in the child's file and posted				2
2. Food restrictions are shared with staff and posted in a conspicuous location				3

Comments:



CHILD CARE CENTER
Health and Safety Checklist



M. Immunizations and Health Examinations	Yes	No	N/A	Level
1. The operator is responsible for obtaining a current and completed DH Form 680 (Certificate of Immunization) or DH Form 681 (Religious Exemption from Immunization)				3
2. The operator is responsible for obtaining a complete student health form signed by a physician within 30 days of enrollment and making sure it is updated every two years				3
Comments:				

N. Enrollment	Yes	No	N/A	Level
1. The operator must have an enrollment application, including starting date, on file for each child and must keep the information current				3
2. The application for enrollment must contain: The full name of the child and parents, their addresses, telephone numbers and work information; medical information for emergency medical care and allergies, special medical or dietary needs; and a list of persons who are authorized to sign the child out				3
3. A statement signed by parent/guardian regarding the discipline policy				3
4. The operator maintains accurate, daily sign in/out sheets, showing daily parent/guardian signature, time in and time out				3
Comments:				

I have received a copy of this report and agree to make all recommended changes in order to meet the health and safety requirements as indicated above and on the plan of action form. I understand that a follow-up visit may be conducted to verify that these changes have been made.

I understand that if I have not made the recommended changes at the time of the follow-up visit, the school readiness children currently in my care may be transferred and I may be suspended from accepting school readiness children in the future.

Print Staff Name: _____

Print ELC Staff: _____

Signature of Staff: _____

Signature of ELC Staff: _____

Position: _____

Position: _____

Date: _____

Date: _____

