

REGISTERED AND INFORMAL HOMES Health and Safety Checklist



Name of Facility

Date

Facility Address

Capacity

Owner/Operator

Adults Present

Children Present

A. Staffing and Supervision	Yes	No	N/A	Level
1. Children are supervised by an adult at least 18 years of age				3
2. Appropriate adult to child ratio requirement				2
3. Sufficient supervision is maintained the entire time children are in care.				2
4. Telephone or other means of communication must be available at all times				2
5. Swimming pools and water activities must be properly maintained and supervised				1
Comments:				

B. Transportation	Yes	No	N/A	Level
1. The provider must have single limit liability insurance and comply with vehicle safety standards				1
2. Proper child safety restraints are in place when transporting children				1
3. Procedures are in place to ensure no children are left unattended in a vehicle				2
Comments:				

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

D. Access	Yes	No	N/A	Level
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				2
Comments:				



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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
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.				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				2
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. Outdoor play areas that border roads, streets or water hazards have fencing a minimum of 4 feet in height				2
Comments:				

F. Napping and Sleeping	Yes	No	N/A	Level
1. Safe and sanitary bedding is provided				2
2. Children under age one have their own crib, port-a-crib, or play pen				3
3. Infants are placed on their backs for sleeping				2
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				2
2. Running water, toilet paper, disposable towels, soap, and receptacle available				2
3. Caregiver and children wash hands with soap and water after toileting or assisting with toileting				2
4. Diapers are checked and changed often				2
5. Designated diapering area, separate from the food preparation area, with impermeable surface that is sanitized after each use				2
6. Disposable diapers disposed of properly				3
Comments:				



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H. Fire Safety	Yes	No	N/A	Level
1. Home is equipped with fire alarms or smoke detectors				2
2. There is an emergency evacuation plan in place				3
3. There is an operable corded telephone available at all times.				3
Comments:				

I. Health and Sanitation	Yes	No	N/A	Level
1. Caregivers and children 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				3
3. Safe drinking water is available to all children				2
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 procedures in place for following "universal precautions"				3
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				2
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, physician's name, name of medication and directions for administering. All drugs are kept out of reach of children.				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:				



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

M. Immunizations and Health Examinations	Yes	No	N/A	Level
1. The operator maintains proper documentation regarding children's immunizations				3
2. The operator maintains proper documentation regarding children's health examinations				3
Comments:				

N. Enrollment	Yes	No	N/A	Level
1. Enrollment information is kept current and on file for each child in care				2
2. There must be a means for recording attendance				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.

Staff Print Name: _____

ELC Staff Print Name: _____

Staff Signature: _____

ELC Signature: _____

Date: _____

Date: _____

