



# Authorized Child Care Professional Health and Safety Checklist

District:	County:
Professional's Name:	
Date of Visit:    /    /	Date Contract Signed:    /    /

		IN		HV	
1. Ensure a Sign-In, Sign-Out Attendance log is available for and signed by parents/guardians.					
2. There are no more than six (6) children present in the home, with no more than four (4) children unrelated to the Authorized Child Care Professional.					
3. There must be a working telephone in the home at all times which may include cell phones in the home. 911 phones are not acceptable.					
4. Parent/guardian information must be accessible in case of emergency. Emergency numbers must be placed near the phone or readily available.					
5. There must be at least 2 (two) useable and unblocked exits from the home. One exit may include a breakable, non-barred window on the ground floor. (No minimum height is required for that exit window.)					
6. Children must not be kept in a room that is without a window.					
7. Children must not be kept in a second story apartment without a second exit door to the ground.					
8. There must be at least one working smoke detector on each floor of the home (each smoke detector must be tested during each visit.)					
9. All toxic substances such as medicines, cleaning agents, polishes, bleach, detergents, paints, insecticides, etc. must be stored out of children's reach and away from food.					
10. Kerosene or other portable heaters must not be in use while children are present unless there is a guard around the device which makes the heater inaccessible to touch by the child/ren.					
11. Unused electrical outlets accessible to children should be covered. Electrical cords on equipment shall be inaccessible to children. Bottle warmers must also be secured and inaccessible to children.					
12. There must be a safety gate for all open stairwells when children under age five (5) are in the home.					
13. Floors, walls, ceilings, doors, windows must be clean and in good repair.					
14. All weapons must be stored unloaded and locked away from the children.					
15. Lighting, heating and ventilation must be adequate for normal activities.					

16. Power tools or other dangerous tools must be secured or otherwise inaccessible to the children.				
17. Fixtures and window blinds shall be clean, operative and properly adjusted with all pulls and cords inaccessible to children.				
18. The home must have a working indoor toilet available to the children and Authorized Child Care Professional, as well as a diapering area with appropriate supplies and is sanitized after each use. Children must not be left unattended.				
19. Both hot and cold running water, soap and towels must be available for hand washing.				
20. Children's toys, play materials, tables and chairs, etc., must be clean, in good repair and meet safety standards.				
21. Have a written policy for the care of sick children. Must have on file parent/guardian's permission to administer all medication including dosage. Have any special medicines for the children, labeled with child's name. All medications, prescription and non-prescription must be inaccessible to children.				
22. Verification of current immunization status and recent physical examination for each child unless a verifiable exclusion is on file.				
23. Follows prevention and control of infectious disease practices.				
24. Have a first aid kit available and appropriately stocked.				
25. Records of children with special needs should be on hand which specify conditions & doctor's instructions for care.				
26. Smoking must not be allowed when children are present. Smoking is not allowed on the premises when children are present.				
27. If transportation is provided by or on behalf of the Authorized Child Care Professional, the driver of the vehicle must have current auto insurance, a current and valid driver's license kept on his/her person whenever transporting children and submit to a background check.				
28. If transportation is provided, the Authorized Child Care Professional ensures that age appropriate and federally approved child safety restraints are always used and the Authorized Child Care Professional has a clear procedure to ensure that no child is ever left unattended in a vehicle.				
29. Food preparation areas should be separate from the eating, playing, toilet, bathroom and diaper-changing areas.				
30. Eating area must have age appropriate furniture with proper use of manufacturer's high chair restraints, age appropriate tables and chairs, and/or boosters if at a regular dining table.				
31. Drinking facilities must be clean, accessible. Each child must have their own cup.				
32. Ensure garbage is in proper containers and inaccessible to children. Nonabsorbent Containers should be covered, clean and be disposed frequently. Use proper handling and storage of hazardous materials and ensure the appropriate disposal of bio contaminants.				
33. The home is free of insects and rodents and there should be no evidence of their presence.				
34. Ensure that screen windows and doors in the home are in good repairs and all self-closing doors function appropriately.				
35. Adult supervision is present in all outdoor activity.				

36. Outdoor play areas are clean, safe and free of hazards, including vehicular traffic.				
37. Swimming pool areas must be inaccessible to children when not in use. Wading pools are drained when not in use. Adult supervision is required at all times.				
38. If children are allowed to swim, adult supervision is required and the Authorized Child Care Professional and or supervising individual must have First Aid and Cardiopulmonary Resuscitation (CPR) training and be in attendance during the time the child/children are in the swimming area.				
39. Authorized Child Care Professional follows safe sleep practices. Each child should have his/her separate sleeping space such as but not limited to, age appropriate cots, cribs, 2" kinder mats, etc. that meet safety guidelines and standards. For example: The Authorized Child Care Professional's bed/couch or any other bed not in line with age appropriate safe sleep guidelines is not allowed as a safe sleep environment.				
40. Authorized Child Care Professionals should maintain documentation of food and other allergies for each child in care. Take precautions to prevent reactions, follow emergency response procedures, and document and report incidents as required.				
41. Must have an Emergency/Disaster preparedness procedures and process for practice drills in place and available for review. The Authorized Child Care Professional should have emergency preparedness training and schedule and document routine practice drills.				
42. Authorized Child Care Professionals must have First Aid and Cardiopulmonary Resuscitation (CPR) certification and verification of completion.				
43. Authorized Child Care Professionals must have documented completion of training on "Shaken Baby Syndrome/Abusive Head Trauma", and "Before You Begin: New Caregivers" (which includes training on health & safety, emergency preparedness and safe sleep).				
44. I agree to have policies and procedures are in place that afford parents/guardians unlimited access to their children whenever their children are in my care.				
45. OTHER -				

**I, as the Authorized Child Care Professional, agree that all of these items are now in compliance or will be in compliance by the time of my initial home visit.**

**I agree that I will maintain these items in compliance while on the Child Care Certificate Program.**

**I understand that I may be immediately terminated without appeal for failure to maintain compliance with these health and safety conditions while on the Child Care Certificate Program.**

**I understand that I must adhere to the guidelines in the Before You Begin section of the TCCOTS training.**

**I agree to immediately report to the Child Care Certificate Program office any accident with or without injury of a child in my care.**

**I agree to immediately report to the Department of Children Services and the Child Care Certificate Program office any suspicions of child abuse or neglect.**

\_\_\_\_\_  
Signature of Authorized Child Care Professional  
Applicant at Interview

\_\_\_\_\_  
Signature of Child Care Specialist at Interview

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

For Use on Home Visits – Check for:     Initial     12-month Visit     Annual Visit

\_\_\_\_\_  
Authorized Child Care Professional  
Signature at Home Visit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CCS

\_\_\_\_\_  
Date