

Child Care Inspection Checklist

- Must be **18 years** of age or older / persons (16 or 17 years old) may provide child care as long as they have direct, on-site supervision from a licensed child care provider at least 18 years of age.
- Proof of pediatric/infant **CPR/FA** certification.
- Comply with your current child-to-staff **Ratios** at all times. (City's may be more stringent)
- A written **Illness Policy** for sick children and staff is highly recommended. If a child or child care provider gets a reportable disease they may be restricted from attending or operating the daycare facility.
- A copy of every child's current **Immunization Record** including your own children must be available for review. (Properly documented exemptions are allowed).
- Functional **Telephone** (city licensing may require a landline) Note: Cell phones must remain on premise during child care hours.
- Minimum **2A:10BC Fire Extinguisher**, installed and functional **Smoke Detectors** & minimum **2 Emergency Exits** on every level where child care occurs.
- Fire Safety and Evacuation Plans** & other items (such as your Daycare License) should be conspicuously posted.
- Food must come from an **Approved Source** (no home canned goods with the exception of jams & jellies). Meats must be USDA inspected. **Thaw Food** by using approved method's only (microwave, in refrigerator, or in sink under continuous running cold water).
- Food Handling (use gloves, tongs, utensils, paper towels) **Minimize Bare Hand Contact with Ready to Eat Food.**
- A **Sanitizing Solution** **MUST** be used for all food contact surfaces (counter tops, tables, hi-chairs and mouthed toys). Approved sanitizers are Household Bleach (sodium hypochlorite) or Quaternary Ammonia.
- A **Dishwasher or 4-step method** **MUST** be used. A sanitizing tub **WILL** be required using the 4-step method if provider does not have a 3-comp sink. (Wash, Rinse, Sanitize and Air Dry on drying rack, not a towel)
- Sharps** such as knives, scissors, pizza cutters, ice picks must be locked or kept out of reach of children. **Utensils** must be stored in a way to prevent contamination.
- Functional **Thermometers** for every refrigerator (must maintain temperature of 41°F or below).
- Avoid **Cross Contamination** by storing raw meats and eggs below ready to eat food. Must avoid dripping/spilling/leaking of raw meat juices in refrigerator. Segregate according to cook temperatures. Do not stack ready to eat food directly on top of raw meat or eggs. **DO NOT STORE FOOD ON FLOOR**, under chemicals or sewer lines.

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- Any **Hazardous Substance, Materials or Medicine** MUST be stored out of reach of children or be locked (child locks acceptable).
- All **Garbage's must have lids or covers** or may be stored inside of a cabinet or closet and should be removed daily.
- Private Well's** will be tested for water quality. **Septic Systems** must be functional and in compliance with current rules.
- Running Hot & Cold water, **Paper Towels and Soap** MUST be available for hand washing at all times.
- Cleanable Pad/Surface** available for diapering children and **MUST** be sanitized after every diaper change. Never change diapers in kitchen area or where food preparation may occur.
- Firearms and Weapons** must be stored in a locked container or gun safe. (Matches & lighters must be stored out of reach of children).
- Any **Water Hazards** such as ponds, canals, pools, ditches, hot tubs, and other bodies of water **MUST** be inaccessible to children. Preventing access may require a fence that is at least 4 feet in height, self closing gates, locks or covers that lock. (No more than a 4 inch gap is allowed in fencing material).
- No **Smoking or Alcohol** consumption is allowed on the premise/property during operating hours when children are present.
- Sleeping and Play Areas, Restrooms and Fixtures** shall be maintained in a safe and sanitary condition.
- The facility must have adequate **Heat, Light and Ventilation**. Fireplaces & wood-burning stoves shall be protected on all sides to prevent children from accessing them.
- Outdoor Play Area's** must be free from hazards and animal waste. If adjacent to a busy roadway or other hazards, a fence in good repair is required at least 4 feet high with no more than a 4 inch gap in the fencing material. **Toys and Play Equipment** must be free from rough edges and sharp corners, and be of substantial construction.
- Any **Pet or Animal** present at the facility must be in good health and show no evidence of carrying disease along with being a friendly companion of children. The operator must maintain the animal's vaccinations and have records available for review upon the Inspector's request.
- General Safety** –ensure there are covers on electrical outlets, no exposed light sockets, electrical cords (must be in good repair), substantial railings for balconies and stairways, gates for stairways (for children less than 3 years of age), no access to hazardous machinery or power tools, no choking hazards assessable to children (less than 3 years of age) including but not limited to balloons, objects less than (1) inch diameter, plastic bags, ect...