

# Health & Safety Monitoring Checklist

## Family Child Care Homes

AGENCY OF HUMAN SERVICES  
DEPARTMENT FOR CHILDREN & FAMILIES



Arrival time:	Departure time:	Visit date:
Licensing Field Specialist:		License #:
Program Name:	Phone:	Year of Building:
Address:		

### General Operating Information

Any Outstanding Violations and/or variances?  Yes  No Comments: \_\_\_\_\_

Specialized Child Care:  Yes  No Provider has 6 hours of ASC training IRC Compliance Report:  Yes  No Comments: \_\_\_\_\_

Lead Water Testing:  Yes  No Comments: \_\_\_\_\_ Required to Use Bottled Water:  Yes  No

License Capacity: \_\_\_\_\_

### Indicators

#### Staff: Child Ratios

Room or Area	Age Group	# Staff	# Children	Ratios Met? (Y/N)	Activities/ Notes	Room or Area	Age Group	# Staff	# Children	Ratios Met? (Y/N)	Activities/Notes

By signing this report, I acknowledge that the report was discussed with me, or will be at the following agreed upon time: \_\_\_\_\_.

Any violation which subjects a child to injury, or a life-threatening situation or continued noncompliance may jeopardize participation in the subsidy program.

Provider/Person-in-charge Signature \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Licensing Specialist Signature: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# Health & Safety Monitoring Checklist

## Family Child Care Homes

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Prevention and control of infectious diseases (including immunizations) [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
3.3.4.1 Child file							
5.1.2 Documentation of child's well care exam							
5.1.4: VT Immunization Report (Note: 5.1.3 – requires children's immunizations, Health Dept. verifies and shares report)							
5.1.1 Practices support health and safety							
5.2.1.1 Handwashing-Adults + Children							
5.2.1.2 Handwashing-Adults only							
5.2.1.8 Adults assist with children washing hands							
5.2.3.11 Diaper changing procedure							
5.3.1 Written plan for communicable disease response							
5.3.2 Daily Health Check							
5.4.1.1 Children have own sleep mat/cot							

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5.4.1.4 Non-porous mat/cot							
5.2.3.13 (L) Diaper procedure posted							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Prevention of Sudden Infant Death Syndrome and use of safe sleeping practices [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable*		
*5.4.3.2 Children are not required to sleep							
*5.4.2.2 Infant shall sleep on back							
5.4.1.6 Nap lighting see child's face							
5.4.1.2. Compliant Cribs							
5.4.2.3 Sleeping infant transferred once asleep							
5.4.2.4 Tight fitting crib sheet							
5.4.2.5 No loose bedding or swaddling							
5.4.2.6 Clothing sacks designed for sleep, no jewelry, bibs, garment with ties or hoods							
5.4.2.7 No positioning devices							
5.4.2.8 No pacifiers (without parental permission) with attachments or bottles in crib							

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## Family Child Care Homes

5.4.1.5 Infant sleep check per 15 minutes							
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Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Administration of Medication [CCDF]</b>							
<b>Standard</b>	<b>In Compliance</b>	<b>Not In Compliance</b>	<b>Discussed Only</b>	<b>Not Observed</b>	<b>Not Applicable</b>		
5.6.1 Medication administration written plan							
5.6.2 Only provider/staff trained may administer medications							
5.6.3 Parent permission to administer folk/ herbal medications							
5.6.5 Written permission from parent to admin medication							
5.6.6 Medications labeled, in original container, not expired							
5.6.8 Medication log kept							
5.6.11 Medications securely stored							
5.6.12 Epi Pens/inhalers goes with or is near child							
Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Prevention and response to emergencies due to food and allergic reactions [CCDF]</b>							
<b>Standard</b>	<b>In Compliance</b>	<b>Not In Compliance</b>	<b>Discussed Only</b>	<b>Not Observed</b>	<b>Not Applicable</b>		

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5.11.1.1 Written policy concerning meals and snacks							
6.2.4.5 Provider/staff can see and respond to choking while children eat							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
<b>Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic [CCDF]</b>							
5.10.1.1 General safety (grounds, equipment, outdoor toys)							
5.10.1.1.1 Outlet covers							
5.10.1.1.2 Choking hazards (cords)							
5.10.1.1.3 Tipping hazards							
5.10.1.1.5 Under 3 choking hazard supervision							
5.10.1.2.2 Two exits/ground floor							
5.10.1.8 Chipping, peeling paint/IRC							
5.10.1.14.1 Pets do not present a danger to children							
5.10.1.14.2 Pets vaccinated							
5.10.3.1.3 Outdoor play area fenced (traffic, bodies of water)							

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5.10.3.1.4 Sturdy fencing							
5.10.3.1.5 Required fence specs followed							
5.10.3.1.6 Outdoor play area-free of dumpsters, standing water, etc							
5.10.3.2.3 Equipment anchored							
5.10.3.3 Cushioning material							
5.10.4.2 Clear exits							
5.10.4.5.1 General cleanliness							
5.10.4.5.7 Toys free of hazards-broken etc							
5.10.5.1 Swimming (if applicable)							
5.10.5.2.2 Pool fenced in (if applicable)							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment [CCDF]</b>							
<b>Standard</b>	<b>In Compliance</b>	<b>Not In Compliance</b>	<b>Discussed Only</b>	<b>Not Observed</b>	<b>Not Applicable</b>		
6.2.3.2 Hold, touch, talk appropriately							
6.2.5.4 No form of inappropriate discipline							

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6.2.5.4.1 No hitting, shaking, biting, pinching							
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Indicators						Observations/ Comments/ Notes	Plan of Improvement
<p><b>Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act [42 U.S.C. 5195a(a)(1)] The planning at the child care provider level <b>must include procedures for evacuation, relocation, shelter-in-place and lockdown, as well as training and drills for staff and volunteers, communications and reunification with families, continuity of operations, and accommodations for infants and toddlers, children with disabilities and children with chronic medical conditions.</b> [CCDF]</b></p>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
3.6.1.1 Emergency Response Plan which must include: 1.reunification with families. 2. Continuity of operations and 3. Children with chronic medical conditions. (1-3 are talking points until rule promulgation)							
3.6.1.2 Staff trained on plan							
3.6.1.3 Emergency response plan updated every 365 days							
3.6.1.4 Parents know where FCCH will relocate							
7.7.1 Use of Volunteers							

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Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Handling and storage of hazardous materials/ appropriate disposal of biocontaminants [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
5.2.5 Standard Practices for exposure to blood borne pathogens; Blood Borne Pathogen training							
5.10.1.10.1 All poisonous, toxic, or hazardous materials labeled/ do not create a hazard							
5.10.1.10.2 No storage of flammable liquids and gases							
5.10.1.10.3 All poisonous or toxic materials inaccessible to children							
5.10.1.12 Firearms/weapons locked up (visually inspect @ preclicensure; confirm at every annual site visit)							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Transportation [CCDF]</b>							
<input type="checkbox"/> N/A (no transportation provided)							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
*5.10.6.6.1 Permission to transport (if applicable)							
5.10.6.2.1: Children under eight (8) properly secured in approved child restraint system							
5.10.6.1.1: Vehicle(s) registered, inspected, and insured according to state law.							



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5.10.6.6.1.2: Written permission authorizing the FCCH to release a child to a transportation service							
5.10.6.6.2: No child shall ever be left unattended or unsupervised in a vehicle at any time.							
5.10.6.6.5: Procedure for accounting for all children transported.							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Pediatric CPR &amp; First Aid [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
7.1.2.1 Complete FA/CPR training remain certified							
7.1.2.2 At least one FA/CPR person on site							
7.1.2.3 (L) Staff trained in FA/CPR within 3 months							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Recognition of Child Abuse and Neglect [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
3.2.1 Provider/staff are informed of and have access to abuse/neglect hotline							
3.2.2 Provider/staff are mandated reporters will call the hotline if reasonably suspect							

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3.2.3 Responsibility of the provider to ensure staff understand mandated reporter responsibilities							
3.2.4 (L) The provider shall have written policy requiring staff to report neglect/abuse							
3.2.5 (L) Staff trained in prevention and identification of abuse neglect							
3.2.6 (L) Staff trained to recognize grooming, etc.							
3.2.7 (L) No retaliation against a staff who makes a report							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Health and safety training-preservice orientation [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
7.1.3 Orientation							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Health and safety training-on going (Must include Health and Safety Topics) [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
7.4.4 Professional development hours							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
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Fire Standards [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
3.3.6.1 Evacuation drill logs on site							
3.6.2.1 Evacuation diagrams posted on each level of home							
3.6.2.2. Drills take less than 3 minutes to exit building							
3.6.2.3 At least one drill a year is during nap							
3.6.3 Emergency Prep training complete within 1 yr.							
5.10.1.2.4 CO/smoke detectors each floor near napping area							
5.10.1.2.5 Fire extinguisher/size/tagged							
5.10.1.2.6 Fire extinguisher mounted							
5.10.1.2.1(L) Division of fire safety-rules followed							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
Group Size and Staff:Child Ratios [CCDF]							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
6.2.1 Registered FCCP does not exceed maximum capacity							

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6.2.2 Licensed FCCP does not exceed maximum capacity							
6.2.1.5 (R) Staff present meet ratio requirements							
6.2.2.4 (L) Staff present meet ratio requirements							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Background Checks [CCDF]</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
7.2.1 RCA new individuals and those with unsupervised access to kids							
7.2.2 RCA residing in home or present more than 5 times							
7.2.3 New RCA every five years							
7.2.4 Not alone with children w/o fingerprints							

Indicators						Observations/ Comments/ Notes	Plan of Improvement
<b>Nutrition</b>							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
5.11.4 Drinking water shall be readily available							
5.11.6.5 More than one infant, bottles shall be individually labeled							

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Indicators						Observations/ Comments/ Notes	Plan of Improvement
Healthy Relationships and Additional Health & Safety Related Standards							
Standard	In Compliance	Not In Compliance	Discussed Only	Not Observed	Not Applicable		
3.3.3 Attendance							
3.3.1 Records/documents orderly and accessible							
3.3.7.3 6 months up to date BFIS							
6.1.4.1.1 Toys, materials and equipment is varied and available in quantity							
6.2.3.4 Provider/staff shall be available and responsive to children							
6.2.3.6 Children listened to with attention and respect							
6.1.4.3.2 Materials and experiences reflect diversity found in society							
6.2.4 Supervision of children; ensure visual supervision of children except as allowed in rules							

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## Family Child Care Homes

Staff Profile Record			Fingerprint Supported Background Clearance	Health & Safety Training			
Name	Position Title	Date of Hire	Fingerprint Expiration Date	Current Pediatric First Aid & CPR Training (7.1.2)	Health & Safety Orientation Documentation (7.1.3)	15 hours annual ongoing Health & Safety Training (7.4.4)	Mandated Reporter documentation on file (3.2.2)

Required Component:	File 1	File 2	File 3	File 4	File 5	File 6	File 7	File 8	File 9	File 10	Comments
Current Form on file?											
First/Last Day of Attendance											
Days/Hours Attending											
Child's Full Name											
Birth Date											
Home Address/ Phone											
Home Language											
Parent/Guardian Full Name											
Address (if different)											
Parent/Guardian Home Phone											
Court Order in Effect (info)											
Emergency Contact Info (Name/Phone/Address/ Relationship)											
Authorized Pick-Up Info											

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## Family Child Care Homes

Name of Child's Doctor/ Phone											
Name of Child's Dentist/ Phone											
Child's well-care exam documentation											
Child's Immunization record											
<b>Infant Specific Info (if applicable)</b> <ul style="list-style-type: none"> <li>• Feeding Instructions</li> <li>• Typical sleep schedule</li> <li>• Use a pacifier</li> <li>• Want to use in crib?</li> </ul>											
<b>Additional Info about Child</b> Any special medical, developmental, emotional, or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations											
Child's Education documentation (IEP, CIS One Plan, etc.)											
<b>Written Parental Permission:</b> <ul style="list-style-type: none"> <li>• Emergency Medical Care</li> <li>• Transportation</li> <li>• Swimming Activities</li> </ul>											
Parent signature/ date											

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ADDITIONAL NOTES/OBSERVATIONS: