



**LICENSE EXEMPT FAMILY, FRIEND OR NEIGHBOR  
SELF- CERTIFICATION  
HEALTH AND SAFETY CHECKLIST**

**A. Child Care Provider Information:**

Business Name: \_\_\_\_\_ Home Care Location: \_\_\_\_\_  
(Street, Village, Island)

Name of Provider: \_\_\_\_\_ Contact No.: \_\_\_\_\_ (670)

**B. Parent(s) / Guardian(s) Information:**

Parent 1 / Guardian 1: \_\_\_\_\_ Contact No.: \_\_\_\_\_ (670)

Parent 2 / Guardian 2: \_\_\_\_\_ Contact No.: \_\_\_\_\_ (670)

**C. Child Care Services Information:**

Child care services will be provided in (check one):

Child(ren)'s Home

Provider's Home

**Instructions:**

- A license-exempt family, friend or neighbor child care provider **and** (a) parent(s) / guardian(s) eligible for subsidy, must fill form and attach it to initial application.
- The home where you provide care must meet health and safety requirements. It is the ongoing responsibility of the provider and the parent(s) to see that these basic standards are met.
- The provider and parent(s) / guardian(s) are encouraged to assess and ensure that the home where childcare will be provided is healthy and safe for the children.
- If statement is correct, the provider and parent(s) / guardian(s) must initial (the left side) of each standard. This will certify that the home meets health and safety standards.

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**D. HEALTH AND SAFETY CHECKLIST:**

No.	Parent(s) / Guardian(s) Initial	Provider Initial	(1) ELECTRICAL HAZARDS
1			(1-a) Breaker box is covered and out of children’s reach.
2			(1-b) Electrical cords are securely installed.
3			(1-c) Indoor and outdoor outlets at a height of 7ft and below are covered or blocked off by furniture.
4			(1-d) Electrical cords do not cross pathways, to avoid tripping hazards.
No.	Parent(s) / Guardian(s) Initial	Provider Initial	(2) POSTINGS OF REQUIRED DOCUMENTS
5			(2-a) Required documents posted and visible to parents/guardians: Business License, CCDF Provider Certificate, Health Clearance Certificate.
6			(2-b) “No Smoking” signs are within view and seen upon entering home.
7			(2-c) “Exit” signs are posted and within view.
8			(2-d) Emergency Evacuation Exit Plan is posted by every exit door and at adult’s eye level.
9			(2-e) Children’s allergy posting is in a discrete area where food is served for the provider’s reference.
10			(2-f) The provider has the contact information of two (2) other authorized people, aside from the parents/guardians. Contact numbers are posted by a working land line (if applicable) or by Emergency Evacuation Exit Plan
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No.	Parent(s) / Guardian(s) Initial	Provider Initial	(3) CHILD(REN)'S FILE
12			(3-a) Children's allergy and/or medical need information (i.e. child care plan)
13			(3-b) Children's medical information (hospital #, vaccination record, allergies, health insurance, & etc.).
14			(3-c) Parent's authorization form of emergency contacts (at least 2).
15			(3-d) Accident and/or incident reports.
No.	Parent(s) / Guardian(s) Initial	Provider Initial	(4) EMERGENCY PREPAREDNESS AND RESPONSE PLANS
16			(4-a) Emergency drills are conducted and recorded monthly.
17			(4-b) Disaster drills are performed and noted every 6 months.
18			(4-c) Recorded drills are visible for visitors review.
19			(4-d) Home care has an Emergency Preparedness Response Plan (EPRP) that is shared with their families.
No.	Parent(s) / Guardian(s) Initial	Provider Initial	(5) PRACTICES THAT PREVENT HAZARDS THAT PREVENT ILLNESSES
20			(5-a) All cleaning chemicals are stored out of the child(rens) reach or inside a locked cabinet.
21			(5-b) Indoor / Outdoor flooring meet the following: flooring is dry and clean, has no odor or any other type of scent including chemicals, no flaking paints or chipped walls / ceiling.
22			(5-c) The provider follows a routine cleaning schedule that is posted and visible.
23			(5-d) The home is equipped materials needed to practice routine cleaning (i.e. paper towel, bleach water solution).
24			(5-e) Home provider conducts a Daily health check to all enrolled children and is recorded. Document is accessible for review of inspector.
25			(5-f) There is a designated clean and comfortable area for sick children, separated from other children.
No.	Parent(s) /	Provider Initial	(6) KITCHEN / EATING AREA

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	<b>Guardian(s) Initial</b>		
26			(6-a) Dining table is cleaned and sanitized before and after each meal.
27			(6-b) Food are stored at the right temperature.
28			(6-c) Drinking water is available and accessible throughout the day.
29			(6-d) Water is offered throughout the day (i.e. while playing outdoors).
30			(6-e) Healthy meals/snacks are provided to the children.
31			(6-f) Proper hand washing procedures are posted by the working sink where hand washing practices occur in the kitchen.
32			(6-g) Sharp items and utensils are out of children’s reach.
<b>No.</b>	<b>Parent(s) / Guardian(s) Initial</b>	<b>Provider Initial</b>	<b>(7) SLEEPING AREA</b>
33			(7-a) Clean and comfortable napping area is provided for each child and labeled accordingly.
34			(7-b) Babies less than 2 years old must be placed on their back for sleep.
35			(7-c) The napping area has 18” of space between children. If not possible, then placed as far as possible and children in alternating position (head to foot).
<b>No.</b>	<b>Parent(s) / Guardian(s) Initial</b>	<b>Provider Initial</b>	<b>(8) TOILETING AREA</b>
36			(8-a) Home is equipped with a working toilet and bathing room.
37			(8-b) Appropriate toiletries are provided and accessible to the children (liquid hand-soap, paper towel <i>(optional)</i> , toothbrush, toothpaste, toilet paper, etc...). Toiletries are replenished as needed.
38			(8-c) In the event cloth hand towels are used, each child is provided with a hand towel and is replaced daily or as necessary.
39			(8-d) Cloth hand towels are distinctly hung individually to air dry and is accessible to the child.
40			(8-e) Each child has their own toothbrush.

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41			(8-f) Children’s toothbrushes are airdried individually in a vertical position with covers <b>separated from adults</b>
42			(8-g) Toileting area is dry and furnished with non-slip mats.
43			(8-h) Use of a “potty chair”- the provider will assist the child and ensure that the chair is sanitized after each use.
44			(8-i) Proper hand washing procedures are posted by the working sink where hand washing practices occur in the toileting area.
<b>No.</b>	<b>Parent(s) / Guardian(s) Initial</b>	<b>Provider Initial</b>	<b>(9) DIAPERING AREA</b>
45			(9-a) If applicable, changing table or diaper changing is performed far from the eating area.
46			(9-b) Changing table or changing mat is sanitized and airdried after each used.
47			(9-c) Changing mat is water resistant and easily wipeable.
48			(9-d) Soiled diapers are wrapped tightly in plastic bag and is disposed in a closed bin that is stationed far from the eating area.
49			(9-e) Proper diaper changing procedure is posted near the designated area for changing diapers.
<b>No.</b>	<b>Parent(s) / Guardian(s) Initial</b>	<b>Provider Initial</b>	<b>(10) SAFETY SUPPLIES</b>
50			(10-a) First aid kit is visible and accessible at all times.
51			(10-b) First aid kit is filled with medical supplies and replenished as needed.
52			(10-c) Monthly inventory of the first aid kit is performed to ensure that all supplies are updated and replenished.
53			(10-d) Home is equipped with a fire extinguisher and are inspected as required.
54			(10-e) Fire extinguisher is securely placed in a safe and convenient space, out of children’s reach.
55			(10-f) Smoke detectors are properly installed at each needed area.
56			(10-g) Home is equipped with working smoke detectors in each enclosed room with the exception of the kitchen.
<b>No.</b>	<b>Parent(s) / Guardian(s) Initial</b>	<b>Provider Initial</b>	<b>(11) OBSERVABLE PRACTICES AND ROUTINES</b>

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57			(11-a) Provider demonstrates proper hand-washing procedures and assists young children to wash his/her hands using the same proper procedures.
58			(11-b) Proper handwashing procedure is performed throughout the day: before and after meals, after toileting, before and after each diaper change, after outdoor play, upon entering the home, etc...
59			(11-c) Parents are allowed full access to their children at any time (Open-door policy).
60			(11-d) The child care provider will not use corporal, harsh, or unusual punishment.
61			(11-e) Food should not be used as reward or punishment.
62			(11-f) Provider forbids smoking within the premises during operational hours and around the children.
63			(11-g) There are no more than 4 children under the provider's care.
<b>No.</b>	<b>Parent(s) / Guardian(s) Initial</b>	<b>Provider Initial</b>	<b>(12) PLAYGROUND / OUTDOOR SPACE</b>
64			(12-a) The children's outdoor playground is far from the driveway and main road.
65			(12-b) The playground is enclosed and in a shaded area.
66			(12-c) Playground equipment is free from sharp edges, and rust.
67			(12-d) The playground is well maintained, free from odor and tripping hazards.
68			(12-e) All playground equipment are age appropriate; proper size for the ages of children using it.
69			(12-f) Adult supervision is provided at all times during operational hours indoors and outdoors.
70			(12-g) No animal feces or excrements.
71			(12--h) Playground surfacing is free from tripping hazards. Example: Large roots where children normally run through.

**Provider's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent's / Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent's / Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_