

FAMILY, FRIEND, OR NEIGHBOR PROVIDER  
**SELF-CERTIFICATION CHECKLIST**



**A. Child Care Provider Information:**

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

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

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

Family 1: \_\_\_\_\_ Contact No.: \_\_\_\_\_ (670) \_\_\_\_\_

Family 2: \_\_\_\_\_ Contact No.: \_\_\_\_\_ (670) \_\_\_\_\_

Family 3: \_\_\_\_\_ 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:**

- The LEFFN or LFFN **and** (a) parent(s) / guardian(s) eligible for subsidy, must fill out the form and attach it to the 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 child care will be provided is healthy and safe for the children.
- If standard is met, the provider and parent(s) / guardian(s) must initial (the left side) of each item. This will certify that the home meets health and safety standards.

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**D. HEALTH AND SAFETY CHECKLIST:**

No	Family Initial 1	Family Initial 2	Provider Initial	(1) KITCHEN / EATING AREA
1				(1-a) Kitchen is clean, sanitized, and safe for the child(ren).
2				(1-b) Healthy meals and snacks are provided and water is offered throughout the day.
3				(1-c) Proper hand-washing procedure is posted by the working sink(s) where hand washing practices occur in the kitchen.
No.	Family Initial 1	Family Initial 2	Provider Initial	(2) TOILETING AREA
4				(2-a) Children have access to a working toilet with toiletries, and the toileting area is dry.
5				(2-b) Each child has their own labeled toothbrush and kept separate from the adults' toothbrushes.
6				(2-c) The proper hand-washing procedure is posted by the sink(s) in the bathroom area where the child(ren) and provider wash their hands.
No.	Family Initial 1	Family Initial 2	Provider Initial	(3) CHILD(REN)'S FILE
7				(3-a) Care Plan is signed by a physician (Child(ren)'s allergy and / or medical need information).
8				(3-b) Parents have completed the Child's Immunization Record and the Authorization for Emergency Medical / Dental Care forms.
9				(3-c) Accident and / or incident report is filled out daily.
No.	Family Initial 1	Family Initial 2	Provider Initial	(4) POSTINGS OF REQUIRED DOCUMENTS
10				(4-a) Required documents are posted and visible: Business License, CCDF Provider Certificate, Health Certificate Clearance.

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11				(4-b) The “No Smoking” and “Exit” signs are posted, and there is a daily activity schedule for children within view.
12				(4-c) The provider has contact information for two additional authorized individuals besides the parents or guardians.
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(5) EMERGENCY PREPAREDNESS, RESPONSE, AND RECOVERY PLAN (EPRRP)</b>
13				(5-a) The provider has unobstructed emergency exit(s), and the Emergency Evacuation Exit Plan is posted by every exit door at adult eye level.
14				(5-b) Emergency and disaster drills are conducted and recorded.
15				(5-c) Home-based child care has an Emergency Preparedness, Response, and Recovery Plan (EPRRP).
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(6) OBSERVABLE PRACTICES AND ROUTINES</b>
16				(6-a) Provider assists children in performing proper hand-washing procedures throughout the day during important routines, including meals, toileting, diaper changes, outdoor play, and upon entering.
17				(6-b) The provider cares for no more than 4 children for LEFFN or 6 children for LFFN, and parents have full access to their children at any time.
18				(6-c) The child care provider will not use physical or harsh discipline, and food will not be used as a reward or punishment.
19				(6-d) The provider forbids smoking on the premises during operational hours and around the children.
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(7) ELECTRICAL HAZARDS</b>
20				(7-a) Breaker box is covered & out of child(ren)’s reach.
21				(7-b) Electrical cords are securely installed and kept clear of pathways to prevent electrical and tripping hazards.
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(8) PRACTICES THAT PREVENT HAZARDS THAT PREVENT ILLNESSES</b>

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22				(8-a) Cleaning chemicals are kept out of children's reach or in a locked cabinet and the home has the necessary supplies for regular cleaning.
23				(8-b) The provider follows a posted cleaning schedule and conducts a Daily Health Check for all enrolled children.
24				(8-c) There is a specific, clean, and comfortable area for sick child(ren) that is kept separate from the other child(ren).
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(9) SLEEPING AREA</b>
25				(9-a) A clean and comfortable napping area is provided for each child and labeled accordingly.
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(10) SAFETY SUPPLIES</b>
26				(10-a) The first aid kit must be visible and accessible at all times.
27				(10-b) The home is equipped with a fire extinguisher, which is inspected as required and securely placed in a safe, convenient location that is out of child(ren)'s reach.
28				(10-c) The home is equipped with working smoke detectors installed in each required room, except the kitchen.
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(11) DIAPERING AREA</b>
29				(11-a) If applicable, diaper changing or use of the changing table is performed away from the eating area.
30				(11-b) The changing table or mat is water-resistant and easily wipeable, and is sanitized and air-dried after each use.
31				(11-c) Soiled diapers are wrapped tightly in a plastic bag and disposed of in a closed bin that is stationed far from the eating area.
32				(11-d) Proper Diaper Changing procedure is posted near the designated area for changing diapers.
<b>No.</b>	<b>Family Initial 1</b>	<b>Family Initial 2</b>	<b>Provider Initial</b>	<b>(12) PLAYGROUND / OUTDOOR SPACE</b>

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33				(12-a) The playground is in an enclosed area that prohibits vehicles from entering using barriers such as cones, flower pots, or a fence.
34				(12-b) The playground is well-maintained, free from odor and animal feces or excrements, with equipment that is age-appropriate, properly sized for the child(ren) using it, and free from sharp edges and rust.
35				(12-c) Adult supervision is provided at all times during operational hours, both indoors and outdoors.
36				(12-d) Playground surfacing is free from tripping hazards, such as large roots where children normally run through.

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

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

**Signature - Family 1:** \_\_\_\_\_

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

**Signature - Family 2:** \_\_\_\_\_

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

**Signature - Family 3:** \_\_\_\_\_

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