CCDF LEFFN or LFFN PROVIDER

HEALTH AND SAFETY CHECKLIST

A. Child Care Provider Information:

Business Name: Myra's Child Care **Home Care Location:** Marpo Heights
(street name, Village, Island)

Name of Provider: Myra C. Diaz

Date:	**Time**	**Type of Check-in:**
23-Oct-22	9:30	Initial Visit

IV	Initial Visit
FOL	Follow-up
U	Unannounced
A	Announced

C. Child Care Services Information:

Child Care Service is provided in
(Check one):

D. Child Care Provider Acknowledgment:

The LEFFN / LFFN provider in the process of renewal will go through an initial check-in visit, after all required documentation has been received (reference CCDF Provider Application for details). If CCDF provider meets all requirements, a CCDF Provider Certificate is issued.

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The LEFFN / LFFN provider will be subject to one announced and one unannounced health and safety check-in within the year from the date on their CCDF Provider Certificate.

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HOWEVER, the home where you provide care may be visited more than two times a year; depending on improvement efforts towards meeting CCDF Health and Safety standards.

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✓ - If the standard was observed or verified through postings, documentations, etc…
X - If the standard was not seen during the time of the visit or verified through evidence of documentation, postings, etc…

E. **Health and Safety Standards**:

No.	IV	FOL				(1) KITCHEN / EATING AREA	COMMENTS
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.	**IV**	**FOL**				**(2) TOILETING AREA**	**COMMENTS**
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.	**IV**	**FOL**				**(3) CHILD(REN)'S FILE**	**COMMENTS**
7	N/A					(3-a) Care Plan is signed by a physician (Child(ren)'s allergy and / or medical need information).	
8	X					(3-b) Parents have completed the Child's Immunization Record and the Authorization for Emergency Medical / Dental Care forms	2024.10.23 Advised to update immunization records and authorization forms of all children.
9	✓					(3-c) Accident and / or incident report is filled out daily.	
No.	**IV**	**FOL**				**(4) POSTINGS OF REQUIRED DOCUMENTS**	**COMMENTS**

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10	✓					(4-a) Required documents are posted and visible: Business License, CCDF Provider Certificate, Health Certificate Clearance.	
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.	
No.	**IV**	**FOL**				**(5) EMERGENCY PREPAREDNESS AND RESPONSE PLANS**	**COMMENTS**
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 and Response Plan (EPRP).	
No.	**IV**	**FOL**				**(6) OBSERVABLE PRACTICES AND ROUTINE**	**COMMENTS**
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.	

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No.	IV	FOL				(7) ELECTRICAL HAZARDS	COMMENTS
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.	
No.	**IV**	**FOL**				**(8) PRACTICES THAT PREVENT HAZARDS THAT PREVENT ILLNESSES**	**COMMENTS**
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)	
No.	**IV**	**FOL**				**(9) SLEEPING AREA**	**COMMENTS**
25	✓					(9-a) A clean and comfortable napping area is provided for each child and labeled accordingly.	
No.	**IV**	**FOL**				**(10) SAFETY SUPPLIES**	**COMMENTS**
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.	

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No.	IV	FOL				(11) DIAPERING AREA	COMMENTS
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.	
No.	**IV**	**FOL**				**(12) PLAYGROUND / OUTDOOR SPACE**	**COMMENTS**
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	X					(12-d) Playground surfacing is free from tripping hazards, such as large roots where children normally run through.	

NOTES:

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HEALTH AND SAFETY CHECKLIST

INITIAL CHECK-IN VISIT:

Provider's Signature: Myra Diaz DATE: 10/23/34 (PRINT / SIGNATURE)

Visit Conducted by: Erica Thornburgh DATE: 10/23/24 (PRINT / SIGNATURE)

TYPE OF CHECK-IN VISIT: Follow-up

Provider's Signature: DATE: (PRINT / SIGNATURE)

Visit Conducted by: DATE: (PRINT / SIGNATURE)

TYPE OF CHECK-IN VISIT: Follow-up

Provider's Signature: DATE: (PRINT / SIGNATURE)

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CHILD CARE ACTION PLAN (CAP)
Areas for Improvement

Health & Safety Checklist or Caring for Our Children, 4th Edition	Discrepancy Referenced	Action to be taken to help meet the standards	Estimated Completion Date
H&S	3-b	will update children immunization records and authorization forms	11/1/24
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