

Home Annual & Semi-Annual Checklist

Name of Home:	Date:	Date:
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ADMINISTRATION RECORDS: Posted in area readily visible to parents & visitors	Annual	Semi-Annual
State License Posted 8.16.2.32 A	<input type="checkbox"/>	
Emergency Numbers next to Phone Posted 8.16.2.38 G(4)	<input type="checkbox"/>	
Daily Activity Schedule Posted 8.16.2.34 I(6)	<input type="checkbox"/>	
Dated Weekly Menus Posted 8.16.2.35 C	<input type="checkbox"/>	<input type="checkbox"/>
ON FILE FOR REVIEW:		
Current Child Care Home State Regulations 8.16.2.32 A(2)	<input type="checkbox"/>	
Mission Statement 8.16.2.32 B(1)	<input type="checkbox"/>	
Philosophy Statement 8.16.2.32 B(2)	<input type="checkbox"/>	
Curriculum Statement 8.16.2.32 B(3)	<input type="checkbox"/>	
Parent Handbook 8.16.2.32 C	<input type="checkbox"/>	
Expulsion Policy 8.16.2.32 C (2)(e)	<input type="checkbox"/>	
Personnel Handbook 8.16.2.32 F	<input type="checkbox"/>	
Last Licensing Survey 8.16.2.32A(1)	<input type="checkbox"/>	
Current Notifiable/Communicable Diseases 8.16.2.32A(4)	<input type="checkbox"/>	
Guidance Policy 8.16.2.32A(3)	<input type="checkbox"/>	
Fire drill & Emergency Preparedness Practice log 8.16.2.38 G(3)	<input type="checkbox"/>	<input type="checkbox"/>
Pet vaccinations 8.16.2.38 I(2)	<input type="checkbox"/>	<input type="checkbox"/>
Disaster Preparedness 8.16.2.32A(5)	<input type="checkbox"/>	
PERSONNEL RECORDS:		
Employment history verified, CRC Letter or Submission Receipt (Every 5 years), annual child abuse statement. New Caregivers/adults in home 8.16.2.32 E(1), 32E(2)	<input type="checkbox"/>	<input type="checkbox"/>
First-Aid and CPR (All Staff) 8.16.2.33 B(j)	<input type="checkbox"/>	
Training log and certificates /All Staff 8.16.2.33 B (2)	<input type="checkbox"/>	<input type="checkbox"/>
45-hour or 3-credit hrs. in Early Care (<i>Primary only</i>) 8.16.2.33 B(5)	<input type="checkbox"/>	
Home capacity/ratio (Provider/child ratio) 8.16.2.31 B	<input type="checkbox"/>	<input type="checkbox"/>

Attendance record of 2 nd caregiver 8.16.2.32E(3)	<input type="checkbox"/>	
HOUSEKEEPING:		
Keep the premises, including furniture, fixtures, toys & equipment clean, safe, disinfected & free of debris & potential hazards 8.16.2.38 A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous material inaccessible to children 8.16.2.38 A(2)	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets covered 8.16.2.38 D(2)	<input type="checkbox"/>	<input type="checkbox"/>
GUIDANCE:		
Guidance acknowledgement 8.16.2.34A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Guidance is consistent and age appropriate. 8.16.2.34A(2)	<input type="checkbox"/>	<input type="checkbox"/>
Guidance shall be positive and include redirection and clear limits that encourage the child's ability to become self-disciplined. 8.16.2.34A(3)	<input type="checkbox"/>	<input type="checkbox"/>
A home will not use the following disciplinary practices: <ul style="list-style-type: none"> • physical punishment of any type, including shaking, biting, hitting, pinching or putting anything on or in a child's mouth; • withdrawal of food, rest, bathroom access, or outdoor activities; • abusive or profane language, including yelling; • any form of public or private humiliation, including threats of physical punishment; • and unsupervised separation 8.16.2.34A(4)(a-e)	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL EMOTIONAL:		
Educators remain calm in stressful situations 8.16.2.34 H(1)	<input type="checkbox"/>	<input type="checkbox"/>
Educators are actively engaged with children, talk and actively listen to children and respond appropriately. Responding to children's questions and acknowledge their comments, concerns, emotions and feelings. 8.16.2.34 H(2)	<input type="checkbox"/>	<input type="checkbox"/>
Provide language to express feelings 8.16.2.34 H(3)	<input type="checkbox"/>	<input type="checkbox"/>
Educators model appropriate social behaviors, interactions and empathy and make appropriate physical contact to comfort and support children in daily routines and interactions. 8.16.2.34 H(4)	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENT:		
Environment shall be organized in functional identifiable learning areas 8.16.2.34 G(1)	<input type="checkbox"/>	<input type="checkbox"/>
Centers are clearly defined using shelving and furniture 8.16.2.34 G(2)	<input type="checkbox"/>	<input type="checkbox"/>
Materials are well cared for and organized by type. Where appropriate, materials are labeled with words or pictures. Adaptations to materials are made. Unused materials are stored in inaccessible storage. 8.16.2.34 G(5) * (Labeling only not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate space; no continual interruptions 8.16.2.34 G(4)	<input type="checkbox"/>	<input type="checkbox"/>
Individually expressed artwork is displayed 8.16.2.34 G(6) *(not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
Floor surface is suitable for activities that will occur in each learning area. 8.16.2.34 G(7) *(not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>

File and storage space is available for teacher/caregiver materials. 8.16.2.34 G(8)	<input type="checkbox"/>	<input type="checkbox"/>
NAPS/REST:		
Cribs, cots & mats 30"apart; Mats will be at least 3/4" thick 8.16.2.34 B(4)	<input type="checkbox"/>	<input type="checkbox"/>
Infants placed on back to sleep 8.16.2.34 C(4)	<input type="checkbox"/>	<input type="checkbox"/>
No <u>c</u> Child sleeping in playpen, car seat, stroller or swing 8.16.2.34 C(3)	<input type="checkbox"/>	<input type="checkbox"/>
No child sleeping behind closed doors 8.16.2.34 B(9)	<input type="checkbox"/>	<input type="checkbox"/>
Unattended Children 8.16.2.33 A(8)	<input type="checkbox"/>	<input type="checkbox"/>
Dark room 8.16.2.34 B(7)	<input type="checkbox"/>	<input type="checkbox"/>
No propping bottles & no child sleeping w/bottle 8.16.2.34 C(10)	<input type="checkbox"/>	<input type="checkbox"/>
No pillows in cribs 8.16.2.34 C(2)	<input type="checkbox"/>	<input type="checkbox"/>
TELEVISION:		
Children do not watch more than 6 hours per month of TV, DVD, videotapes, or play video games, but not to exceed one full length film in one day. Children under two will not be permitted to view media. 8.16.2.34 I(7)	<input type="checkbox"/>	
KITCHEN:		
Thermometers in Refrigerator/Freezer 8.16.2.35 D(7)	<input type="checkbox"/>	<input type="checkbox"/>
Food and drink stored in airtight container or by wrapping them. Label and date leftover food 8.16.2.35 D(4)	<input type="checkbox"/>	<input type="checkbox"/>
Label children's personal food items and bottles 8.16.2.35 D(5)	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning products separate from food items 8.16.2.35 D(11)	<input type="checkbox"/>	<input type="checkbox"/>
FIRST-AID REQUIREMENTS:		
Check First-Aid Kit 8.16.2.36 B(1)	<input type="checkbox"/>	
• Band Aids	<input type="checkbox"/>	
• Gauze pads	<input type="checkbox"/>	
• Adhesive tape	<input type="checkbox"/>	
• Scissors	<input type="checkbox"/>	
• Soap	<input type="checkbox"/>	
• Non-porous Gloves	<input type="checkbox"/>	
• Thermometer	<input type="checkbox"/>	
• First-Aid Manual	<input type="checkbox"/>	
Medication Locked Box 8.16.2.36 C(1)	<input type="checkbox"/>	
Medication Form w/Parents Initials 8.16.2.36 C(4)	<input type="checkbox"/>	
FIRE PROTECTION:		
Smoke Detectors 8.16.2.38 G(1)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher 8.16.2.38 G(2)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher mounted in the kitchen 18.16.2.38 G(2)	<input type="checkbox"/>	<input type="checkbox"/>

RESTROOM:		
Must have toilet paper, soap & disposable towels, height accessible to children; Must not use a common towel or wash cloth 8.16.2.38 F(1)	<input type="checkbox"/>	<input type="checkbox"/>
Must have hot/cold running water 8.16.2.38 C(6)	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene 8.16.2.36 A(1)(a)-(e)	<input type="checkbox"/>	<input type="checkbox"/>
Diapers change on waterproof surface; Soiled diapers stored in a secure container/tight-fitting lid 8.16.2.34 D(4)	<input type="checkbox"/>	<input type="checkbox"/>
Gloves worn during diaper changing 8.16.2.34 D(2)	<input type="checkbox"/>	<input type="checkbox"/>
Water Temp below 110 degrees 8.16.2.38 C(5)	<input type="checkbox"/>	<input type="checkbox"/>
PLAYGROUND:		
Play equipment safe & securely anchored 8.16.2.34 J(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>
Playground enclosed w/fence at least 4' high with 1 latched gate available for an emergency exit 8.16.2.34 J(2)	<input type="checkbox"/>	<input type="checkbox"/>
Energy absorbing surfaces beneath climbing structures, swings & slides 8.16.2.34 J(3)	<input type="checkbox"/>	<input type="checkbox"/>
Trampoline is prohibited 8.16.2.34 J(4)	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORTATION:		
All vehicles used for transporting children will have: 8.16.2.37 A	<input type="checkbox"/>	
• Fire Extinguisher	<input type="checkbox"/>	
• First-Aid Kit	<input type="checkbox"/>	
• First-Aid Manual	<input type="checkbox"/>	
• Water	<input type="checkbox"/>	
• Blanket	<input type="checkbox"/>	
Valid driver's license, registration and insurance 8.16.2.37 F	<input type="checkbox"/>	
SURVEY NOTES:		
Conduct fire drill - During ANNUAL or SEMI-ANNUAL		
Renewal Application mailed 8.16.2.11 B (1)	<input type="checkbox"/>	<input type="checkbox"/>
• Date mailed / New staff and children's records	/ /	<input type="checkbox"/>
• Inform the provider of application late fee	<input type="checkbox"/>	<input type="checkbox"/>
• Provider website for a copy of current regulations	<input type="checkbox"/>	<input type="checkbox"/>
• The 12 hours of annual training will be waived for educators if employed by a program currently under FOCUS consultation. 8.16.2.33B(3)		
• An emergency preparedness practice drill at least quarterly beginning January of each calendar year. 8.16.2.38G(3)		
Go back and verify any deficiencies from annual, follow-up as needed	<input type="checkbox"/>	<input type="checkbox"/>