

## Home Annual Checklist

Name of Home:	Date:
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ADMINISTRATION RECORDS: Posted in area readily visible to parents & visitors	
State License <b>Posted</b> 8.16.2.32.A	<input type="checkbox"/>
Emergency Numbers next to Phone <b>Posted</b> 8.16.2.38 G(4)	<input type="checkbox"/>
Daily Activity Schedule <b>Posted</b> 8.16.2.34 I(6)	<input type="checkbox"/>
Dated Weekly Menus <b>Posted</b> 8.16.2.35.C (1)	<input type="checkbox"/>
ON FILE FOR REVIEW:	
Current Child Care Home State Regulations 8.16.2.32.A(2)	<input type="checkbox"/>
Mission Statement 8.16.2.32B(1)	<input type="checkbox"/>
Philosophy Statement 8.16.2.32B(2)	<input type="checkbox"/>
Curriculum Statement 8.16.2.32B(3)	<input type="checkbox"/>
Parent Handbook 8.16.2.32C	<input type="checkbox"/>
Personnel Handbook 8.16.2.22F	<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 log 8.16.2.38 G(3)	<input type="checkbox"/>
Pet vaccinations 8.16.2.38 I(2)	<input type="checkbox"/>
Disaster Preparedness 8.16.2.32 A(5)	<input type="checkbox"/>
PERSONNEL RECORDS:	
Employment history verified, CRC Letter or receipt of money order, annual child abuse statement. 8.16.2.32E(1)	<input type="checkbox"/>
First-Aid and CPR 8.16.2.33B(5)	<input type="checkbox"/>
Training log and certificates 8.16.2.33B(1)&(2)	<input type="checkbox"/>
45-hour or 3-credit hrs. in Early Care ( <i>Primary only</i> ) 8.16.2.33B(4)	<input type="checkbox"/>
Home is out of ratio (Provider/child ratio) 8.16.2.31B	<input type="checkbox"/>
Attendance record of 2 <sup>nd</sup> caregiver 8.16.2.32E(3)	<input type="checkbox"/>
HOUSEKEEPING:	
Keep the premises, including furniture, fixtures, toys & equipment clean, safe,	<input type="checkbox"/>

disinfected & free of debris & potential hazards <b>8.16.2.38 A(1)</b>	
Dangerous material inaccessible to children <b>8.16.2.38 A(2)</b>	<input type="checkbox"/>
Electrical outlets covered <b>8.16.2.38 D(2)</b>	<input type="checkbox"/>
<b>GUIDANCE:</b>	
Guidance acknowledgement <b>8.16.2.34A(1)</b>	<input type="checkbox"/>
Guidance is consistent and age appropriate. <b>8.16.2.34A(2)</b>	<input type="checkbox"/>
Guidance shall be positive and include redirection and clear limits that encourage the child's ability to become self-disciplined. <b>8.16.2.34A(3)</b>	<input type="checkbox"/>
A home will not use the following disciplinary practices: 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 <b>8.16.2.34A(4)(a)(b)(c)(d)(e)</b>	<input type="checkbox"/>
<b>SOCIAL EMOTIONAL:</b>	
Caregivers remain calm in stressful situations <b>8.16.2.34 H(1)</b>	<input type="checkbox"/>
Caregivers talk and actively listen to children and respond appropriately. <b>8.16.2.34 H(2)</b>	<input type="checkbox"/>
Caregivers respond to children's questions and acknowledge their comments, concerns, emotions and feelings. <b>8.16.2.34 H(2)</b>	<input type="checkbox"/>
Provide language to express feelings <b>8.16.2.34 H(3)</b>	<input type="checkbox"/>
Caregivers make appropriate physical contact to comfort and support children in daily routines and interactions. <b>8.16.2.34D(5)</b>	<input type="checkbox"/>
Caregivers model appropriate social behaviors, interactions and empathy. <b>8.16.2.34 H(4)</b>	<input type="checkbox"/>
Caregivers are actively engaged with children. <b>8.16.2.34 H(2)</b>	<input type="checkbox"/>
<b>ENVIRONMENT:</b>	
Identifiable learning centers/spaces <b>8.16.2.34 G(1)</b>	<input type="checkbox"/>
Centers are clearly defined using shelving and furniture <b>8.16.2.34C(2)</b>	<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. <b>8.16.2.34 G(5)</b>	<input type="checkbox"/>
Learning areas have adequate space and noisy and quiet areas arranged so that there are no continual interruptions <b>8.16.2.34 G(4)</b>	<input type="checkbox"/>
Individually expressed artwork are displayed <b>8.16.2.34 G(6)</b>	<input type="checkbox"/>
Floor surface is suitable for activities that will occur in each learning area. <b>8.16.2.34 G(7)</b>	<input type="checkbox"/>
File and storage space is available for teacher/caregiver materials. <b>8.16.2.34 G(8)</b>	<input type="checkbox"/>
<b>NAPS/REST:</b>	
Cribs, cots & mats 30" apart <b>8.16.2.34B(4)</b>	<input type="checkbox"/>
Mats will be at least 3/4" thick	<input type="checkbox"/>

<b>8.16.2.34B(4)</b>	
Infants placed on back to sleep <b>8.16.2.34 C(4)</b>	<input type="checkbox"/>
No Child sleeping in playpen, car seat, stroller or swing <b>8.16.2.34 C(3)</b>	<input type="checkbox"/>
No child sleeping behind closed doors <b>8.16.2.34 B(9)</b>	<input type="checkbox"/>
Unattended Children <b>8.16.2.34 B(8)</b>	<input type="checkbox"/>
Dark room <b>8.16.2.34 B(7)</b>	<input type="checkbox"/>
No propping bottles & no child sleeping w/bottle <b>8.16.2.34 C(10)</b>	<input type="checkbox"/>
No pillows in cribs <b>8.16.2.34 C(2)</b>	<input type="checkbox"/>
<b>TELEVISION:</b>	
Children watch 6 hours per month, not to exceed one full length film in one day. Media viewing not permitted for children less then 2. <b>8.16.2.34 I(7)</b>	<input type="checkbox"/>
<b>KITCHEN:</b>	
Thermometers in Refrigerator/Freezer <b>8.16.2.35D(7)</b>	<input type="checkbox"/>
Food and drink stored in airtight container or by wrapping them. Label and date leftover food <b>8.16.2.35D(4)</b>	<input type="checkbox"/>
Label children's personal food items and bottles <b>8.16.2.35D(5)</b>	<input type="checkbox"/>
Cleaning products separate from food items <b>8.16.2.35D(11)</b>	<input type="checkbox"/>
<b>FIRST-AID REQUIREMENTS:</b>	
Check First-Aid Kit <b>8.16.2.36B(1)</b>	<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 <b>8.16.2.36C(1)</b>	<input type="checkbox"/>
Medication Form w/Parents Initials <b>8.16.2.36C(4)</b>	<input type="checkbox"/>
<b>FIRE PROTECTION:</b>	
Smoke Detectors <b>8.16.2.38G(1)</b>	<input type="checkbox"/>
Fire Extinguisher mounted in the kitchen tagged annually <b>8.16.2.38G(2)</b>	<input type="checkbox"/>
<b>RESTROOM:</b>	
Must have toilet paper, soap & disposable towels, height accessible to children <b>8.16.2.38F(1)</b>	<input type="checkbox"/>
Must not use a common towel or wash cloth <b>8.16.2.38F(1)</b>	<input type="checkbox"/>
Must have hot/cold running water <b>8.16.2.38C(6)</b>	<input type="checkbox"/>
Hygiene <b>8.16.2.36A(1)</b>	<input type="checkbox"/>

Diapers change on waterproof surface 8.16.2.34 D(4)	<input type="checkbox"/>
Soiled diapers stored in a secure container/tight-fitting lid 8.16.2.34 D(4)	<input type="checkbox"/>
Gloves worn during diaper changing 8.16.2.34 D(2)	<input type="checkbox"/>
Water Temp below 110 degrees 8.16.2.38 C(5)	<input type="checkbox"/>
<b>PLAYGROUND:</b>	
Play equipment safe & securely anchored 8.16.2.34 J(1)(b)	<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"/>
Energy absorbing surfaces beneath climbing structures, swings & slides 8.16.2.34 J(3)	<input type="checkbox"/>
Trampoline is prohibited 8.16.2.34 J(4)	<input type="checkbox"/>
<b>TRANSPORTATION:</b>	
All vehicles used for transporting children will have: 8.16.2.37A	<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 drivers license 8.16.2.37 F	<input type="checkbox"/>
Registration and Insurance 8.16.2.37 F	<input type="checkbox"/>
<b>SURVEY NOTES:</b>	
Conduct fire drill - During ANNUAL or SEMI-ANNUAL	
Renewal Application mailed 8.16.2.11 B(1-4)	<input type="checkbox"/>
• Date mailed	/ /
• Inform the provider of application late fee	<input type="checkbox"/>
• Provider website for a copy of current regulations	<input type="checkbox"/>