

Center Compliance Checklist

Classroom Name

A. GENERAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OBSERVER'S INITIALS												
Parents allowed unlimited access during operating hours to contact child or evaluate program												
Center has not made any attempt to falsify info.												
Center does not prevent access to any fire exits												
Number of children present does not exceed capacity												
A summary of the NC Child Care Law is posted in a prominent place in the center and given to every parent of every child enrolled.												
Center reports all missing or deceased children												
B. SPACE REQUIREMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OBSERVER'S INITIALS												
No room is routinely occupied by more than the space can allow												
There is storage space for each child's personal belongings												
Children do not use an un-approved space												
Outdoor play area provides an area that is shaded												
Outdoor area designed so staff can see and easily supervise the entire area												
C. STAFF/CHILD RATIO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OBSERVER'S INITIALS												
Staff / child ratios applicable to a classroom must be posted in that classroom and in an area that parents are able to view them at all times.												
Center meets staff/child ratios and group sizes required for this type of center & permit, and # of ages in care												
Children are supervised at all times												
During swimming activities, required staff/child ratios is maintained												
The required water safety person is not included in the staff/child ratio												
When only 1 caregiver is required, either the name, address & telephone number of agreed emergency relief is posted, or second adult who is available for emergency relief is on premises												
When children 2 years age & older are transported, the required staff/child ratios are maintained												
When 3 or more children under 2 years of age are transported, the required number of persons with appropriate lifesaving certification is (are) present to supervise the children												

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C. STAFF/CHILD RATIO (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
In any multi-age group situation the staff/child ratio for the youngest child in the group is maintained for the entire group												
Children under one year are kept separate from children two years and older except at the beginning/ending of the day or when a child over the age of two years is placed with younger children because of the child's developmental age												
For children 2yrs. and older, the staff/child ratios during naptime are maintained by having at least one person in each room or visually supervising all the children and the total number of required staff or on the premises and with in calling distance of each room occupied by children												
Children between 12-24 months of age are not routinely grouped with children 3 years of age or older												
FOR GS-110-106, IN SECTION D., COMPLETE ONLY HIGHLIGHTED ITEMS												
D. CAREGIVING ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OBSERVER'S INITIALS												
All AGES- ALL CENTERS												
Diapers changed whenever they are soiled or wet												
Each child's diapers are changed at areas designated exclusively for diapering on a surface that is smooth, nonabsorbent, easily cleanable and of tight construction												
When training chairs are used, they are cleaned appropriately												
Childrens hands are washed after each diaper change.												
All staff wash their hands thoroughly after diaper change												
All staff wash their hands in an approved handwashing sink												
Each child has opportunity to be outdoors daily when weather permits												
Every child is provided an appropriate time & place to rest												
There is a written schedule posted for each group of children for easy reference												
The schedule(s) shows blocks of time assigned to types of activities, and times for indoor and outdoor activities.												

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D. CAREGIVING ACTIVITIES (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
The schedule balances periods of active play with quiet play and rest												
When children two years and older are in care the schedule reflects daily opportunities for free choice and teacher directed activities												
Activities and allotted times reflected in the schedule are developmentally appropriate for children in care												
All AGES- ALL CENTERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
There is a written plan of developmentally appropriate activities for each group of children in care												
The activity plan is current and accessible for easy reference by parents and by caregivers												
The written plan of activities is designed to stimulate social, emotional, intellectual and physical development for each group of children in care												
There are opportunities for children to choose participate with whole group, part of a group, and independently												
The plan provides at least 4 different activities daily												
The center shall have developmentally appropriate, equipment and materials accessible daily												
The equipment and materials are age-appropriate for the children in care												
The materials are sufficient in quantity to provide a variety of play to stimulate social, emotional, intellectual & physical development												
Equipment and furnishings are in good repair and usable												
Teacher-made and home-made equipment, toys and materials are used only if safe and functional												
Age-appropriate equipment and materials are provided for variety of out-door activities for vigorous play & large muscle development.												
Space & time for vigorous indoor activities are provided when children cannot play outside												
Materials and equipment accessible to children are not coated or treated with, nor contain, toxic materials												
There are developmentally appropriate toys for each child to promote physical, emotional, intellectual, and social well being												

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E. CAREGIVING UNDER TWO YEARS (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mouth contact surfaces of toys in infant and toddler rooms are sanitized daily and, if necessary, more frequently												
Times & space for personal care provided according to child's needs												
The center director and any provider scheduled to work in the infant room are required to complete ITS-SIDS training this also includes volunteers that are included in staff/child ratios. New employees must receive the ITS-SIDS training within 4 months from the date of hire.												
Infants 0-6 months must be placed on their back unless they have a waiver signed by the doctor that states the position that the infant should be placed in.												
Infants 6-12 months must be placed on their back to sleep unless the parent has signed a waiver stating an alternate sleeping position.												
The centers safe sleep policy must be given to the parent for children 0-12 months before the date of enrollment.												
The centers safe sleep policy must include all the state law requirements.												
The safe sleep policy must be posted in a prominent place in the room where infants sleep												
Any child with a sleep position waiver must have a notice indicating this near the infant's crib, bassinet, or play pen.												
A safe, clean uncluttered area is available for infants to crawl/creep												
Separate outdoor play areas or time schedules are provided for children under two unless fewer than 15 children are in care												
Toys and materials must include appropriate books, blocks, dolls, pretend play materials, musical toys, sensory toys, and fine motor toys												
Materials shall be kept in identifiable groupings with related equipment.												
Materials must be made available to children for a substantial portion of each day.												
Materials shall be in sufficient quantity with duplicates of most popular toys.												

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Classroom Name

E. CAREGIVING UNDER TWO YEARS (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Hands-on experiences, including familiar and new activities, shall be provided to enable the infant or toddler to learn about himself and the world.												
Caregiver shall interact in a positive manner with each child every day.												
Caregiver or team of caregivers shall be assigned to each infant or toddler as primary caregiver.												
Caregiver shall respond promptly to an infant or toddler's physical and emotional needs.												
Caregiver shall make provisions for constructive guidance and setting of clearly defined limits.												
In drop-in center, every effort shall be made to place infant or toddler, who used the center frequently with the same caregiver												
Caregiver shall recognize special difficulties of infants and toddler separations.												
Each child under the age of 12 months must be given the opportunity daily to play while positioned on his / her stomach while awake.												
F. CAREGIVING OVER TWO YEARS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Science & nature activities available monthly to each group												
Equipment and materials are available in the following activity area(s): art/creative play, children's books, blocks/block building, manipulatives, family living/dramatic play.												
Equipment and materials are accessible to the children.												
Equipment and materials are sufficient for 3 related activities at once.												
Equipment and materials are sufficient for at least 3 children to use the area whether they choose the same or different activities.												
At least 4 of the above activity areas are available in each group's space when the center's licensed capacity is 30 or more children.												
At least 4 of the above activity areas are available in each group space when the center's licensed capacity is 30 or less children.												

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F. CAREGIVING OVER TWO YEARS (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Center shall have materials and equipment in sufficient quantity to ensure that activities are made available at least once per month in each of the 5 activity areas.												
Music and rhythm activities are available monthly to each group.												
Sand and water play activities available monthly to each group.												
Science & nature activities available monthly to each group												
Center shall make 4 of the above activity areas available daily.												
G. NUTRITION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Number & size of servings are appropriate for ages & developmental levels of children in care												
Meals/snacks shall comply with Meal Patterns for children in child care standards												
If food brought from home or catered does not meet the nutritional requirements, necessary supplements are provided by center												
Perishable foods are sorted to protect against spoilage												
Drinking water is freely available to children and offered frequently												
Approved drinking fountains or individual drinking utensils provided												
Special diet or food allergy information posted in food preparation & eating areas												
Special diet prescribed by physician has written instructions												
Foods with little or no nutritional value are available only for special occasions												
For children 2 years or older, snacks are planned according to the number of hours the child is in care												
For children 2 years or older, no child goes more than 4 hours without being provided a meal or snack												
No food is served on table top or counter top												
Food is served on appropriate individual plate, napkin or paper towel												
Single service articles are not re-used												
Menus for all meals and snacks are posted where easily seen by parents and cook.												
Multi-use tableware, including high chair trays, are thoroughly cleaned & sanitized after each use												

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Classroom Name

G. NUTRITION (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Beverages are served in individual cups, glasses or bottles.												
Each child is fed with an individual spoon or safe utensil.												
When children bring their own food for meals and this food does not meet the nutritional requirements, the center provides additional food necessary to meet those requirements.												
NUTRITION FOR CHILDREN UNDER 2												
OMIT HIGHLIGHTED ITEMS IF THERE ARE NO CHILDREN IN CARE WHO ARE BOTTLE-FED.												
Each infant is held for bottle feeding until he/she can hold his own bottle												
Bottles are not propped												
Older children who can sit up are held or placed in feeding chairs or other appropriate apparatus												
Formula, mother's milk & other bottled beverages sent from child's home are prepared, dated and labeled												
Formula provided by the facility in a manner specified by the health department												
Any excess formula, mother's milk or other bottled beverage are discarded or returned home at the end of each day												
Formula and other beverages which require refrigeration are identified and dated for each child and properly refrigerated												
Baby food that has been opened & recovered is dated, identified for each child, properly refrigerated and used within 48 hours												
Baby bottles are stored to protect from contamination												
OMIT HIGHLIGHTED ITEMS IF THERE ARE NOT CHILDREN UNDER 15 MONTHS OF AGE ARE IN CARE												
Written feeding schedule is provided by child's parent or health care provider and is followed and posted. (omit posting for centers located in a residence)												
The feeding schedule includes the child's name and is dated when received by the center												
The feeding schedule is modified as the child's needs change												
H. SANITATION												
OBSERVER'S INITIALS												
Refrigerator(s) maintain(s) a temperature of 45 degrees F. or below												

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H. SANITATION (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Portions of food once served are not served again												
All floors and walls are easily cleanable and kept clean.												
Lavatories are kept clean & in good repair												
Toilets are cleaned and sanitized as needed, and at least on a daily basis												
Running water, soap & individual sanitary towels, or other approved hand-drying devices, are supplied for children												
Separate lavatories with hot & cold running water, soap & individual sanitary towels, or other approved hand-drying devices are provided for staff in food preparation areas & diaper changing areas not in bathrooms												
Children wash their hands after each visit to the toilet, before eating, and before & after water activity play												
Staff wash their hands thoroughly before beginning work, before handling food/feeding children, after visiting toilet, after handling body fluids, after diaper changing & after handling soiled items												
Separate bed, cot, or mat, with individual linen is provided for each child												
Each child's bed, cot, or mat, with individual linen is provided for each child												
Each child's bed, cot, or 2" mat is individually assigned & identified												
Crib sheets are changed as needed and at least daily												
Beds, cots or mats are placed 18" apart or separated by partitions when in use												
Beds, cots & mats are in good repair, properly handled, stored, & clean												
All furniture & linen are kept clean & in good repair												
All openings to the outer air are protected against the entrance of flying insects												
I. EQUIPMENT AND FURNISHINGS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DE C
OBSERVER'S INITIALS												
Diaper changing surfaces are kept free of storage												
Diaper changing surfaces are cleaned with a detergent solution and sanitized after each use												
Chairs & tables are the proper height for the children in care												

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I. EQUIPMENT AND FURNISHINGS (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
All walls and ceilings are kept clean and in good repair.												
All indoor and outdoor equip. & furnishings are sturdy, stable and free of other hazards												
All indoor and outdoor equip. and furnishings are assembled and installed according to manufacturer's directions												
Outdoor play equip. is age and developmentally appropriate												
Children do not play on equipment that is too hot to touch												
Child-sized equipment and furnishings, or those adapted for safe and effective use by children, are provided												
Broken indoor and outdoor equipment or furnishings are removed or inaccessible												
Commercially manufactured outdoor equipment and furnishings are assembled and installed according to manufacturer's directions												
Surfacing on playgrounds shall extend six (6) feet beyond the external limits of the equipment.												
J. SAFETY/ HEALTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OBSERVER'S INITIALS												
There are clean clothes available for the children												
There is a sufficient supply of clean linen on hand												
Complete record of monthly fire drills showing the date, time, length of time to evacuate and signature is maintained												
Any body of water on the premises is enclosed by a fence and is separated from remaining play area by that fence												
Firearms and other weapons stored on the premises are in locked storage or are removed from the premises												
Safe pick-up and delivery procedures are posted where easily seen by and communicated to parents.												
A safe indoor and outdoor environment is provided for the children												
Hazardous items, materials & equipment are used under adult supervision												
Potentially hazardous items stored appropriately or removed												
Electric fans are mounted out of reach or have a mesh guard to prevent access.												
Electrical outlets not in use are covered or inaccessible												
Electrical appliances are used according to instructions												
Electrical cords are not accessible to infants & toddlers												

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J. SAFETY/HEALTH (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cribs & playpens placed to make cords or ropes inaccessible												
Only extension cords approved by fire inspector are used												
There are no frayed or cracked electrical cords												
Materials for starting fires kept in locked storage or out of reach												
There is no smoking in areas used by the children when children are present												
Smoking materials are kept in locked storage or out of reach												
Toxic plants are not accessible or kept in the space used by children												
Children play inside the fenced area unless parents have given written permission												
Gates to the play area are securely closed when children are in the area												
A list of children participating in each off-premises activity is available to staff while supervising the activity												
All hazardous items and those products in aerosol dispensing cans are stored in a locked room or cabinet												
All medicine is kept in locked storage separate from food and cleaning supplies												
No drug or medicine is administered without specific instructions from parent or authorized health professional												
No drug or medicine administered after its expiration date												
Prescribed medicines are in their original labeled container or accompanied by signed & dated written instructions from prescribing physician or health professional												
Prescribed medicine is administered only to person for whom prescribed												
Over-the-counter medicines are in their original containers and administered as authorized in writing by parent, physician or authorized health professional												
Parent's medication authorization included required information												
Authorization for over the counter medication will be valid for up to 30 days, except for chronic medical conditions or allergic reactions. These authorization will be valid for up to six months.												
Authorization for topical, non-medical ointments, topical teething ointment or gel, insect repellants, lotions, creams and powders, are valid for up to twelve months.												

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J. SAFETY/HEALTH (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Questionable medication instructions from parents are not followed until signed written dosage instructions received from physician or authorized health professional												
Leftover medicines are returned to the parent or discarded after 72 hours, after completion of treatment or after permission to administer the medication is expired												
The center excludes children whose illness is not within the prescribed guidelines												
When medication is administered, documentation is completed and maintained for 6 months												
Incident reports and logs are completed, submitted and maintained as required												
In & outdoor area checked daily for debris, vandalism and broken equip												
Monthly playground inspections are completed												
Playground surfacing checked weekly for resiliency												
Plastic bags, materials easily torn and toy parts small enough to be swallowed are not accessible to children under 3												
Latex rubber balloons are not accessible to children under 5												
Styrofoam and foam rubber products are not accessible to children under 3 years of age except for plates used for food service only												
An Emergency Medical Care Plan is completed, updated, and posted.												
Written instructions must be followed about giving medication												
Medication cannot be given to children for non-medical reasons												
Discipline practices are in writing												
Each child is attended to in a nurturing and appropriate manner, and in keeping with the child's developmental needs												
No form of corporal punishment is ever used												
No child is handled roughly in any way												
No child is ever put in locked confinement												
Discipline is never delegated to another child												
Discipline is in no way related to food, rest or toileting												
Discipline must be appropriate for the child's age and development												
Children must never be disciplined by leaving them alone in a room separated from staff												

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J. SAFETY/HEALTH (cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Children must never be disciplined by assigning chores that require them to be in contact with hazardous materials												
A schedule of off premise activities is current and includes location, purpose, time & date, person in charge, and telephone # or how to contact person in charge												
The equipment and materials are age-appropriate for the children in care												
L. SCHOOL AGE PROGRAMS (Cont.)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Drinking water is freely available to children and offered frequently												
All equipment & furnishings are in good repair & usable												
Comfortable provisions are made for children who wish to rest or are sick												
Hazardous items, materials & equipment are used under adult supervision												
Potentially hazardous items stored appropriately or removed												
First aid equipment is always available regardless of where activities are provided												
All children are adequately supervised												
A schedule of the off-premises activities is posted weekly												