

Program Name:  
 Provider:

FAMILY CHILD CARE HOME COMPLIANCE CHECKLIST

<b>A. GENERAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Operator has not made any attempt to falsify info.												
Operator reports all missing or deceased children.												
The operator reports any suspected case of child abuse and neglect.												
A summary of the NC Child Care Law is prominently posted.												
A summary of the NC Child Care Law is given to a parent of every child enrolled.												
<b>B. PERMIT</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
License is posted in a prominent place in the home.												
Operator notifies the Division whenever change in information that may affect the license.												
Operator maintains compliance with all restrictions on the license.												
<b>C. ENROLLMENT</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
The number of children present does not exceed number allowed.												
<b>D. PARENTAL ACCESS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Parent or guardian is allowed unlimited access to the home during operating hours.												
<b>E. BUILDING REQUIREMENTS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Of children present, no more than five children are preschool-aged, including the providers own preschool children.												
If care is in a single wide mobile home a maximum five total children with three of those can be preschool aged children No more than two preschool-aged children may be two year old or less.												
All children are cared for on the ground level of the home with an exit at grade.												
Home is equipped with a working smoke detector (electrically operated smoke detector with battery back-up or electrically operated detector and battery operated detector located next to each other)												
There is a working fire extinguisher (5 lb 2-A 10 BC) accessible for every 2,500 square feet												
All fireplaces, floor furnaces and space heaters used while children are in care have protective screen attached securely to substantial reports.												
No un-vented fuel burning heaters or portable heaters of any type are located in the home.												
All indoor area used by children are adequately heated and ventilated.												
All windows and doors used for ventilation are screened.												

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<b>F. OPERATOR/STAFF/PERSONS IN HOME DURING OPERATING HOURS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
The operator is the person who is on-site, providing care to the children.												
Persons with certain criminal records or personal habits/behaviors are not allowed on the premises with operator's permission when children are present.												
An individual providing care on a regular basis of at least once a week while operator is not on premises must meet all requirements for qualifications, training, and criminal records in GS 110-91 (8)												
Regular substitute that provides care during planned absences of the operator is at least 21 years of age, high school diploma or GED prior to the first day of providing care.												
Regular substitute that provides care during planned absences of the operator has completed appropriate first aid and CPR course.												
Regular substitute that provides care during planned absences of the operator has completed health questionnaire prior to the first day of providing care.												
Regular substitute that provides care during planned absences of the operator has proof of a negative TB test completed within the last 12 months prior to the first day of providing care.												
Regular substitute that provides care during planned absences of the operator submit criminal records check forms by the fifth working day.												
A copy of required information for additional caregiver or regular substitute is on file in the home and available for review												
Substitute that provides care only in emergencies or unplanned absences is at least 18 years old and submits a criminal records check forms by the fifth working day.												
Before an individual assumes responsibility for the children, the operator reviews appropriate requirements and child care rules with the individual.												
Operator and additional caregiver must sign and date a statement attesting that a review of the requirements was completed. Statement must be kept on file and available for review.												
<b>G. HEALTH</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Children have frequent opportunities for play outside every day, weather permitting.												
Operator can recognize symptoms of common childhood illnesses.												
Operator provides a quiet, separate area, that is easily supervised, for children who are too sick to remain in care.												
Parents are immediately notified if their child becomes too sick to remain in care.												
Operator successfully completes an approved basic first aid course every three years.												
Operator successfully completes an approved CPR course annually appropriate for all children in care.												
Children with fevers over 100 degrees auxiliary (under arm) or 101 degrees orally (mouth) are excluded from care.												
Children with symptoms listed in rule 1720 (b) are excluded from care.												

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<b>H. NUTRITION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Type & amounts of food are appropriate for ages & developmental levels of children in care.												
Meals/snacks meet Meal Patterns for Children in Child care standards.												
Drinking water is freely available to children.												
Each infant is held for bottle feeding until he/she can hold his own bottle												
Each child will be held or placed in an appropriate feeding device to be fed.												
Baby bottles are stored to protect from contamination.												
<b>I. SAFETY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
All indoor and outdoor areas used by children are kept reasonably clean, orderly and free of items which are potentially hazardous to children.												
Equipment and supplies, such as lawnmowers, power tools, etc. are inaccessible to children.												
Firearm (handguns, rifles, shotguns, etc.) and ammunition (bullets, shotgun shells) are stored separately in locked storage.												
Items used for starting fires, such as matches and lighters are kept out of children's reach.												
All medicines, including refrigerated and un-refrigerated, are kept in locked storage.												
Hazardous cleaning supplies and other items that might be poisonous are kept out of reach or are in locked storage when children are in care.												
Indoor stairs with more than two steps are made inaccessible to children.												
All stairs and steps are safe and solid and if there are two or more steps, they are railed.												
Equipment and toys are in good repair and developmentally appropriate.												
Outdoor stationary equipment is firmly anchored and not installed over concrete or asphalt.												
Footings that anchor outdoor equipment are not exposed.												
Electric fans are mounted out of reach of children or have a mesh guard on each fan.												
All electrical outlets not in use are covered and any old, cracked or frayed cords have been removed.												
There is a working phone with emergency phone numbers posted nearby.												
Operator has access to mean of transportation that is always available for emergency situations.												

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<b>SAFETY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
All children who are awake are visually supervised at all times.												
Operator is able to hear and respond quickly to those children who are sleeping or napping.												
Bedding and other objects are not placed so that they cover any child's face.												
Potential dangerous animals are safely secured in areas not accessible to the children.												
Medication permission is correctly completed and instructions are followed.												
No medication is given for non-medical reasons.												
A safe indoor environment is maintained.												
Smoking or use of tobacco products are not allowed while children are in care, including when children are being transported.												
Tobacco products out of children's reach or in locked storage while children are in care.												
All combustible materials are stored safely.												
<b>J. SANITATION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Bacteriological analysis indicating the water is free of bacteria is performed every two years on well water. Results are kept on file.												
Sanitary toilet, diaper changing and hand-washing facilities are provided.												
Operator's washes his/her hands before, as well as after, diapering each child.												
Soiled diapers are placed in a covered, leak-proof container which is emptied and cleaned daily.												
All garbage is stored in water-proof containers with tight-fitting covers both indoors and outdoors.												
Operator washes his/her hands before handling food and feeding the children.												
Operator uses acceptable sanitary procedures when handling food.												
Refrigerator is in good repair.												
All perishable food and beverages are stored in a refrigerator.												
Refrigerator maintains a temperature of 45°F or below and is monitored by a refrigerator thermometer.												
All bottles for each individual child are dated and labeled with the child's name except when only one bottle-fed baby is in care.												
Only pasteurized milk, milk products and juice are served.												
The house is free of rodents (untamed mice, rats, squirrel, etc.)												
Individual space for each child to rest comfortably is provided for each child in care for more than four hours.												
Individual linens are provided for each child.												
Each child's linens changed weekly or whenever they are soiled or wet.												
Children's diapers are changed whenever they become soiled or wet.												
Children's hands are washed after diapering or toileting.												
Children's hands are washed before and after eating.												
Children are toilet trained according to individual readiness and are not forced to use the toilet.												

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<b>K. RECORDS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Accurate records are maintained for all staff and children.												
Records are made available for review.												
A health and emergency information form for each child is on file, including the operator's own preschool children, which has been completed and signed by the child's parents or guardian.												
Written permission to administer medication is on file, specifying medicine and dosage, signed by the parent or guardian.												
A record of all medication given is kept on file for each child during the course of treatment and for six months following the end of treatment.												
Written procedures for emergency situations are on file.												
A record log of monthly fire drills is on file. The fire drill log must have recorded the date, time of day, length of time to evacuate, and operator's signature.												
Authorization to seek medical care in the parent's absence must be on file for each child.												
Written record of up-to-date pet vaccinations, including rabies vaccinations when applicable.												
Annual Health Questionnaire is completed and on file for all operators.												
A copy of each child's health assessment is on file within 30 days of enrollment, including the operator's own preschool children.												
A copy of each child's immunization records is on file, including the operator's own preschool children.												
Outdoor Inspection Checklist (using DCD form 0031) is completed monthly and on file.												
A written feeding schedule is on file for each child under the age of 15 months and is updated to reflect changes in child's needs.												
Incident reports are completed and on file when a child receives medical treatment as a result of an incident occurring in the home.												
Incident reports are sent to DCD consultant within 7 calendar days of the incident. Incident log maintained to reflect incident reports that are sent to DCD.												
Operator has developmentally appropriate activities as planned on a written schedule. Materials and/or equipment shall be available to support the activities listed on the written schedule.												
Operator maintains a record of annual in-service training in which he/she has received credit.												
Criminal Records Check forms are submitted within the required time frame and copies are maintained on file.												
Daily attendance records are kept, including the providers own preschool age children. Records should indicate date and time of arrival and departure.												
Children's records are kept as long as the child is enrolled, plus at least three additional years.												
Records of monthly fire drills, incident reports, incident logs, daily attendance records and monthly out door safety checks are kept for at least three years.												
All other licensing records are kept as long as the license is valid.												
A signed and dated statement must be on file that indicates a copy of the Discipline Policy was given to and discussed with a parent of each child.												

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<b>L. DISCIPLINE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
The operator has written discipline policy.												
The written discipline policy is given to each parent prior to enrollment and 30 days before any changes.												
No form of corporal punishment is ever used												
No child is handled roughly in any way												
No child is ever put in locked confinement, including being placed in a locked room, closet or box.												
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.												
Each child is attended to in a nurturing and appropriate manner, and in keeping with the child's developmental needs.												
Children must never be disciplined by leaving them alone in a room separated from staff.												
Children must never be disciplined by assigning chores that require them to be in contact with hazardous materials.												
<b>M. TRANSPORTATION SAFETY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Operator has written permission from each child's parents or guardian to transport the child.												
Parents are notified of when and where the child is to be transported.												
Operator or transportation provider complies with all applicable state and federal laws and regulations concerning the transportation of passengers.												
When children are transported, all adults and children must use individual seat belts or appropriate restraint devices.												
Each child must be transported in a manufactured designated seating area.												
Any person transporting children must be at least 18 years of age, have a valid (not limited) driver's license issued by the Division of Motor Vehicles for the type of vehicle being driven.												
Children must never be left alone in a vehicle unattended by an adult.												
No child must occupy the front seat of a vehicle with an operational passenger-side airbag.												
Operator or transportation provider has no convictions of Driving While Impaired (DWI) or any other impaired driving offense within the last three years.												

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<b>N. WATER SAFETY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
All swimming pools used by children meet the "Rules Governing Public Swimming Pools" according with 15A NCAC 18A .2500												
All swimming or wading pools on the premises are maintained in a manner which will safeguard the lives and health of the children.												
All in-ground pools or other bodies of water are enclosed by a minimum of a four foot high fence to prevent access by children. Access to above ground pools must be prevented by locking and securing the ladder in place or storing the ladder in a place inaccessible to children.												
The swimming pool area is separated form the play area.												
<b>O. TRAINING REQUIREMENTS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Operator has completed the required hours of in-service training each year.												
All training has been approved by the Division of Child Development												
First aid training is only counted once every three years towards meeting the annual in-service training requirements.												
Operators who have earned training hours in excess of the minimum, can carry over a maximum of one-half of the next year's required number of in-service training hours.												
<b>P. MEDICINE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
No drug or medication is administered without specific written authorization from the child's parent or authorized health professional.												
Prescribed and over-the-counter medicines are in their original labeled container with the child's name.												
Prescribed medicine is administered only to person for whom prescribed.												
Prescribed and over-the-counter medicines must be administered consistent with the label or in accordance to instructions from the child's health care professional.												
Medication must be returned to the child's parents after the course of treatment is completed or, if not picked up after 72 hours, is discarded												
Written signed statement for blanket permission to administer topical ointments, sunscreen or diaper cream is on file and updated every 12 months.												
Written signed statement for blanket permission to administer medication for asthma or allergies is on file and updated every 6 months.												
Receive written signed statement for blanket permission to administer a one-time, weight appropriate dose of acetaminophen in cases which is used only when the child has a fever and the parent can not be reached and must be properly documented.												

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<b>Q. OVERNIGHT CARE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Additional smoke detectors are installed in all sleeping areas where children are located.												
Operator and all children in care (excluding the provider's own children) must sleep on the ground level.												
Operator must be able to hear and respond to the children quickly.												
<b>R. SAFE SLEEP/INFANTS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>OBSERVER'S INITIALS</b>												
Operator (if caring/licensed for infants) is required to take the ITS-SIDS training every three years.												
Operator must have written safe sleep policy that is given to all parents with children under 12 months on or before the first day the infant attends the home.												
A statement, signed by the infant's parents/guardian, must be in each infant's file acknowledging the receipt and explanation of the safe sleep policy. The statement must include: infant's name, date first attended program, date the policy was given and explained to the parents, the signature of the parents and date signed.												
The safe sleep policy, or safe sleep practices poster, must be posted in a prominent place in the area where infants sleep.												
Infants must be placed to sleep in a crib, bassinet or play pen with a firm mattress.												
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.												
Any child with a sleep position waiver must have a notice indicating this near the infant's crib, bassinet, or play pen. It should contain infant's name, sleep position and location of signed waiver. It should not contain any confidential information.												
Signed statement acknowledging receipt of sleep policy and sleep waivers must be kept on file as long as the child is enrolled.												
Infants are given the opportunity each day to play while positioned on their stomachs.												