

# FAMILY CHILD CARE HOME INSPECTION REQUIREMENTS

\*All requirements listed below must be observed and readily available at the time of inspection

<b>POSTED DOCUMENTS</b> (MUST BE IN A VISIBLE LOCATION)	<b>REQUESTED DOCUMENTS FOR REVIEW</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Current Child Care Licence</li><li><input type="checkbox"/> Complaint filing procedures</li><li><input type="checkbox"/> Current Licensing Inspection/Notice of location</li><li><input type="checkbox"/> Visitor policy</li><li><input type="checkbox"/> Emergency numbers posted</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Written Policies</li><li><input type="checkbox"/> Emergency drill logs</li><li><input type="checkbox"/> Emergency Disaster Preparedness Plan</li><li><input type="checkbox"/> Sign-in/out log for all children</li><li><input type="checkbox"/> Provider and Staff Records See pg. 2</li><li><input type="checkbox"/> Children's records See pg. 3</li><li><input type="checkbox"/> Record of current rabies vaccinations for animals</li><li><input type="checkbox"/> Well water test if applicable</li><li><input type="checkbox"/> Meal/Snack menus</li></ul>

## GENERAL INDOOR REQUIREMENTS

- All areas allow for direct supervision of children
- Gates are installed on all stairways of more than 4 steps when children under two are in care
- Toys, materials, equipment, and furnishings are in good repair
- Materials that could pose a choke hazard are inaccessible to children under 3 years of age.
- Buildings are in good repair and are maintained in safe condition.
- Hazardous items are inaccessible to children (to include personal belongings and all items labeled Keep Out of Reach of Children)
- Heating units are safe
- First Aid Kits maintained, readily available and made inaccessible to children
- Electrical outlets have protective covers Installed
- All blind cords are properly secured to prevent strangulation
- Each level where child care occurs has 2 means of escape. In basement areas, a permanently installed ladder or non-movable piece of furniture under window sills measuring over 30". In upstairs areas, an escape ladder is available if needed.
- Play equipment, toys, furnishings are sturdy, safe and free of hazards
- Each toddler, preschool and school age child provided a 2" mat, cot, sofa, or bed with clean, washable sheet and blanket.
- All weapons in the home are securely locked and ammunition is stored and locked separately.
- Trash cans are inaccessible and/or covered.
- Area around furnace and hot water heater are free from flammable and combustible materials and area kept inaccessible to children
- Smoke detectors located on each level and carbon monoxide detectors kept on each level where children sleep and as required by manufacturer
- All medications (including prescriptions, over-the-counter, vitamins) are kept locked and inaccessible to children in care
- 5lb 2A-10-BC rated fire extinguisher is kept in an area that is highly visible and easily accessible.
- Unblocked landline or cell phone with reverse 911 capabilities is available at all times
- Designated diaper change area with durable, non-absorbent, cleanable surface. Proper changing procedures are followed and changing areas are disinfected between each child.
- Provider and children's hands are washed at appropriate times and individual or paper towels are available.

## INFANTS

- Infants under the age of 12 months are placed on their backs for sleeping in approved sleep equipment
- No blankets, stuffed animals, mobiles, or any other soft bedding or hazards in the sleep equipment
- Infants moved to approved sleeping equipment immediately upon falling asleep in unapproved equipment

- Sound Monitoring equipment must be used when infants are sleeping out of direct supervision
- All infants must be physically observed by the provider at least every ten (10) minutes.

### **TRANSPORTATION**

- Any vehicle used to transport children follows all Colorado Child Passenger Safety laws, with one adult in the vehicle current in First Aid/CPR.
- All children must be properly restrained in a child restraint system.
- Children under thirteen (13) years of age must never be transported in the front seat of a vehicle
- The total number of passengers being transported shall never exceed the manufacturer's specifications

### **GENERAL OUTDOOR REQUIREMENTS**

- Decks/ patios more than 12" high or stairways have protective railings or barrier with slats no more than 4" apart
- All outdoor play equipment kept safe and free from hazards including, but not limited to, lawn mowers, tools, propane, gasoline, building scraps, and scrap metal. Gas grills with propane tanks must have a safety on/off knob on it.
- Any portable or permanent equipment measuring over 2 feet in height must have required resilient surfacing and use zones.
- Trampolines are stored inaccessible to children. Hot tubs must have bolted and securely locked covers. Swimming pools are kept securely locked behind a 5' fence.
- Outdoor area kept free from animal contamination.
- All window wells are covered.
- Play equipment is sturdy, safe, age appropriate, varied and free of hazards
- Play area is maintained in a safe condition and free of hazards
- Decorative ponds in the designated play area must use childproofing grates to prevent risk of drowning when there is no fence.
- Children must be directly and actively supervised near standing water

### **REQUIRED PROVIDER AND STAFF TRAINING AND DOCUMENTATION**

- \*First Aid and CPR certificates
- \*Medication Administration Certification (every 3 years)
- \*Immunization Training (Annually for staff who maintain children's immunization records)
- \*Standard Precautions Training (Annually)
- \*Abuse Prevention/Reporting Training Annually)
- \*Safe Sleep Training (Annually)
- \*Shaken Baby Abusive Head Trauma Training (Annually for staff working with children 3 yrs and younger)
- \*FEMA Training (One Time Training)
- Pre Service/Building and Physical Premises Safety Training (One time/As needed)
- 15 hours of Annual Staff development training to include 3 hours of social emotional training
- Documentation of current health statements for the provider & their own children under the age of 12 years.
- Background checks and qualifications as required for all employees and substitutes

*\*Must be from department approved training vendor*

## **CHILDREN'S FILE REQUIREMENTS**

- Child's full name, birth date, current address, and date of enrollment

### **NAME, ADDRESS AND TELEPHONE FOR:**

- Parents/guardians home and employment
- Persons authorized to take the child from the center.
- Emergency contacts
- Child's physician, dentist, and hospital of choice

### **UPDATED ANNUALLY OR AS REQUIRED**

- Health information, including medical report, chronic medical problems, or allergies
- Health statement signed and dated by a healthcare professional, updated in accordance with the American Academy of Pediatrics schedule
- Dated written authorization for emergency medical care signed by the parent or guardian
- Parent or guardian's written authorization and instructions for applying sunscreen
- Dated written authorization from a parent or guardian for the child to participate in field trips or excursions whether walking or riding
- Dated written permission from parents or guardians for any transportation of their child during child care hours
- Injury and illness record
- A record of parent conferences, including dates of conferences and names of center staff and parents or guardians involved.
- Health care plan if applicable