

Child Care Inspection Home Visit Checklist

Following is a checklist to help you prepare for your home inspection. Each item is contained in the Minimum Rules and Regulation for Child Care Homes. Please take your time as you refer to your Rules and Regulations. This checklist is not intended to be used as a substitute for the Rules and Regulations book nor is this list all inclusive. It is still the responsibility of the provider to be familiar with, and be accountable for, each rule governing the Family Child Care Home.



PLEASE HAVE AVAILABLE FOR REVIEW:

- ☐ Forms needed on each child in care:
 - ☐ Admission record
 - ☐ Immunization record
 - ☐ Health Evaluation
 - ☐ Contract
 - ☐ School Authorization (if applicable)
 - ☐ Attendance Sheets
 - ☐ Emergency Situations Log
 - ☐ Authorization forms covering:
 - ☐ Activity participation
 - ☐ Sleeping Equipment
 - ☐ Photo permission
 - ☐ Transportation by foot and vehicle
 - ☐ Sunscreen
 - ☐ Introducing new infant foods
 - ☐ Toilet training
 - ☐ Media use
 - ☐ Overnight arrangements
 - ☐ Telephone usage
- ☐ Written statement of policies
- ☐ Written disaster plan
- ☐ Emergency telephone numbers are clearly posted
....near a telephone.
 - ☐ Provider/Staff/Employees/Assistants/and Volunteers know the primary and secondary evacuation routes and practice the procedures monthly with children.
- ☐ Annual pet vaccinations and copy of report (dogs,cats, and ferrets)
- ☐ Provider health evaluation
 - ☐ Health evaluations for provider's children
- ☐ Licensed posted in a highly visible location
- ☐ Posted most current Report of Inspection (or notestating ROI available upon request)
- ☐ Posted complaint reporting procedure (includingcaseworker's name and phone and child abusereporting phone)
- ☐ Certificates of training
 - ☐ First Aid
 - ☐ CPR
 - ☐ Universal Precautions



☐ Medication administration

☐ Pre-licensing training

☐ 15 clock hours of annual education

☐ Certificates of training for subcontractors, subs, etc who work more than 14 days or 112 hours in a calendar year need fingerprinted for background check & all classes above except the pre-licensing.

PLEASE REVIEW YOUR CHILD CARE FACILITY TO COMPLY WITH THE FOLLOWING:

General items:

- ☐ Walkways are clear of snow and ice
- ☐ Unblocked telephone with capacity to receive all
.....incoming calls
- ☐ If cell phone is primary phone, make sure
.....batteries are charged and phone is turned on.
.....Phone must be able to receive reverse 911 calls
- ☐ Substitute name available (must be 18 years of
.....age or 21 for large daycare homes)
- ☐ First aid supplies: Inaccessible to children
- ☐ Off limit rooms are secured
- ☐ Working smoke detectors available on each level
.....of the home
- ☐ Carbon monoxide detector on level children sleep
- ☐ Well water: tested annually and copy of report
- ☐ Pet food, water and litter boxes inaccessible to
.....children
- ☐ Walls & ceilings have no peeling paint and no
.....cracked or falling plaster.
- ☐ Covered trash receptacles (or inaccessible)
- ☐ Covered electrical outlets including power cords
- ☐ Zoning (be sure to obtain appropriate license or
.....permit, if applicable)
- ☐ Dangerous items inaccessible to children, locked
.....up or in safe storage:
 - ☐ Ammunition & guns (inaccessible and locked separately)
 - ☐ CD's/ DVD's (out of hard protective case)
 - ☐ Cleaning supplies
 - ☐ Cosmetics
 - ☐ Curling irons



- ☐ Diaper bags (or all safe contents)
- ☐ Insecticide
- ☐ First Aid supplies, i.e. Rubbing alcohol, peroxide, and other first aid supplies etc.
- ☐ Gasoline
- ☐ Glue guns
- ☐ Hair products
- ☐ Hand tools
- ☐ Kerosine
- ☐ Laundry materials.
- ☐ Lawn mower
- ☐ Liquor
- ☐ Matches
- ☐ Medicine
- ☐ Paints, thinners, and solvents
- ☐ Paper clips
- ☐ Plastic bags
- ☐ Poisons
- ☐ Power tools
- ☐ Purses (adult's/teacher's)
- ☐ Rubber bands
- ☐ Scissors –Adult sharp
- ☐ Sharp knives
- ☐ Shaving lotion
- ☐ Snow blower
- ☐ Propane tanks
- ☐ Poisonous house plants
- ☐ Stapler & remover
- ☐ ALL ITEMS labeled “keep out of reach of young children including:
 - Liquid soaps
 - Hand sanitizers



Bathrooms:

- ☐ Medicine cabinet: safety latch or free of hazardous items (razors, mouthwash.)
- ☐ Individual hand towels (or disposable)
- ☐ First Aid materials inaccessible
- ☐ Mouthwash
- ☐ Perfume



Kitchen:

- ☐ Individual cups and towels (or disposable) for the children



- ☐ 5 lb. 2A 10BC Fire extinguisher: Highly visible and easily accessible
- ☐ Ovens/Stoves with a safety guard or safeguard front knobs at counter height or lower (remove knobs during child care hours or use covers)
- ☐ Lock doors and drawers with dangerous items (cleaning supplies, knives, medicine, plastic bags, scissors, sharp/hazardous cooking utensils, etc.)
- ☐ High chairs have brace between child's legs and safety strap is used.
 - ☐ Adequate number of booster seats available for those children who need them.

General living areas of the home:

- ☐ Window blinds/curtain cords inaccessible to children
- ☐ Railings: covered if pickets are more than 4 inches apart
- ☐ Stairwells have handrails, banisters, doors, or gates
- ☐ Fireplace hearth or wood burning stove: protected
- ☐ Designated diapering area with washable surface
- ☐ Toys: Adequate and age appropriate
- ☐ Furniture with sharp corners protected
- ☐ Napping equipment:
 - ☐ Cots or mats (2" thick mats if resting on the floor)
 - ☐ Cribs
 - Infant sleeping arrangements use firm mattresses and tight fitting sheet. Anything else is prohibited in the crib.
 - Cribs have slats placed 2 3/8 inches apart or less.
- ☐ Beds or couches (if age appropriate)



Upper levels of the Home:

- ☐ Escape ladder designed specific for evacuation of children and ready to use. Out of box. May need to demonstrate its use.

Basement or Lowest Level of the Home:

- ☐ Second exit from the basement or lower level of the home:

Permanently secured



- ☐ Install ladders to climb out of the window and the window well if bottom of window is over 30" from floor
- ☐ If escape window is small, be prepared to demonstrate exit of all children and the provider.
- ☐ Window well cover should be light enough to be easily pushed out of the way
- ☐ Furnace & hot water heater:
 - ☐ Inaccessible to children,
 - ☐ Hot water heater less than 120° Fahrenheit
 - ☐ Nothing stored within 3 feet of furnace or hot water heater (combustible or that easily catches on fire). Walls okay.
- ☐ Cement floors and walls are painted so they are nonporous and washable
- ☐ Carpeting/Rugs are on a minimum of half of the floor space
- ☐ Light fixtures do not have exposed light bulbs (replace fixtures, add covers, or use fluorescent bulb sleeves)
- ☐ Storage areas are inaccessible to children



Automobiles:

- ☐ Car restraints:
adequate and age appropriate
 - ☐ Infants under 1 year and under 20 pounds use rear-facing car seats
 - ☐ Infants 1 to 4 years and at least 40 pounds use front-facing car seats
 - ☐ 4-8 year-olds under 55" must use booster seats
 - ☐ 8-16 years and over 55" must be restrained in the motor vehicle's safety belt.
 - ☐ Children under 13 years of age must never be transported in the front seat.

- ☐ Monitor and/or instruct children ages 6-16 years of age
- ☐ See this website for more details:
<http://www.codot.gov/safety/seatbelts-carseats/carseats>

- ☐ Children are never left alone in the vehicle.
- ☐ Vehicle must be kept in good repair
- ☐ Driver has valid driver's license
- ☐ Vehicle is covered with adequate insurance
- ☐ Large Child Care Homes must be in compliance with adult/child ratio when transporting and with those left in the home with the other provider whenever there are more than 9 children in care.
 - ☐ A first aid kit must be available in car.
 - ☐ The driver must have their CPR and First Aid certificate in the car.



Outdoor areas:

- ☐ Bicycles, scooters, skateboards, & roller blades:
 - ☐ Must have helmet
 - ☐ Must have knee and elbow protection
 - ☐ Must have wrist protection
- ☐ Decks or patios more than 12 inches high: protective railing or barrier with slats no more than 4 inches apart
- ☐ Doors/gates to sheds, garages, and fences are locked
- ☐ Barbecue Grills:
 - ☐ Covered with floor length cover
 - ☐ Propane tank is secured by one the following methods:
 - ☐ Tank is turned off
 - ☐ Propane tank lock is used
 - ☐ Propane tank is fully enclosed inside a locked cabinet
 - ☐ Children are unable to access knobs and possibly turn it on.

- ☐ Outdoor play area:
 - ☐ 42" Fence with secured gates or a natural barrier (beginning at 3 ½ inches.
 - ☐ Play area should be free from hazards
 - ☐ Window wells in play area:
 - ☐ Covered and in good condition
 - ☐ Won't fall in
 - ☐ Can't stop exit from basement if second exit
 - ☐ Animal feces removed immediately
 - ☐ Shade must be available
 - ☐ All play area must be visible & easily supervised
 - ☐ Tiered yards must have protective railing for drops more than 12" high with slats no more than 4" apart

- ☐ Swing sets and other playground equipment and climbers over 2' tall:
 - ☐ Securely anchored
 - ☐ Protruding bolts covered
 - ☐ Swings for children 3 and over must have seats made of flexible material
 - ☐ Check hardware for loose bolts, worn or opened "S" hooks, cracked plastic or splintered wood
 - ☐ Placed on and surrounded by 6" depth of resilient ground material
 - ☐ Fall zone must meet National Playground Safety Standards.
- ☐ Motorized riding toys not permitted.
- ☐ Tree houses inaccessible

- ☐ Hot tubs: Covered, bolted and securely locked
- ☐ Wading Pools must be cleaned daily
- ☐ Decorative ponds must use a childproof grate or be fenced in.
- ☐ Trampolines: Completely inaccessible
 - ☐ Need to be in fenced in area
 - ☐ Surrounded with mesh top
 - ☐ Mesh must be locked
 - ☐ Ladder removed or inaccessible



- ☐ In-ground and above ground swimming pools:
 - ☐ Five foot fence with locked gate
 - ☐ Must have permission form signed by parent
 - ☐ Must have adult present who has a current Red Cross or basic life guard certificate.