



CCDF LEFFN or LFFN PROVIDER
SELF-CERTIFICATION
HEALTH AND SAFETY CHECKLIST



A. **Child Care Provider Information:**

Name of Provider: _____ Contact No.: _____ (670) _____

Business Name: _____ Home Care Location: _____

(Street, Village, Island)

B. **Parent(s) / Guardian(s) Information:**

Family 1: _____ Contact No.: _____ (670) _____

Family 2: _____ Contact No.: _____ (670) _____

C. **Child Care Services Information:**

Child care services will be provided in (check one):

Child(ren)'s Home

Provider's Home

Instructions:

- The LEFFN or LFFN **and** (a) parent(s) / guardian(s) eligible for subsidy, must fill out the form and attach it to the application.
- The home where you provide care must meet health and safety requirements. It is the ongoing responsibility of the provider and the parent(s) to see that these basic standards are met.
- The provider and parent(s) / guardian(s) are encouraged to assess and ensure that the home where childcare will be provided is healthy and safe for the children.
- If standard is met, the provider and parent(s) / guardian(s) must initial (the left side) of each item. This will certify that the home meets health and safety standards.

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D. HEALTH AND SAFETY CHECKLIST:

No	Family Initial 1	Family Initial 2	Provider Initial	(1) KITCHEN / EATING AREA
1				(1-a) Dining table is cleaned and sanitized before and after each meal.
2				(1-b) Food is stored at the right temperature.
3				(1-c) Drinking water is available and accessible throughout the day.
4				(1-d) Water is offered throughout the day (i.e. while playing outdoors).
5				(1-e) Healthy meals/snacks are provided to the child(ren).
6				(1-f) Proper hand-washing procedure is posted by the working sink(s) where hand washing practices occur in the kitchen.
7				(1-g) Sharp items and utensils are out of child(ren)'s reach.
No.	Family Initial 1	Family Initial 2	Provider Initial	(2) TOILETING AREA
8				(2-a) Home is equipped with a working toilet and bathing room.
9				(2-b) Appropriate toiletries are provided and accessible to the child(ren) (liquid hand soap, paper towel <i>(optional)</i> , toothbrush, toothpaste, toilet paper, etc...). Toiletries are replenished as needed.
10				(2-c) In the event cloth hand towels are used, each child is provided with a hand towel, labeled and is replaced daily or as necessary.
11				(2-d) Cloth hand towels are distinctly hung individually to air dry and is accessible to the child(ren).
12				(2-e) Each child has their own toothbrush.
13				(2-f) Child(ren)'s toothbrushes are air-dried individually in a vertical position and labeled with covers separated from adults
14				(2-g) Toileting area is dry and furnished with non-slip mats.
15				(2-h) Use of a "potty chair"- the provider will assist the child and ensure that the chair is sanitized after each use.
16				(2-i) Proper hand-washing procedure is posted by the working sink(s) where hand washing practices occur in the toileting area.

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No.	Family Initial 1	Family Initial 2	Provider Initial	(3) CHILD(REN)'S FILE
17				(3-a) Child(ren)'s allergy and / or medical need information (i.e. child care plan signed by a physician).
18				(3-b) Child(ren)'s medical information (hospital #, vaccination record, allergies, health insurance, & etc....).
19				(3-c) Parent's authorization form of emergency contacts (at least 2).
20				(3-d) Accident and / or incident report.
No.	Family Initial 1	Family Initial 2	Provider Initial	(4) POSTINGS OF REQUIRED DOCUMENTS
21				(4-a) Required documents posted and visible to parents / guardians: Business License, CCDF Provider Certificate, Health Certificate Clearance.
22				(4-b) "No Smoking" signs are within view and seen upon entering home.
23				(4-c) "Exit" signs are posted and within view.
24				(4-d) Emergency Evacuation Exit Plan is posted by every exit door and at adult's eye level.
25				(4-e) Child(ren)'s allergy posting is in a discrete area where food is served for the provider's reference.
26				(4-f) The provider has the contact information of two (2) other authorized people, aside from the parents / guardians. Contact numbers are posted by a working landline (if applicable) or by Emergency Evacuation Exit Plan
27				(4-g) Child(ren) Daily Activity Schedule is posted at visitor's view.
No.	Family Initial 1	Family Initial 2	Provider Initial	(5) EMERGENCY PREPAREDNESS AND RESPONSE PLAN (EPRP)
28				(5-a) Emergency drills are conducted and recorded monthly.
29				(5-b) Disaster drills are performed and noted every 6 months.
30				(5-c) Recorded drills are visible for visitors review.
31				(5-d) Home care has an Emergency Preparedness Response Plan (EPRP) that is shared with the child(ren)'s families.
No.	Family	Family	Provider	

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	Initial 1	Initial 2	Initial	(6) OBSERVABLE PRACTICES AND ROUTINES
32				(6-a) Provider demonstrates proper hand-washing procedures and assists young children to wash his / her hands using the same proper procedures.
33				(6-b) Proper hand-washing procedures are performed throughout the day: before and after meals, after toileting, before and after each diaper change, after outdoor play, upon entering the home, etc.....
34				(6-c) Parents are allowed full access to their children at any time (Open-door policy).
35				(6-d) The child care provider will not use corporal, harsh, or unusual punishment.
36				(6-e) Food should not be used as reward or punishment.
37				(6-f) Provider forbids smoking within the premises during operational hours and around the children.
38				(6-g) There are no more than four (4) children for LEFFN or no more than six (6) children for LFFN under the provider's care.
No.	Family Initial 1	Family Initial 2	Provider Initial	(7) ELECTRICAL HAZARDS
39				(7-a) Breaker box is covered and out of child(ren)'s reach.
40				(7-b) Electrical cords are securely installed.
41				(7-c) Indoor and outdoor outlets at a height of 7ft and below are covered or blocked off by furniture.
42				(7-d) Electrical cords do not cross pathways, to avoid tripping hazards.
No.	Family Initial 1	Family Initial 2	Provider Initial	(8) PRACTICES THAT PREVENT HAZARDS THAT PREVENT ILLNESSES
43				(8-a) All cleaning chemicals are stored out of the child(ren)'s reach or inside a locked cabinet.
44				(8-b) Indoor / Outdoor flooring meet the following: flooring is dry and clean, has NO odor or any other type of scent including chemicals, no flaking paints or chipped walls / ceiling.
45				(8-c) The provider follows a routine cleaning schedule that is posted and visible.
46				(8-d) The home is equipped with materials needed to practice routine cleaning (i.e. paper towel, bleach water solution).
47				(8-e) Home provider conducts Daily Health Check to all enrolled children and is recorded. Document is accessible for review by observer.
48				(8-f) There is a designated clean and comfortable area for sick child(ren), separated from other children.

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No.	Family Initial 1	Family Initial 2	Provider Initial	(9) SLEEPING AREA
49				(9-a) Clean and comfortable napping area is provided for each child and labeled accordingly.
50				(9-b) Babies less than two (2) years old must be placed on their backs for sleep.
51				(9-c) The napping area has 18" of space between children. If not possible, then placed as far as possible and children in an alternating position (head to foot).
No.	Family Initial 1	Family Initial 2	Provider Initial	(10) SAFETY SUPPLIES
52				(10-a) First aid kit is visible and accessible at all times.
53				(10-b) First aid kit is filled with medical supplies and replenished as needed.
54				(10-c) Monthly inventory of the first aid kit is performed to ensure that all supplies are updated and replenished.
55				(10-d) Home is equipped with a fire extinguisher and is inspected as required.
56				(10-e) Fire extinguisher is securely placed in a safe and convenient space, out of child(ren)'s reach.
57				(10-f) Smoke detectors are properly installed at each needed area.
58				(10-g) Home is equipped with working smoke detectors in each enclosed room with the exception of the kitchen.
No.	Family Initial 1	Family Initial 2	Provider Initial	(11) DIAPERING AREA
59				(11-a) If applicable, changing table or diaper changing is performed far from the eating area.
60				(11-b) Changing table or changing mat is sanitized and airdried after each use.
61				(11-c) Changing mat is water resistant and easily wipeable.
62				(11-d) Soiled diapers are wrapped tightly in plastic bag and is disposed in a closed bin that is stationed far from the eating area.
63				(11-e) Proper Diaper Changing Procedure is posted near the designated area for changing diapers.

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No.	Family Initial 1	Family Initial 2	Provider Initial	(12) PLAYGROUND / OUTDOOR SPACE
64				(12-a) No vehicle(s) shall enter the child(ren)'s outdoor play area during child care operational hours.
65				(12-b) The playground is in an enclosed area that prohibits vehicles from entering using cones, flowerpots or fence.
66				(12-c) Playground equipment is free from sharp edges and rust.
67				(12-d) The playground is well maintained and free from odor.
68				(12-e) Playground equipment is age appropriate: proper size for the ages of child(ren) using it.
69				(12-f) Adult supervision is provided at all times during operational hours (indoors and outdoors).
70				(12-g) No animal feces or excrements.
71				(12-h) Playground surfacing is free from tripping hazards. (i.e. Large roots where children normally run through)

Provider's Signature: _____

Date: _____

Signature - Family 1: _____

Date: _____

Signature - Family 2: _____

Date: _____