

CCDF LEFFN or LFFN PROVIDER  
**HEALTH AND SAFETY CHECKLIST**

**A. Child Care Provider Information:**

**Business Name:** 3K Loving Care **Home Care Location:** Buenas Dias St., Dandan  
(street name, Village, Island)

**Name of Provider:** Lucila Davis

Date:	Time
<u>4/5/24</u>	<u>2:45 PM</u>
<u>4/11/24</u>	<u>2:30 PM</u>
<u> </u>	<u> </u>

**Type of Inspeyton:**

Unannounced  
Follow-up

<b>IV</b>	Initial Visit
<b>FOL</b>	Follow-up
<b>U</b>	Unannounced
<b>A</b>	Announced

**C. Child Care Services Information:**

Child Care Service is provided in   Child(ren)'s Home  
(Check one):

**D. Child Care Provider Acknowledgment:**

L. Davis The LEFFN / LFFN provider in the process of renewal will go through an initial inspection, after all required documentation has been received (reference CCDF Provider Application for details). If CCDF provider meets all requirements, a CCDF Provider Certificate is issued.

L. Davis The LEFFN / LFFN provider will be subject to one announced and one unannounced health and safety inspection within the year from the date on their CCDF Provider Certificate.

L. Davis HOWEVER, the home where you provide care may be visited more than two times a year; depending on improvement efforts towards meeting CCDF Health and Safety standards.

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**E. Health and Safety Standards:**

No.	U	FOL				(1) KITCHEN / EATING AREA	COMMENTS
1	X	✓				(1-a) Dining table is cleaned and sanitized before and after each meal.	4/5/24 Advised to keep table cleaned and sanitized.
2	✓					(1-b) Food is stored at the right temperature.	
3	X	✓				(1-c) Drinking water is available and accessible throughout the day.	4/5/24 Advised to have water that is accesible to children available throughout the day
4	X	✓				(1-d) Water is offered throughout the day (i.e. while playing outdoors).	4/5/24 No accesible drinking water observed.
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	X	✓				(1-g) Sharp items and utensils are out of child(ren)'s reach.	4/5/24 Knife observed in kitchen dish rack.
No.	U	FOL				(2) TOILETING AREA	COMMENTS
8	✓					(2-a) Home is equipped with a working toilet and bathing room.	
9	X	✓				(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.	4/5/24 Advised to provide liquid hand soap and paper towel in the bathroom
10	N/A					(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	N/A					(2-d) Cloth hand towels are distinctly hung individually to air dry and is accessible to the child(ren).	

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12	X	✓				(2-e) Each child has their own toothbrush.	4/5/24 Observed 5 toothbrushes
13	X	✓				(2-f) Child(ren)'s toothbrushes are airdried individually in a vertical position and labeled with covers <b>separated from adults.</b>	4/5/24 Advised to label and cover toothbrushes
14	X	✓				(2-g) Toileting area is dry and furnished with non-slip mats.	4/5/24 Observed no non slip mats in bathroom. Advised not to use bath towel as a mat.
15	N/A					(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.	
<b>No.</b>	<b>U</b>	<b>FOL</b>				<b>(3) CHILD(REN)'S FILE</b>	<b>COMMENTS</b>
17	✓					(3-a) Child(ren)'s allergy and / or medical need information (i.e. child care plan signed by a physician).	
18	X	✓				(3-b) Child(ren)'s medical information (hospital #, vaccination record, allergies, health insurance, & etc....).	4/5/24 advised to update Reigns hospital, vaccination, and insurance file.
19	✓					(3-c) Parent's authorization form of emergency contacts (at least 2).	
20	X	✓				(3-d) Accident and / or incident report.	4/5/24 Advised to update accident/incident report last update was on 4/2/24
<b>No.</b>	<b>U</b>	<b>FOL</b>				<b>(4) POSTINGS OF REQUIRED DOCUMENTS</b>	<b>COMMENTS</b>
21	X	✓				(4-a) Required documents posted and visible to parents / guardians: Business License, CCDF Provider Certificate, Health Certificate Clearance.	4/5/24 Required documents not visible due to items obstructing view.
22	✓					(4-b) "No Smoking" signs are within view and seen upon entering home.	
23	✓					(4-c) "Exit" signs are posted and within view.	

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24	✓				(4-d) Emergency Evacuation Exit Plan is posted by every exit door and at adult's eye level.	
25	X	✓			(4-e) Child(ren)'s allergy posting is in a discrete area where food is served for the provider's reference.	4/5/24 Observed allergy posting in front of refrigerator. Post document in a discreet area in the kitchen.
26	X	✓			(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.	4/5/24 No displayed contact numbers observed.
27	✓				(4-g) Child(ren) Daily Activity Schedule is posted at visitor's view.	
<b>No.</b>	<b>U</b>	<b>FOL</b>			<b>(5) EMERGENCY PREPAREDNESS AND RESPONSE PLANS</b>	<b>COMMENTS</b>
28	X	✓			(5-a) Emergency drills are conducted and recorded monthly.	4/5/24 Advised to perform and update montly emergency drill log
29	X	✓			(5-b) Disaster drills are performed and noted every 6 months.	4/5/24 Advised to perform disaster drill and update log.
30	✓				(5-c) Recorded drills are visible for visitors review.	
31	X	✓			(5-d) Home care has an Emergency Preparedness Response Plan (EPRP) that is shared with the child(ren)'s families.	4/5/24 Advised to complete EPRP
<b>No.</b>	<b>U</b>	<b>FOL</b>			<b>(6) OBSERVABLE PRACTICES AND ROUTINE</b>	<b>COMMENTS</b>
32	X	✓			(6-a) Provider demonstrates proper hand-washing procedures and assists young children to wash his / her hands using the same proper procedures.	4/5/24 Observed children enter the home without being prompted to wash hands.
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.....	4/5/24 Advised to have children wash hands upon entering the home.

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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.	
<b>No.</b>	<b>U</b>	<b>A</b>			<b>(7) ELECTRICAL HAZARDS</b>	<b>COMMENTS</b>
39	✓				(7-a) Breaker box is covered and out of child(ren)'s reach.	
40	✓				(7-b) Electrical cords are securely installed.	
41	X	✓			(7-c) Indoor and outdoor outlets at a height of 7ft and below are covered or blocked off by furniture.	4/5/24 Observed uncovered outlets in living room and bedroom. Cover outlets or place furniture in front of it to
42	✓				(7-d) Electrical cords do not cross pathways, to avoid tripping hazards.	
<b>No.</b>	<b>U</b>	<b>FOL</b>			<b>(8) PRACTICES THAT PREVENT HAZARDS THAT PREVENT ILLNESSES</b>	<b>COMMENTS</b>
43	✓				(8-a) All cleaning chemicals are stored out of the child(ren)'s reach or inside a locked cabinet.	
44	X	✓			(8-b) Indoor / Outdoor meet the following: flooring is dry and clean, has <b>NO</b> odor or any other type of scent including chemicals, no flaking paints or chipped walls / ceiling.	4/5/24 Advised to scrape and wipe down flaking paint in livnig room.
45	x	✓			(8-c) The provider follows a routine cleaning schedule that is posted and visible.	4/5/24 Advised to post cleaning schedule

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46	✓				(8-d) The home is equipped with materials needed to practice routine cleaning (i.e. paper towel, bleach water solution).	
47	X	✓			(8-e) Home provider conducts a Daily Health Check to all enrolled children and is recorded. Document is accessible for review by observer.	4/5/24 Advised to update daily health check - last update on 4/3/24.
48	✓				(8-f) There is a designated clean and comfortable area for sick child(ren), separated from other child(ren).	
<b>No.</b>	<b>U</b>	<b>FOL</b>			<b>(9) SLEEPING AREA</b>	<b>COMMENTS</b>
49	X	✓			(9-a) Clean and comfortable napping area is provided for each child and labeled accordingly.	4/5/24 Label childrens nap blankets pillows etc. 4.11.24 Ordered cubbies, advised to send pictures after blankets
50	N/A				(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 alternating position (head to foot).	
<b>No.</b>	<b>U</b>	<b>FOL</b>			<b>(10) SAFETY SUPPLIES</b>	<b>COMMENTS</b>
52	X	✓			(10-a) First aid kit is visible and accessible at all times.	4/5/24 Advised to keep first aid kit visible
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.	4/5/24 Reminded to update first aid kit inventory
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.	

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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.	
<b>No.</b>	<b>U</b>	<b>FOL</b>				<b>(11) DIAPERING AREA</b>	<b>COMMENTS</b>
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 airedried after each used.	
61	✓					(11-c) Changing mat is water resistant and easily wipeable.	
62	X	✓				(11-d) Soiled diapers are wrapped tightly in a plastic bag and is disposed in a closed bin that is stationed far from the eating area.	4/5/24 Advised to provide cover for gargbage bin used to dispose diapers.
63	X	✓				(11-e) Proper Diaper Changing Procedure is posted near the designated area for changing diapers.	4/5/24 No posting of diaper changing procedure observed.
<b>No.</b>	<b>U</b>	<b>FOL</b>				<b>(12) PLAYGROUND / OUTDOOR SPACE</b>	<b>COMMENTS</b>
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 are age appropriate: proper size for the ages of child(ren) using it.	4/5/24 Advised to restrict children from using trampoline. No age appropriate outdoor equipment/materials observed.

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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)	

**INITIAL VISIT:**

Provider's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_ (PRINT / SIGNATURE)

Visit Conducted by: \_\_\_\_\_ DATE: \_\_\_\_\_ (PRINT / SIGNATURE)

**TYPE OF INSPECTION:** Unannounced

Provider's Signature: Lucila Davis *Lucila Davis* DATE: 4/5/24 (PRINT / SIGNATURE)

Visit Conducted by: Kevin Castro *Erica Thornburgh* DATE: 4/5/24 (PRINT / SIGNATURE)

**TYPE OF INSPECTION:** Follow-up

Provider's Signature: Lucila Davis *Lucila Davis* 4/11/24 (PRINT / SIGNATURE)

Visit Conducted by: Erica Thornburgh/Klara Borja *Erica Thornburgh* DATE: 4/11/24 (PRINT / SIGNATURE)

**TYPE OF INSPECTION:**

Provider's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_ (PRINT / SIGNATURE)

Visit Conducted by: \_\_\_\_\_ DATE: \_\_\_\_\_ (PRINT / SIGNATURE)

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**CHILD CARE ACTION PLAN (CAP)**  
**Areas for Improvement**

<b>Health &amp; Safety Checklist or Caring for Our Children, 4th Edition</b>	<b>Discrepancy Referenced</b>	<b>Action to be taken to help meet the standards</b>	<b>Estimated Completion Date</b>
H&S	1-a	Will clean and sanitize dining table daily before and after each mea	4/10/24
H&S	1-c	Will offer children water throughout the day	4/8/24
H&S	1-d	Water is accessible and offered throughout the day	4/5/24
H&S	1-g	knife is hidden out of rich and locked in the cabinet	4/5/24
H&S	2-b	Will provide hand soap and paper towel in the bathroom.	4/5/24
H&S	2-e	will provide only 4 toothbrush.	4/5/24
H&S	2-f	Will cover and label all the toothbrushes.	4/5/24
H&S	2-g	Will provide non slip mats in the bathroom.	4/6/24
H&S	3-b	Will provide Reigns update vaccination and insurance file.	4/8/24
H&S	3-d	Will update Incident/Accident report	4/5/24
H&S	4-a	Documents will visible at all times.	4/5/24
H&S	4-e	Will Post Children's allergy in Discrete area.	4/5/24
H&S	4-f	Will Displayed two emergency contact numbers.	4/8/24
H&S	5-a	will perform monthly Emergency drill.	4/8/24
H&S	5-d	Will Complete ERP	4/8/24
H&S	6-a	Will demonstrate proper handwashing	4/8/24
H&S	7-c	Will cover the uncovered outlets..	4/6/24
H&S	8-b	Will scrape and clean flaking paint.	4/7/24
H&S	8-c	will Post cleaning schedule.	4/8/24
H&S	8-e	Will update daily health check.	4/5/24
H&S	9-a	Will label Childrens nap blankets and pillows.	4/8/24
H&S	10-a	Will put fist aid kit visible at all times.	4/5/24
H&S	11-d	Will provide garbage bin to dispose diapers.	4/5/24
H&S	11-e	Will Post diaper changing procedure near designated area for changing	4/6/24
H&S			

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