

CCDF LICENSE-EXEMPT PROVIDER
HEALTH AND SAFETY CHECKLIST

A. Child Care Provider Information:

Business Name: Myra's Child Care **Home Care Location:** Marpo Heights, Tinian
(street name, Village, Island)

Name of Provider: Myra C. Diaz

| Date: | Time |
|-----------|----------|
| 22-Dec-22 | 1:00 PM |
| 5-Jan-23 | 10:00 AM |
| | |

Type of Inspection:

Initial Visit
Follow-up

IV Initial Visit
FOL Follow-up
U Unannounced
A Announced

C. Child Care Services Information:

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

D. Child Care Provider Acknowledgment:

Myra C. Diaz received (reference CCDF Provider Application for details). If CCDF provider meets all requirements, a CCDF Provider Certificate is issued.

Myra C. Diaz The LE-FFN 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.

Myra C. Diaz 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. | IV | FOL | | | | (1) ELECTRICAL HAZARDS | COMMENTS |
|-----|-----|-----|--|--|--|---|---|
| 1 | ✓ | | | | | (1-a) Breaker box is covered and out of children's reach. | |
| 2 | X | ✓ | | | | (1-b) Electrical cords are securely installed. | 12/22 - Fan cord not securely installed. |
| 3 | X | ✓ | | | | (1-c) Indoor and outdoor outlets at a height of 7ft and below are covered or blocked off by furniture. | |
| 4 | ✓ | | | | | (1-d) Electrical cords do not cross pathways, to avoid tripping hazards. | |
| No. | IV | FOL | | | | (2) POSTINGS OF REQUIRED DOCUMENTS | COMMENTS |
| *5 | X | | | | | (2-a) Required documents posted and visible to parents/guardians: Business License, CCDF Provider Certificate, Health Clearance Certificate. | 12/22 - Business license & Health clearance not posted. |
| 6 | ✓ | | | | | (2-b) "No Smoking" signs are within view and seen upon entering home. | |
| 7 | X | ✓ | | | | (2-c) "Exit" signs are posted and within view. | 12/22 - 2 more exit signs needed. |
| *8 | ✓ | | | | | (2-d) Emergency Evacuation Exit Plan is posted by every exit door and at adult's eye level. | |
| 9 | N/A | | | | | (2-e) Children's allergy posting is in a discrete area where food is served for the provider's reference. | |
| 10 | ✓ | | | | | (2-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 land line (if applicable) or by Emergency Evacuation Exit Plan | |
| *11 | ✓ | | | | | (2-g) Child(ren) Daily Activity Schedule are posted at visitor's view. | |

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| No. | IV | FOL | | | | (3) CHILD(REN)'S FILE | COMMENTS |
|-----|-----|-----|--|--|--|--|--|
| *12 | N/A | | | | | (3-a) Children's allergy and/or medical need information (i.e. child care plan) | 12/22 - Advised to complete form. |
| 13 | X | ✓ | | | | (3-b) Children's medical information (hospital #, vaccination record, allergies, health insurance, & etc.). | 12/22 - Advised to complete form. 01/05 - advise to ask parents for immunization card |
| 14 | X | ✓ | | | | (3-c) Parent's authorization form of emergency contacts (at least 2). | 12/22 - Advised to have parents complete form. 01/05 - Advise to ask for insurance no. |
| *15 | X | ✓ | | | | (3-d) Accident and/or incident reports. | 12/22 - Advised to make daily entries. |
| No. | IV | FOL | | | | (4) EMERGENCY PREPAREDNESS AND RESPONSE PLANS | COMMENTS |
| *16 | X | | | | | (4-a) Emergency drills are conducted and recorded monthly. | Provider will start upon completing H&S training 01/05 |
| *17 | X | | | | | (4-b) Disaster drills are performed and noted every 6 months. | |
| *18 | X | | | | | (4-c) Recorded drills are visible for visitors review. | |
| *19 | X | | | | | (4-d) Home care has an Emergency Preparedness Response Plan (EPRP) that is shared with their families. | |
| No. | IV | FOL | | | | (5) PRACTICES THAT PREVENT HAZARDS THAT PREVENT ILLNESSES | COMMENTS |
| 20 | ✓ | | | | | (5-a) All cleaning chemicals are stored out of the child(rens) reach or inside a locked cabinet. | |
| 21 | ✓ | | | | | (5-b) Indoor/Outdoor 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 | |
| *22 | X | ✓ | | | | (5-c) The provider follows a routine cleaning schedule that is posted and visible. | 12/22 - Advised to complete form daily. |

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| 23 | ✓ | | | | (5-d) The home is equipped materials needed to practice routine cleaning (i.e. paper towel, bleach water solution). | |
| *24 | X | ✓ | | | (5-e) Home provider conducts a Daily health check to all enrolled children and is recorded. Document is accessible for review of inspector. | |
| 25 | ✓ | | | | (5-f) There is a designated clean and comfortable area for sick children, separated from other children. | |
| No. | IV | FOL | | | (6) KITCHEN / EATING AREA | COMMENTS |
| 26 | ✓ | | | | (6-a) Dining table is cleaned and sanitized before and after each meal. | |
| 27 | X | ✓ | | | (6-b) Food are stored at the right temperature. | |
| 28 | ✓ | | | | (6-c) Drinking water is available and accessible throughout the day. | |
| 29 | ✓ | | | | (6-d) Water is offered throughout the day (i.e. while playing outdoors). | |
| 30 | ✓ | | | | (6-e) Healthy meals/snacks are provided to the children. | |
| 31 | ✓ | | | | (6-f) Proper hand washing procedures are posted by the working sink where hand washing practices occur in the kitchen. | |
| 32 | X | ✓ | | | (6-g) Sharp items and utensils are out of children's reach. | 12/22 Advised to secure sharp utensils in a locked drawer or place them at a higher area. |
| No. | IV | FOL | | | (7) SLEEPING AREA | COMMENTS |
| 33 | X | ✓ | | | (7-a) Clean and comfortable napping area is provided for each child and labeled accordingly. | 01/05 - provider has 3 futons and labeled. Advise to label sheets and pillow cases as well |
| 34 | N/A | | | | (7-b) Babies less than 2 years old must be placed on their back for sleep. | |

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| 35 | X | ✓ | | | | (7-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). | 12/22 - Advised to have 3 futons for each child & labeled. |
| No. | IV | FOL | | | | (8) TOILETING AREA | COMMENTS |
| 36 | ✓ | | | | | (8-a) Home is equipped with a working toilet and bathing room. | |
| 37 | ✓ | | | | | (8-b) Appropriate toiletries are provided and accessible to the children (liquid hand-soap, paper towel <i>optional</i>), toothbrush, toothpaste, toilet paper, etc...). Toiletries are replenished as needed. | |
| 38 | N/A | | | | | (8-c) In the event cloth hand towels are used, each child is provided with a hand towel and is replaced daily or as necessary. | |
| 39 | N/A | | | | | (8-d) Cloth hand towels are distinctly hung individually to air dry and is accessible to the child. | |
| 40 | ✓ | | | | | (8-e) Each child has their own toothbrush. | |
| 41 | ✓ | | | | | (8-f) Children's toothbrushes are airdried individually in a vertical position with covers separated from adults. | |
| 42 | X | ✓ | | | | (8-g) Toileting area is dry and furnished with non-slip mats. | 12.22 advise to have an additional mat |
| 43 | N/A | | | | | (8-h) Use of a "potty chair"- the provider will assist the child and ensure that the chair is sanitized after each use. | |
| 44 | ✓ | | | | | (8-i) Proper hand washing procedures are posted by the working sink where hand washing practices occur in the toileting area. | |
| No. | IV | FOL | | | | (9) DIAPERING AREA | COMMENTS |

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| 45 | N/A | | | | | (9-a) If applicable, changing table or diaper changing is performed far from the eating area. | |
| 46 | N/A | | | | | (9-b) Changing table or changing mat is sanitized and airdried after each used. | |
| 47 | N/A | | | | | (9-c) Changing mat is water resistant and easily wipeable. | |
| 48 | N/A | | | | | (9-d) Soiled diapers are wrapped tightly in plastic bag and is disposed in a closed bin that is stationed far from the eating area. | |
| 49 | N/A | | | | | (9-e) Proper diaper changing procedure is posted near the designated area for changing diapers. | |
| No. | IV | FOL | | | | (10) SAFETY SUPPLIES | COMMENTS |
| *50 | X | ✓ | | | | (10-a) First aid kit is visible and accessible at all times. | 12/22 - Advised to purchase one. |
| *51 | X | ✓ | | | | (10-b) First aid kit is filled with medical supplies and replenished as needed. | |
| *52 | X | ✓ | | | | (10-c) Monthly inventory of the first aid kit is performed to ensure that all supplies are updated and replenished. | |
| *53 | X | ✓ | | | | (10-d) Home is equipped with a fire extinguisher and are inspected as required. | 12/22 - Provider has a fire extinguisher, but not inspected. |
| *54 | ✓ | | | | | (10-e) Fire extinguisher is securely placed in a safe and convenient space, out of children's reach. | |
| *55 | ✓ | | | | | (10-f) Smoke detectors are properly installed at each needed area. | |
| *56 | ✓ | | | | | (10-g) Home is equipped with working smoke detectors in each enclosed room with the exception of the kitchen. | |
| No. | IV | FOL | | | | (11) OBSERVABLE PRACTICES AND ROUTINE | COMMENTS |

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| 57 | ✓ | | | | | (11-a) Provider demonstrates proper hand-washing procedures and assists young children to wash his/her hands using the same proper procedures. | |
| 58 | ✓ | | | | | (11-b) Proper handwashing procedure is performed throughout the day: before and after meals, after toileting, before and after each diaper change, after outdoor play, upon entering the home, etc... | |
| 59 | ✓ | | | | | (11-c) Parents are allowed full access to their children at any time (Open-door policy). | |
| 60 | ✓ | | | | | (11-d) The child care provider will not use corporal, harsh, or unusual punishment. | |
| 61 | ✓ | | | | | (11-e) Food should not be used as reward or punishment. | |
| 62 | ✓ | | | | | (11-f) Provider forbids smoking within the premises during operational hours and around the children. | |
| 63 | ✓ | | | | | (11-g) There are no more than 4 children under the provider's care. | |
| No. | IV | FOL | | | | (12) PLAYGROUND / OUTDOOR SPACE | COMMENTS |
| 64 | X | | | | | (12-a) The children's outdoor playground is far from the driveway and main road. | |
| 65 | ✓ | | | | | (12-b) The playground is enclosed and in a shaded area. | |
| 66 | ✓ | | | | | (12-c) Playground equipment is free from sharp edges, and rust. | |
| 67 | ✓ | | | | | (12-d) The playground is well maintained, free from odor and tripping hazards. | |
| 68 | ✓ | | | | | (12-e) All playground equipment are age appropriate; proper size for the ages of children using it. | |

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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. Example: Large roots where children normally run through. | |

INITIAL VISIT:

Provider's Signature: Myra Diaz  DATE: Dec. 22, 2022 (PRINT / SIGNATURE)

Visit Conducted by: Kevin Castro  DATE: Dec. 22, 2022 (PRINT / SIGNATURE)

TYPE OF INSPECTION: Follow-up

Provider's Signature: Myra Diaz  DATE: Jan 5, 2023 (PRINT / SIGNATURE)

Visit Conducted by: Kevin Castro  DATE: Jan 5, 2023 (PRINT / SIGNATURE)

TYPE OF INSPECTION:

Provider's Signature: _____ DATE: _____ (PRINT / SIGNATURE)

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| CHILD CARE ACTION PLAN (CAP) Areas for Improvement | | | |
|--|-----------------------------------|---|--|
| Health & Safety Checklist or Caring for Our Children, 4th Edition | Discrepancy Referenced | Action to be taken to help meet the standards | Estimated Completion Date |
| H&S | 1-b | I will secure the electric fan cord | Dec. 22, 2022 |
| H&S | 1-c | I will buy outlet covers and cover them | Dec. 23, 2022 |
| H&S | 2-c | I posted an extra exit sign for the other exit door. | Dec. 28, 2022 |
| H&S | 3-a | I completed the required forms for children's medicine/allergy. | Dec. 28, 2022 |
| H&S | 3-b | I completed the required forms. | Dec. 28, 2022 |
| H&S | 3-c | I had parents sign the required forms. | Dec. 28, 2022 |
| H&S | 3-d | I will keep accident/incident report log. | Dec. 28, 2022 |
| H&S | 5-c | I will post and keep a daily routine checklist to do. | Dec. 28, 2022 |
| H&S | 5-e | I will keep a logsheet of daily health check for children. | Dec. 28, 2022 |
| H&S | 6-b | I will keep food stored in refrigerator. | Dec. 28, 2022 |
| H&S | 6-g | I have relocated sharp items in kitchen/out of reach. | Dec. 28, 2022 |
| H&S | 7-a | I have purchased 3 futons for children. | Dec. 28, 2022 |
| H&S | 7-c | I have assigned sleeping areas. | Dec. 28, 2022 |
| H&S | 8-g | I have placed another mat in the bathroom. | Dec. 28, 2022 |
| H&S | 10-a / 10-b | I have purchased a first aid kit and is easily accessible. | Dec. 28, 2022 |
| H&S | 10-c | I will keep a log of first aid kit supplies on a monthly basis. | Dec. 28, 2022 |
| H&S | 10-d | I have inspected the fire extinguisher. | Dec. 28, 2022 |
| H&S | | | |
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