

FAMILY CHILD CARE HEALTH AND SAFETY

SELF-LEARNING MODULE



EARLY CHILDHOOD EDUCATION LINKAGE SYSTEM (ECELS)
HEALTHY CHILD CARE AMERICA
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Dear Family Child Care Provider and Home-based Caregiver:

Thank you for your interest in our Family Child Care Health and Safety Module. The enclosed checklist and print material give you an educational opportunity for 2 hours of credit. The credit may be used toward the STAR Level 2 Performance Standard Health and Safety DPW requirement. If you participate in STARS, you will notice some items have a FCCERS-R reference. This notation may be helpful as you advance through STARS. To receive two hours of state-authorized professional development credit:

- Review the enclosed print information or read it online. It is available at these links:
 - *A Child Care Provider's Guide to Safe Sleep* <http://www.healthychildcare.org/pdf/SIDSchildcaresafesleep.pdf>
 - *Back to Sleep, Tummy to Play* <http://www.healthychildcare.org/pdf/SIDStummytime.pdf>
 - *A Dozen Common Errors in Diapering* <http://www.ecels-healthychildcarepa.org/section.cfm?subID=45&scope=all>
 - *Changing Soiled Underwear for Toddlers* <http://www.ecels-healthychildcarepa.org/section.cfm?subID=45&scope=all>
 - *Act Early* <http://www.cdc.gov/actearly> *Child Development* <http://www.cdc.gov/ncbddd/child/development.htm>
 - *Infant Toddler Library Resource List* <http://www.ecels-healthychildcarepa.org/section.cfm?subID=37&scope=all>
 - *Home Water Hazards for Young Children* <http://www.aap.org/family/homewatr.htm>
- Evaluate your home and program using the accompanying checklist. Mark the appropriate checklist boxes corresponding to your findings. The checklist is very comprehensive. You may want to divide the task so you do some each day until you finish the whole checklist.
- Write your plans for improvement on page 12 of the checklist. Attach additional comments on a separate sheet of paper if needed.
 - Identify items that need correction. Make any hazards inaccessible and indicate changes that you have made or will make.
 - Fix what you can, make note of things you cannot fix right away, and plan when and how you will get those things fixed.
- Post the *Keeping Healthy* diapering chart and the First Aid chart for easy reference.
- Please return the following items to the address listed at the top of the page:
 - A copy of the checklist along with plans for improvement. Keep a copy for yourself.
 - The completed Registration Form for ECELS Self-Learning Modules, printed from the website. Find the link to the Registration Form on the ECELS website in the general instructions for using Self-Learning Modules. Please complete all forms legibly and accurately to assure your certificate of satisfactory completion of this module is correct.

You may want to share the information about what you learn by doing the module with the parents of the children in your care. They can use the information to make their homes safer for their children. Giving parents information is an important part of your job.

Print material, other than the online material, is included in this module and provided in the packet (if you ordered the print version). If you downloaded this module, please contact ECELS to request the additional print material. See our web site (listed above) for our professional development brochure. It describes other self-learning modules that address important topics and workshops available to increase your knowledge in areas covered by the checklist. If you have any questions, please contact ECELS by e-mail, fax or telephone using the contact information above. ECELS would like to acknowledge and thank Densie Cressman, President, PA Home-based Child Care Providers Association and Lola Rooney, MEd, Director, Early Childhood Education & Care, YMCA of Philadelphia & Vicinity, for their input in reviewing the material for this module.

Sincerely

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Health and Safety Checklist
for Family Child Care and Home-based Providers
ECELS-Healthy Child Care Pennsylvania
 December 2008

- Use this checklist to find hazards and needed improvements.
 - Whenever you find a hazard, or something that needs repair, fix it if you can.
 - If you can not fix it, remove anything that is unsafe from service until it is fixed. Make a note of any problem you cannot fix right away and plan to have it fixed.
- Safety checks should be done at least once a month.
 - Having different people do the safety checks helps find more hazards.
 - Family members and school-age children can help. The more people who are involved in looking for hazards, the more likely hazards will be identified. Safety is everyone's business!
- Before using equipment or toys, make sure they have not been part of a Consumer Product Safety Commission (CPSC) recall. Contact CPSC at 1-800-638-2772 or visit CPSC's website at www.cpsc.gov. If the equipment has been part of a recall, take advantage of the remedy provided by the manufacturer. Other recalls may be found at www.recalls.gov.

Note: ECELS-Healthy Child Care PA is a program of the PA Chapter of the American Academy of Pediatrics. The PA AAP does **not** accept any liability associated with the use of this checklist on pages 2-13 to assess a child care facility.

General Indoor Areas

Yes No

- Ample space for children, play materials, and furnishings is available. (FCCERS-R 1 Space and Furnishings)
- Floors are smooth and have nonskid surfaces. Rugs are skid-proof. (FCCERS-R 12 Safety Practices)
- Doors to places that children can enter, such as bathrooms, can be easily opened from the outside by a child or by an adult.
- Doors in areas used by toddlers are adapted so that children can't leave the house undetected.
- Sliding doors have childproof locks.
- Doors that children can close have slow closing devices and/or rubber gaskets on the edges to prevent finger pinching.
- Glass doors and full-length windows have decals on them that are at the eye levels of both children and adults.
- Windows cannot be opened more than 3.5 inches from the bottom.
- Window blind cords are tied with clothespins or specially designed cord clips. (FCCERS-R 12 Safety Practices)
- All windows have closed permanent screens.
- Bottom windows are lockable.
- Furniture is kept away from windows to discourage climbing near windows.
- Walls and ceilings have no peeling paint and no cracked or falling plaster.
- The child care setting is free of toxic or lead paint and of crumbly asbestos.
- Safety covers are on all electrical outlets. (FCCERS-R 12 Safety Practices)
- All outlets, electrical appliances and fixtures are protected by circuit breakers.
- Electrical cords are not frayed and are out of children's reach. Electrical cords are placed away from doorways and traffic paths.
- Televisions, computers and stereo equipment are positioned against walls. VCRs/DVD/CD players are locked to prevent children from putting objects or a hand inside the tape slot.
- Furniture or heavy equipment that may tip over is anchored. (FCCERS-R 12 Safety Practices)
- Covers or guards for fans have openings small enough to keep children's fingers out.
- Free-standing space heaters are not used.
- Pipes, radiators, fireplaces, wood burning stoves, and other hot surfaces cannot be reached by children or are covered to prevent burns. (FCCERS-R 12 Safety Practices)
- Carbon monoxide detectors are located near the furnace and any other fuel-burning appliances.
- Nobody smokes or has lighted cigarettes, matches, or lighters around children. (FCCERS-R 11 Health Practices)
- Trash is covered at all times and is stored away from heaters or other heat sources.

General Indoor Areas (cont'd.)

Yes No

- Sharp furniture edges are cushioned with soft material or with commercial corner guards.
- Emergency lighting equipment works. Handheld flashlights have working batteries and are available for emergency use in each room used for care, night and day.
- A combination of direct natural light and regular light is bright enough for good visibility in each room. (FCCERS-R 1 Space and Furnishings)
- Caregivers are always present in the same or an adjacent room to the children so they can safely and quickly evacuate the children in an emergency.
- Caregivers should directly supervise infants, toddlers, and preschool children by sight and hearing at all times, even when the children are in sleeping areas. Caregivers should not be on one floor level of the building, while children are on another floor.
- Any potential poisonous plants are not present either indoors or outdoors in the child care areas.
- All adult handbags are stored out of children's reach.
- All poisons and other dangerous items are stored in locked cabinets or out of children's reach. This includes medicines, paints, cleansers, mothballs, scissors and any other small or sharp objects.
- Toys or objects with removable parts with a diameter less than 1¼ inch and a length less than 2¼ inches, are not be accessible to children under the age of 4 years.
- Balls that are smaller than 1¾ inches in diameter, toys with sharp points and edges, plastic bags, Styrofoam objects, coins, rubber balloons, safety pins, marbles, and other small objects are not accessible to children under the age of 4 years.
- There are no small objects that could be easily swallowed (buttons, bottle caps, barrettes, etc.) on the floor or where children can reach them.
- All drawstrings have been removed from children's clothing. (FCCERS-R 12 Safety Practices)
- Cots are placed in such a way that walkways are clear for emergencies.
- Children are never left alone in infant seats and car seats on tables or other high surfaces.
- A well-stocked first aid kit (see First Aid Kit Inventory) is accessible to all caregivers, but stored out-of-reach of children.
- Non-porous gloves are readily available for caregivers in all areas where child care is provided.
- A no-smoking at all times rule in your home protects children from environmental tobacco smoke.
- The house has been checked for lead, radon, asbestos, mercury, and mold.
- Ideally, there are no guns in the home. If there are guns, ammunition and guns are stored separately and locked. (FCCERS-R 12 Safety Practices)
- Pesticides are applied only to surfaces that children cannot touch and surfaces not in direct contact with food.
- A certified pest control operator applies pesticides while observed by a caregiver, if pesticides are used.
- Any pets are known to be healthy, have been determined to be suitable pets for child care settings, and have been immunized as recommended by a veterinarian.

Toys and Equipment

Yes No

- Equipment meets the corresponding American Society for Testing and Materials (ASTM) standard and is so labeled on the equipment. The presence of a certification seal placed on Juvenile Products Manufacturers Association (JPMA) products ensures that the product is in compliance of the current standard for that product at the time of manufacture.
- Toys and play equipment have no sharp edges or points, small parts, pinch points, chipped paint, splinters, loose nuts or bolts, or cords/strings which could encircle a child's neck. (FCCERS-R 12 Safety Practices)
- All painted toys are free of lead.
- Toys are put away when not in use.
- Toys that are mouthed are washed and sanitized after each use.

Sanitizing Solution for Soaking Toys: If you use a soaking method to sanitize toys, use a more concentrated solution because each object can introduce germs into the solution. The recommended solution of household bleach for soaking toys is ¾ cup of bleach to 1 gallon of water. Put toys into a net bag, soak them for 5 minutes, rinse with clean water, and hang the bag to air dry. Healthy Young Children. 2002, page 16.

Toys and Equipment (cont'd.)

Yes No

- Children are not permitted to play with any type of plastic bag, balloon or latex/vinyl gloves. (FCCERS-R 12 Safety Practices)
- Children's total media time (including entertainment media) is limited to no more than 1 to 2 hours of quality programming per day.
- Television viewing for children younger than 2 years is not permitted. More interactive activities that promote proper brain development, such as talking, playing, singing, and reading together are encouraged.
- Children under the age of 4 years are not permitted to eat foods that may easily cause choking, such as hot dogs, hard candy, seeds, whole grapes, nuts, popcorn, raw carrot rounds, raw peas, peanuts, chips, hard pretzels, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole.
- Children younger than 1 year of age should not be given honey. Honey has been shown to cause infant botulism.
- Toy chests have appropriate hinges so that the lid will not fall on children when they search the chest for toys.
- Shooting or projectile toys are not present.
- There is a sufficient amount and good variety of toys and literacy materials, such as small building toys, blocks, are material, manipulatives, musical instruments, dramatic play items, puzzles, games, puppets and books- both factual and fantasy.
- There are toys, books, and pictures that positively represent people of diverse races, cultures, and abilities.
- Commercial art materials are stored in their original containers out of children's reach. The manufacturer's label includes a reference to meeting ASTM Standards.
- Rugs, curtains, pillows, blankets, and cloth toys are flame-resistant.
- Sleeping surfaces are firm and snugly fitted if in a bed or crib frame. Waterbeds and soft bedding materials such as crib bumpers, sheepskin, quilts, comforters, pillows, stuffed toys, and granular materials (plastic foam beads or pellets) used in bean bags are not accessible to infants where they sleep. (FCCERS-R 12 Safety Practices)
- Babies are always put down to sleep on their backs in a crib meeting ASTM (American Society for Testing Materials) specifications. (FCCERS-R 12 Safety Practices)
- Babies are not left to sleep in equipment not intended for sleep such as car seats, strollers, swings and play pens.
- Crib slats are less than $2\frac{3}{8}$ inches apart; side rails are up when the child is in the crib.
- Hinges and joints are covered to prevent small fingers from being pinched or caught.
- Cribs, playpens, and highchairs are away from drapery cords and electrical cords.
- Cribs, playpens, and highchairs are used according to the manufacturer's recommendations for age and weight. Cribs have no corner posts.
- Cribs have slats placed $2\frac{3}{8}$ inches apart or less and have snug-fitting mattresses. Mattresses are set at their lowest settings and sides are locked at their highest settings.
- Toys are not hung across the cribs of infants who can sit up. (FCCERS-R 12 Safety Practices)
- Rattles, pacifiers, or other objects are never hung around an infant's neck.
- If playpens are used, they are set up correctly, according to manufacturer's instructions, with the sides locked into place.
- Beds and bedding shall be washed between uses if used by different children.
- If using a mesh-sided playpen, it has top rails that automatically lock when lifted into the normal use position and the mesh is attached securely, less than $\frac{1}{4}$ inch in size, without holes or tears.
- Playpens do not have "catch points," such as protruding rivets.
- Strollers have:
 - Firmly attached, functioning safety belts, waist straps, and harnesses
 - A seat that locks securely in all positions
 - A backrest that is firm and vertical to support the child's head
 - Two-wheeled brakes
 - A base that is stable and difficult to tip over
- Infant walkers are not used. (FCCERS-R 12 Safety Practices)
- Five gallon buckets are not accessible to infants and toddlers. (FCCERS-R 12 Safety Practices)
- Children under 8-9 years of age do not have access to bunk beds.
- Drawers are kept closed when not in use.

Indoor Hallways and Stairs

Yes No

- Handrails are securely mounted at maximum height of 38".
- Handrails are attached to walls for right-hand descent, but preferably are attached to the walls on both right and left sides.

Indoor Hallways and Stairs (cont'd.)

Yes No

- Barriers to stairways and latches to doors are in place to secure areas not available for children's use. Stairway gates are locked in place when infants or toddlers are nearby. Gates have openings small enough to prevent a child's head from fitting through. No accordion-type gates are used.
- Doorways to unsupervised or unsafe areas are closed and locked unless the doors are used for emergency exits.
- Emergency exit doors have easy-open latches.
- Safety glass is used in all areas of potential impact.
- Caregivers can easily monitor all entrances and exits to keep children from leaving the building without an adult escort or supervision.
- Stairways and hallways are clear of objects that can cause a fall.

Kitchen and Food Preparation and Storage Areas

Yes No

- Caregivers always wash hands before and after eating, handling food, or feeding a child. (FCCERS-R 9 Meals/Snacks)
- Caregivers always make sure children's hands are washed before and after mealtimes. (FCCERS-R 9 Meals/Snacks)
- Trash is stored away from food preparation and storage areas.
- Trash is stored away from the furnace, stove, and hot water heater.
- Refrigerator temperature is monitored by a thermometer and is kept at or below 40° Fahrenheit.
- All foods that require refrigeration that are taken from the refrigerator are maintained in covered containers at 40° Fahrenheit or lower if they will not be consumed within 2 hours. .
- Hot foods are kept at 140° Fahrenheit or higher until ready to be eaten.
- Freezer temperature is monitored by a thermometer and is kept at or below 0° Fahrenheit.
- Foods that have been served and handled by the children or that require refrigeration or heating to be kept safe for eating are discarded if they have not been held at safe temperatures for more than 2 hours are discarded.
- Pest strips are not used.
- Microwaves are not used to heat bottles or baby food.
- Cleansers and other poisonous products are stored in their original containers, away from food, and out of children's reach. (FCCERS-R 12 Safety Practices)
- Nonperishable food is stored in labeled, insect-resistant metal or plastic containers with tight lids.
- Refrigerated medicines are kept in closed containers to prevent spills that would contaminate food.
- Food preparation surfaces are free of cracks, crevices and chips.
- Food preparation and service surfaces are cleaned and sanitized before and after use. (FCCERS-R 9 Meals and Snacks)
- Eating utensils and dishes are clean, free of cracks, chips and are known to be lead-free.
- Appliances and sharp or hazardous cooking utensils are stored out of children's reach.
- Pot handles are always turned towards the back of the stove. Knob protectors or position prevent children from accessing stove knobs
- Children cannot use chairs or step stools to reach foods that are cooking on the stove. (Those who participate in cooking are tall enough to reach safely while standing on the floor.)
- Child-proof latches are installed on all cabinet doors and drawers where sharp or other potentially dangerous objects are stored.
- Refrigerator magnets, other small objects, matches and lighters are out of the reach of young children.
- An ABC-type fire extinguisher is securely mounted on the wall near the stove.
- All caregivers know how to use the fire extinguisher correctly and have seen a demonstration by members of the fire department.

Kitchen and Food Preparation and Storage Areas (cont'd.)

Yes No

- There is a "danger zone" in front of the stove where the children are not allowed to go.
- Children are taught the meaning of "hot."
- Kitchen area is not accessible to children without constant adult supervision.
- Caregivers do not cook while holding a child.
- Hot foods and liquids are kept out of children's reach.
- Stable step stools are used by the caregiver to reach high places.

Bathrooms

Yes No

- Stable non-skid step stools that have non-porous surfaces are available where needed.
- Electrical outlets have safety covers or are modified with ground-fault outlets to prevent shock.
- Electrical equipment such as hair dryers, curling irons and electric razors are unplugged when not in use and stored so they are not accessible to children. They are never used near water.
- Cleaning products and disinfectants are locked in a cabinet out of children's reach.
- Toilets are left closed. If toddlers are in care, the toilets have a toilet-lid lock.
- Toilet paper is located where children can reach it without having to get up from the toilet.
- Ideally potty chairs are not used. If potty chairs are used, they are easy to clean and are sanitized after each use with a bleach solution in a utility sink that is not used for food preparation or hand washing.
- Potty chairs are not used in the food preparation or dining areas, and potty chairs are not available for children to touch or handle when they are not in use.
- Caregivers and children always wash hands after toileting and diaper changing.
- The area for changing diapers or soiled underwear is a separate area away from food and play.
- The diapering or changing table has 6 inch barrier on all sides to keep the child from rolling off, and no restraining strap because such straps cannot be sanitized and are not reliable way to keep the child on the table.
- The diapering area is kept sanitary.
- Trash cans for diapers, tissues, and other materials that come in contact with body fluids can be opened in a hands-free manner, are lined with a plastic bag, emptied at least once a day, and kept clean.
- Paper towels and liquid soap are readily available at the sink.
- Handwashing procedures are followed with 10 second lathering, rinsing with the fingertips pointed down, and then turning off the faucet with the towel so that clean hands do not become soiled again by the dirty hands that turned on the faucet.
- Handwashing signs are posted.
- Thermometers are used to check that water temperature is no more than 120° Fahrenheit. (DPW regulations state 110°.) (FCCERS-R 12 Safety Practices)
- Bathtubs have skid-proof mats or stickers.
- Children take baths only under adult supervision.
- Children are never left alone on a changing table, bed, sofa, or any other elevated surface.
- Children are never left unsupervised in or near water.
- Razor blades, nail scissors and other sharp tools stored in a locked cabinet or out-of-the reach of children.
- All medications, cosmetics, cleaners, mouthwash, perfumes, hair (shampoo/hair conditioner) and nail products are stored in a locked cabinet or out-of-the-reach of children. (FCCERS-R 12 Safety Practices)

Garage and Laundry Area

Yes No

- All tools and supplies used for automotive and lawn care are stored in locked containers or areas.
- All hazardous products are in a locked area or cabinet.
- All recycling containers are out of the reach of young children.
- Any laundry chutes are locked with child-proof locks.

Indoor/Outdoor and Active Play Areas (Indoor Areas and Playgrounds, Outdoor Spaces on the property)

Yes No

- All walkways and outdoor stairways are well-lit.
- Railings and banisters are sound.
- Steps and stairways are kept free from ice and snow.
- All sidewalks and outdoor stairways are free of cracks and missing pieces.
- All garbage cans are securely covered.
- The yard and play space are free from holes, stones, broken glass, nail studded boards, tools, animal waste and litter.
- Gardening equipment and supplies are inaccessible to children.
- The active play area offers a wide range of parallel and interactive activities. (FCCERS-R 26 Active Physical Play)
- Water for drinking and first aid is available near the play area.
- Outdoor play areas have shaded areas to protect from the sun. (FCCERS-R 26 Active Physical Play)
- A well-stocked first aid kit (see First Aid Kit Inventory) is accessible to all caregivers during outdoor play and kept out-of-the-reach of children.
- A file is available containing the name and address of the manufacturer of each piece of equipment.
- The file also contains records of equipment purchase, installation, inspection, maintenance and CPSC/ASTM approval.
- For older equipment, the file contains documentation of safety provided by an inspector who is certified by the National Playground Safety Institute 703/858-2185 www.nrpa.org/forms/default.aspx?FormDocumentId=5149.

Playground Surfacing and Active Play Equipment

Yes No

- For Preschool-age and School-age play areas, a shock-absorbing surface is installed and maintained under, and at least 6 feet on all sides, around the play equipment both indoors and outdoors. The depth and type of the material should be according to CPSC recommendations. (See chart below.) Use at least 9 inches of wood chips, mulch, or shredded rubber for play equipment up to 7 feet high. If sand or pea gravel is used, install at least a 9-inch layer for play equipment up to 5 feet high. Or use surfacing mats made of safety-tested unitary material that meets ASTM Standard F1292. Loose fill materials should be avoided for playgrounds intended for toddlers.
- For Toddler play areas, both indoors and outdoors, the use zone (the area under and around the equipment where impact absorbing surfacing is required) is a minimum of 3 feet.
- Protective surfacing for swings extends, in back and front, a distance twice the height of the suspending bar.
- The following surfacing materials are not in use underneath indoor and outdoor play equipment that children can climb: asphalt, concrete, soil or hard-packed dirt, grass, turf, linoleum, or carpeting.
- The dirt in the play area has been tested and found free of toxic materials, including lead.
- There are no toys or objects (including surfacing material) with a diameter small enough to completely fit in a child's mouth accessible to children who are still placing objects in their mouths.
- There are no ropes, jump ropes, clotheslines, or pet leashes attached to play equipment.
- There are no open "S" hooks or protruding bolt ends.
- All openings are less than 3.5 inches or more than 9 inches. (FCCERS-R 12 Safety Practices)
- Platforms and ramps have guardrails.
- There are no sharp points or edges on equipment. (FCCERS-R 12 Safety Practices)
- Exposed concrete footings, rocks, tree stumps, and other tripping hazards are removed.

Surfacing Chart (Public Playground Safety Handbook, US Consumer Product Safety Commission, April, 2008)

Inches	Of (Loose-Fill Material)	Protects to	Fall Height (feet)
9	Shredded/recycled rubber		10
9	Sand		4
9	Pea Gravel		5
9	Wood mulch (non-CCA)		7
9	Wood chips		10

Playground Surfacing and Active Play Equipment (cont'd)

Yes No

- There are at least 6 feet of use space on all sides of each piece of equipment.
- Play equipment pieces are spaced at least 12 feet apart from each other (each has its own 6 foot use space).
- Traffic patterns are designed to prevent children from bumping into each other.
- Age-specific play areas are separated by distance or a physical barrier so that children of very different ages and abilities do not play on the same equipment at the same time.
- Equipment is warranted by the manufacturer as suitable for the age of the users (2–5 years and 5–12 years) according to ASTM Standard F1487-95 and F2373 (children under the age of 2 years).

Unsafe Active Play Equipment

Yes No

- There are no heavy swings or swings made out of wood, metal, or other rigid materials.
- There are no animal figure swings.
- There are no multiple-use occupancy swings (swings used by more than one child at a time) other than tire swings.
- There are no swing sets with more than 2 swings per bay.
- There are no rope swings; all ropes are anchored at both ends.
- There are no trapeze bars.
- Any see-saws present have a spring centering device for children 2-5 years of age. If see saws are used, there must be a shock absorbing material required to cushion seat impact on surface and the maximum height of the seat above the protective surfacing must not exceed 5 feet.
- There are no trampolines. (FCCERS-R 12 Safety Practices)

Active Play Equipment Maintenance

Yes No

- Daily checks include: broken glass, animal waste, trash, toxic plants or plant debris, damage by vandals, displaced surfacing, broken equipment, chipping paint, splinters, puddles of water, insect hazards, need for lubrication of moving parts.
- All hardware fasteners, permanent coverings, or connecting devices are tight and cannot be removed without tools.
- All surfaces are intact.
- All structures are sturdy enough that they will not move or tip over when the weight of an adult is put against them.
- There is no peeling paint. (Lead in peeling paint on play equipment is a common hazard.)

Active Play Supervision

Yes No

- All areas where children can play are in view of an adult at all times.
- Every child is accounted for at all times by a supervising adult. Some method of assuring that no child is hidden or missing from the group must be used.
- When children must leave the play area to use the toilet, to get first aid, or for any other reason, supervision of the child who leaves and the children who remain in the play area is secure and consistent.
- Children are prevented from playing in a way that challenges them beyond their abilities or that puts others at risk of significant injury.

Sand

Yes No

- Sand digging areas are in the shade.
- Sand digging areas are contained by smooth frames.
- Sand is covered when not in use to prevent infectious disease and injury risk when animals and insects get into it.

Swimming

Yes No

- All pools and ponds are enclosed with four-sided fencing that is resistant to climbing, is at least five feet high, comes within 3½ inches of the ground, and has openings no greater than 3½ inches. (FCCERS-R 12 Safety Practices)
- Fence openings have self-closing latching gates with the latch at least 55 inches from the ground.
- Walk areas around the pool have a nonskid surface.
- The pool and pool maintenance have been inspected and approved by the local health department within the past year.
- Small, portable wading pools are not used for group water play. (They may be used by one child, then emptied and refilled to be used by another child.)
- Equipment is available and used every two hours while children are in the water to test and maintain the pH of the water between 7.2 and 7.8.
- Water temperatures are maintained between 82° F and 88° F while the pool is in use.
- Caregivers will have professional development in basic water safety and infant-child CPR according to the current recommendations from the American Heart Association and American Red Cross.

Security and Emergency Preparedness

Yes No

- Smoke detectors and other alarms meet state and local fire and building codes and are tested monthly.
- Each room and hallway has a fire escape route in addition to the entry door.
- Fire and evacuation escape plans are posted in each room.
- Fire plans/drills are practiced monthly.
- The facility is free of impediments to escape in case of fire. For example, if there are window bars, can they be unlocked to escape? If there are deadbolts on the exit doors, could a child work the lock to get out in case of fire?
- The children/staff can be evacuated in a single trip.
- All users of the facility know their roles and responsibilities in case of fires, injury, shelter-in-place emergencies or other disasters. Plans are developed and practiced. Sample emergency plans available at:
<http://www.ecels-healthychildcarepa.org/content/9-16-06%20v7%20Emergency%20Plan%20Checklist%20ELM.doc>
<http://www.pema.state.pa.us/pema/cwp/view.asp?A=566&Q=254908>
<http://www.naccrra.org/disaster/>
- Emergency procedures and telephone numbers are clearly posted near each phone; including 911 and poison control 800-222-1222.
- Children's emergency phone numbers (parent, emergency contact, MD and DDS) can be easily taken along in case of an emergency evacuation.
- Emergency procedures include the following:
 - How to phone emergency medical services (EMS) system.
 - Transportation to an emergency facility.
 - Notification of parents.
 - Where to meet if the child care setting is evacuated.
 - Plans for an adult to care for the children while a caregiver stays with injured children. This includes escorting children to emergency medical care.
 - Alternate location for care is known to staff and parents, and is stocked with essential supplies (formula, diapers, toys, first aid supplies).
- Emergency water supplies are stored in the home in case the primary water supply fails.
- Essential supplies (formula, diapers, toys, first aid supplies) are stored as per emergency plans. Pennsylvania Emergency Management Agency (PEMA) recommends having supplies for 3 days for children and adults in the facility, enough food, water, clothing, blankets, first aid, medications, portable crisis kit, toys and books, storage in alternate shelters of what can't be carried easily, equipment/supplies/written procedures for children and adults with special health needs, portable generator or spare batteries for equipment that requires electricity. Include supplies for infants such as diapers, wipes, waterless hand hygiene supplies, etc.) A content checklist for the emergency kit, nonperishable food items and water should include an area where expiration dates can be written in pencil, types of supplies and toys gathered is helpful so that the kits can be routinely checked for readiness & replenished easily. The location of supplies and equipment should be included on your emergency plan floor plan. <http://www.pema.state.pa.us/pema/cwp/view.asp?A=566&Q=254908>

Security and Emergency Preparedness

Yes No

- Posted numbers include: the nearest hospital, police department, fire department, ambulance and poison control center.
- All exits are clearly marked and free of clutter.
- Doors and gates all open out for easy exit.
- Doors are kept locked from the outside so that nobody who should not gain entry can enter the facility
- All first aid kits have the required supplies as listed in First Aid Kit Inventory. First Aid Kits are restocked after use and inventoried monthly. The kits are stored out-of-the-reach of children, but where caregivers can easily reach them in an emergency.
- Caregivers always take a first aid kit on trips.
- One or more caregivers certified in infant and child first aid and where children swim or children with disabilities are in care, one or more caregivers certified in infant and child CPR are always present. In addition to child abuse and Pennsylvania State Police criminal history clearances, FBI clearances as required by state law effective 2008 have been obtained for everyone who works in the child care facility and for all family child care home household members age 18 and over who live in the home at least 30 days in the calendar year.
- The living area is sealed from any attached garage or source of toxic fumes.
- The location of shut-offs for water, gas and electric are known and checked once a year to be sure they operate properly.
- Children are taught to report if they or anyone else is hurt.
- Children are taught the words "stop" and "no". Caregivers avoid using those words unless there is danger.
- Children are taught their own telephone number, address, and parent's work numbers.
- Children are taught how to phone EMS (911)-if age appropriate.
- Children are taught how to Stop, Drop, Roll, and Cool in case their clothes catch fire.
- Children are taught to point out any matches they find to an adult.

Vehicles

Yes No

- All vehicles are licensed according to state law and insured for the type of transport being provided.
- All drivers are licensed and instructed in child passenger safety.
- Everyone, during every ride, uses age-appropriate safety restraints. (FCCERS-R 12 Safety Practices)
- Staff encourage correct use of age-appropriate seat restraints by parents.
- Drivers use child-resistant door locks when the vehicle is in motion.
- All vehicles are locked when not in use.
- A well-stocked first aid kit is in the vehicle for every ride.
- The caregiver has on hand current emergency contact information for each child (with a photo) when driving children.
- Trip plans include how to manage emergencies and location of local hospitals and ambulance services.
- Pickup and drop-off points are safe from traffic.
- Infant seats are installed correctly, with seats facing the rear of the car until the child reaches 12 months of age and 20 pounds. Infants and toddlers should be rear-facing until they reach the maximum rear-facing weight for the child restraint. Infants must ride in the back seat.
- All children 12 and under should ride in the back seat, unless they meet the criteria for front seat occupancy of the National Highway Traffic Safety Administration 800/424-9393 or www.nhtsa.gov
- Driver knows where children are before putting vehicle in reverse.
- Bicycles and other riding toys are stable, well-balanced, and of the appropriate size. They do not have broken parts or no such toys.

Vehicles (cont'd)

Yes No

- Children use helmets approved by ASTM when riding bikes, and other riding toys that have a wheel base of 20 inches or other such toys.
- Young bikers ride while supervised.
- All children know traffic rules.
- Children follow bicycle safety guidelines while riding bikes and do not ride in the street or on bikers.
- Young children never cross the street without an adult. Children should know rules for crossing the street.

Other Hazards or Problems

Yes No

- There is no litter or animal feces in the play area that may attract insects, hide hazards, and harbor infectious disease agents.
- There are no attractive climbing hazards (such as trees) that are accessible from an object placed underneath them.
- There are no poisonous or thorny plants present.
- There is a fence or barrier that encloses the play area. (FCCERS-R 12 Safety Practices)
- There is a plan to fix all problems noted or take out of play any items checked "No." The plan is:

Hazard to be Fixed	Person Responsible	Action Needed	Date to be Completed	Date Completed
Example: Loose fill (wood mulch) displaced from slide exit zone	Mary	Rake loose fill back to original location	immediately	today (or insert date)

See next page for First Aid Kit Inventory.

First Aid Kit Inventory

* indicates designated items required by PA Code DPW Chapter 3270 Child Day Care Centers, September 2008.
Adapted from *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 2002..*

ITEM	DATE CHECKED (Restock after each use and inventory monthly)				
*Disposable, nonporous gloves (use to protect hands from contact with blood or body fluids. Check they are still pliable and not dried out.)					
*Scissors (use to cut tape or dressings)					
*Tweezers (use to remove splinters)					
Non-glass thermometer (use for taking temperature)					
*Assortment of adhesive strip bandages					
Plastic bags for cloths, gauze, and other materials used in handling blood					
*Bandage tape (use to hold gauze pads or splint in place)					
*Sterile gauze pads (used to clean injured area and covering cuts/scrapes)					
Flexible roller gauze (use to hold gauze pad, eye pad, or splint in place)					
Triangular bandage (use to support injured arm or hold a splint in place)					
Safety pins (use to pin triangular bandage)					
Eye dressings					
Cold pack (for bumps and bruises when away from ice)					
Water (bottled or a water source for cleaning injured areas and hand washing). *Each first aid kit taken on an excursion must contain a bottle of water in addition to the other items specified.					
Small plastic metal splint (use to immobilize an injured finger)					
Liquid *soap for washing hands					
Any emergency medication needed for a child in the group (e.g., bee/insect sting kit - if child with severe allergy is in care). Be sure to keep written instructions for use with the medication.					
List of emergency phone numbers, parents; home and work phone numbers, and the Poison Control Center phone number					
Pen/pencil and note pad {writing down information and instructions)					
Coins (for use in pay phone) or working cell phone					
Current American Academy of Pediatrics or American Red Cross Infant/Child first aid resource or equivalent guide					
Initials of person who checked first aid kit					

KEEP FIRST AID KIT OUT OF THE REACH OF CHILDREN!

Practitioners should be certified in pediatric first aid and rescue breathing.