

Minimum Standards for Exempt Emergency Child Care Checklist: Programs in Center-Based Settings

✓	Standard	Description
☐	Designated Program Administrator	Name of person(s) designated with specific administrative and program responsibilities, including but not limited to staff supervision and overall responsibility for the operation of the program.
☐	Daily attendance	Plan for maintaining records of daily attendance, including all children and adults entering and exiting the premises during the program day.
☐	Safe and Appropriate Staffing and Supervision	Plan for ensuring that children are actively supervised at all times, including during routine and play activities, and for maintaining safe staff/child ratios Evidence of staff schedules shall be maintained and submitted upon request. Programs must identify staff members that satisfy the requirements for current CPR/First Aid certification on site at all times that children are present.
☐	Building/Fire Inspections	Evidence of current building and fire inspections, if available
☐	Evacuation plan	Plan for meeting potential emergencies including but not limited to the evacuation of children from the program in the event of a fire. The plan must include, but shall not be limited to: 1. escape routes from each floor level approved for child care (A diagram of escape routes must be posted at each means of egress in rooms that do not have direct access to the outdoors.); 2. a designated meeting place outside and away from the facility;

		<ol style="list-style-type: none"> 3. a method of contacting the fire department or other appropriate authorities after the facility has been evacuated; 4. a method of communication with parents in the event of an emergency evacuation; and 5. a means to assure that no child is left in the facility after evacuation. <p>If the program is co-located with an employer of essential services, the provider can use the evacuation and other building plans the partner organization, such as a hospital or health care provider.</p>
<input type="checkbox"/>	<p>Health and Safety of Indoor and Outdoor environment</p>	<p>Plan for ensuring that the environment used for child care is monitored frequently and kept clean, safe, and free from hazards, including but not limited to:</p> <p>Equipment, materials, items or surfaces (including floors, walls and clothing used for dramatic play) are washed with soap and water and sanitized or disinfected as needed to maintain a sanitary environment.</p> <p>Playgrounds shall be inspected daily and before every use. The outdoor play area must be free from hazards including but not limited to: a busy street, a parking lot, poisonous plants, water hazards, debris, broken glass, chipping, peeling or flaking paint, dangerous machinery or tools, and weather related and environmental hazards or small objects that could present a choking hazard to young children. Any such hazard must be removed or fenced by a sturdy, permanently installed barrier which is at least four feet high or otherwise protected or removed, as appropriate.</p>
<input type="checkbox"/>	<p>First Aid kit</p>	<p>Evidence of complete first aid kit, portable and accessible, including adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers,</p>

		thermometer, and CPR mouth guard and plan for ensuring that kit is easily and readily available at all times.
<input type="checkbox"/>	Handwashing (staff and children)	Plan for how the program will implement proper hand washing for all children and staff, including frequency, duration, and supervision of handwashing
<input type="checkbox"/>	Safe Sleep for infants	Plan for ensuring that safe sleep practices are understood and implemented by all educators caring for infants, including policy to ensure that all children 12 months of age or younger are placed on their backs for sleeping,
<input type="checkbox"/>	Working phone/cell phone	Plan for ensuring that staff have access to a working telephone at all times, including while outside
<input type="checkbox"/>	Plan for provision of meals	Plan for the provision of meals and snacks, including that meals are served following the safety guidelines provide by the FDA All eating surfaces must be washed and sanitized before and after each use.
<input type="checkbox"/>	Rest/Nap	Plan for the provision of rest time, including procedure for ensuring that nap mats are safe, clean, and properly disinfected.
<input type="checkbox"/>	Diapering and Toileting	Plan for safe and sanitary diapering and toileting, including number of toilets and sinks available, disinfection protocols, and plan for supervision at all times
<input type="checkbox"/>	First Aid and CPR - who	Plan for ensuring that at least one educator who is currently certified in pediatric CPR and first aid is on the premises at all times when children are present, including identifying who said staff are and providing their schedules
<input type="checkbox"/>	Children’s Records	EEC Child Enrollment Form for each child that is dropped off for care on a daily basis: 1. child’s name, date of birth, age at admission,

		<p>2. parent’s (or parents’) name(s), home address(es), and telephone number(s);</p> <p>3. parent’s (or parents’) business address(es) and telephone number(s);</p> <p>4. name, address and telephone number of the person to contact in case of emergency when the parent is unavailable;</p> <p>5. the name, address, and phone number of the child’s physician or other source of health care,</p> <p>6. information on allergies, special diets, chronic health conditions and/or any special limitations or concerns, including medications the child is taking at home and possible side effects of those medications.</p>
<input type="checkbox"/>	<p>Infection Control Policy</p>	<p>Evidence of policies to ensure that steps are taken to prevent the spread of infection, including but not limited to:</p> <p>Exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.</p> <p>Notification of all parents in accordance with Department of Public Health recommendations when any communicable disease or condition has been introduced into the program.</p> <p>Toys mouthed by children must be set aside and stored after each use and may not be used by another child until they are washed and disinfected.</p> <p>Personal items intended for individual use by children, including but not limited to bottles, pacifiers, toothbrushes and sleeping materials, must be labeled with the name of the child for whom they are intended.</p>

		<p>*Programs should be prepared to update policies and procedures for sanitation based on guidance from DPH and EEC.</p>
<input type="checkbox"/>	<p>Health Care Policy</p>	<p>Health Care Policy, including:</p> <p>Plan for the prevention and identification of infectious diseases, including assessment of children upon arrival and prior to entering into emergency care</p> <p>Plan for caring for mildly ill children and protocol for exclusion</p> <p>Plan for following allergy or emergency health care needs of a child (appropriately stored, logged, not expired and readily available)</p> <p>Plan for administering medications</p>
<input type="checkbox"/>	<p>Background Record Checks</p>	<p>Evidence that all staff in the program that have the potential for unsupervised contact with children have a suitable background record check consisting of, at least, a CORI check, a DCF check, and a SORI check.</p>