

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

✓	Standard	Description
☐	CPR/First Aid	Evidence of certification of current training in CPR and first aid
☐	Smoke Detectors/Carbon Monoxide	<p>Approved smoke detectors on or near the ceiling throughout the home as follows:</p> <ul style="list-style-type: none"> • on each floor level of the home, including cellars and basements. An approved smoke detector must be installed in each stairway on the ceiling near the base, but not within, the stairway. A smoke detector installed to detect a fire in the basement must be located near the base of the stairwell leading to the floor above; • outside of each separate sleeping area. Sleeping areas (<i>i.e.</i> bedrooms or sleeping rooms) separated by other rooms such as kitchens or living rooms (but not bathrooms) must be considered separate sleeping areas. A smoke detector installed to protect a sleeping area must be located outside the bedrooms but near the sleeping area.
☐	Electric Outlets/No frayed electrical cords	<p>All electrical outlets within the reach of children younger than school age must be made inaccessible by use of a safety device or covering that prevents access to the receptacle openings.</p> <p>All electrical cords must be arranged so they are not a hazard to children. Electrical cords must not be frayed or damaged.</p>
☐	Exits – two separate/no obstructions	There must be at least two separate exits to the outside, accessible and free from obstructions.
	Firearms/Ammunition	Firearms must be kept unloaded and either stored in a locked cabinet or equipped with a trigger lock and stored in a safe, secured place out of the reach of children. Ammunition must be stored separately from firearms, either in a locked cabinet or a safe, secured place out of the reach of children.

	Heating safety	All steam and hot water pipes and radiators must be protected by permanent screens, guards, insulation or another suitable device that prevents children from coming in contact with them. The use of portable heaters and portable radiators is prohibited during child care hours.
	Pets/licensed/vaccinated/safe	Animals/pets kept in the program, regardless of ownership, shall be free from disease and parasites and must be licensed and/or vaccinated as prescribed by law.
	Porches and Decks	Porches and decks used by children that are more than three feet from grade level must be surrounded by a protective barricade, in accordance with applicable building codes. Barricades must be sturdy and constructed in a way that will prevent a young child from going underneath, over, or through them. Stairs must be safely barricaded whenever the porch or deck is in use by children younger than three years old.
	Required postings	<p>The following information shall be posted in an manner that is easily visible:</p> <ol style="list-style-type: none"> 1. "Call 911" reminder; 2. telephone number of the Poison Control Center and the name and telephone number of the emergency back-up person; and 3. in a manner that protects the privacy of each child, a process to track the following information must be in place to collect and track: <ul style="list-style-type: none"> • a list of all emergency or life saving medications, including but not limited to epinephrine auto-injectors, inhalers, and anti-seizure medications, that specifies to which children they belong; and • a list of allergies and/or other emergency medical information provided by the parent for each child.
	Stairways	<p>Stairways must be equipped with handrails.</p> <p>In programs serving children younger than three years old, barriers must be placed at the top and bottom of stairwells opening into areas used by children, unless prohibited by building or fire department regulations. Barriers must be</p>

		permanently installed at the top of stairways. Pressure gates may not be used at the top of stairs.
	Water Temperature	Water temperature in sinks used by or accessible to children must not exceed 120°F.
	Windows	All windows used for ventilation must include screens in good repair. Windows and glass doors must be constructed, adapted, or adjusted through the use of window guards or other means to prevent injury to children.
<input type="checkbox"/>	Health and Safety of Indoor and Outdoor environment	<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>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"/>	First Aid kit	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, 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 provider will ensure proper hand washing for all children and adults, including frequency, duration, and supervision of handwashing
<input type="checkbox"/>	Safe Sleep for infants	Evidence of training in Safe Sleep practices and evidence of a safe sleep policy, including notification

		to parents that all children 12 months of age or younger are placed on their backs for sleeping.
<input type="checkbox"/>	Working phone/cell phone	Working telephone accessible 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 USDA 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 disinfection protocols and plan for supervision of children.
<input type="checkbox"/>	Children’s Records	Child Enrollment Form for each child that is dropped off for care on a daily basis, readily available at all times, and identifies the child by the following information: 1. child’s name, date of birth, age at admission, 2. parent’s (or parents’) name(s), home address(es), and telephone number(s); 3. parent’s (or parents’) business address(es) and telephone number(s); 4. name, address and telephone number of the person to contact in case of emergency when the parent is unavailable; 5. the name, address, and phone number of the child’s physician or other source of health care, 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.
<input type="checkbox"/>	Infection Control Policy	Evidence of policies to ensure that steps are taken to prevent the spread of infection, including but not limited to: Exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance

		<p>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 child care home.</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 educators in the program, including household members and persons regularly on the premises, have a suitable background record check consisting of, at least, a CORI check, a DCF check, and a SORI check.</p>