



Registered Family Child Care Health and Safety Review Checklist

Remove this cover and insert under each set for writing board

SAMPLE

**Family Child Care
Health and Safety Review Checklist**

New Re-open Address Change Renewal

Date:

Licensing Specialist:

Provider Name

Provider Phone Number

Provider Address (Street Address, City, Zip)

Email Address

License Number

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
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414-205-0100 Health

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0100(1)	The home is a healthy environment for children:
_____	_____	_____		<ul style="list-style-type: none"> ▶ No person shall smoke or carry any lighted smoking instrument, including an e-cigarette or vaporizer in the family child care home or within ten feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area, during child care hours or when child care children are present. No person shall use smokeless tobacco in the family child care home during child care hours or when child care children are present. No person shall smoke, carry any lighted smoking instrument, including an e-cigarette, or vaporizer or use smokeless tobacco in motor vehicles while child care children are passengers. ▶ No one shall consume alcohol on the family child care home premises during child care hours or when child care children are present. No one shall be under the influence of alcohol on the family child care premises during child care hours or when child care children are present. ▶ No one shall possess, use or store illegal controlled substances on the family child care home premises. No one shall be under the influence of illegal controlled substances on the family child care home premises. ▶ No one shall grow or distribute marijuana on the premises. No adults shall use marijuana on the premises during child care hours. No adult under the influence of marijuana shall have contact with child care children. ▶ All medical marijuana must be kept in its original container if purchased from a dispensary and stored under child safety lock. All medical marijuana derivatives and associated paraphernalia must be stored under child safety lock. Effective July 1, 2015, all marijuana, marijuana derivatives and associated paraphernalia must be stored under child safety lock. ▶ There must be at least one flush toilet and one hand-washing sink available to children. Steps or blocks must be available to ensure children can use the toilet and sink without assistance. ▶ The room temperature must be at least 68°F during the hours the child care business is conducted. ▶ Rooms occupied by children must have a combination of natural and artificial lighting. ▶ Floors free of splinters, large unsealed cracks, sliding rugs and other hazards.
_____	_____	_____	0100(2)	First aid supplies and a chart or handbook of first aid instructions shall be maintained in one identified place and kept out of reach of children.

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0100(2)(a)	The first aid supplies shall include: band aids, adhesive tape, sterile gauze pads, soap or sealed antiseptic towelettes or solution to be used as a wound cleaning agent, scissors, disposable plastic gloves for handling blood spills, a solution for disinfecting after a blood spill, a sanitary temperature taking device and CPR mouth guards.
_____	_____	_____	0100(3)	Infants must be laid on their backs on a flat surface for sleeping.
_____	_____	_____	0100(4)(a)	A provider shall not admit or retain in care, except with the written approval of the local health office, a child who:
_____	_____	_____	0100(4)(a)(A)	Is diagnosed as having or being a carrier of a child care restrictable disease, as defined in Oregon Health Authority administrative rule; or
_____	_____	_____	0100(4)(b)	A child, who, after being admitted into child care, shows signs of illness, shall be separated from the other children, and the parent(s) notified and asked to remove child from the provider's home as soon as possible.
_____	_____	_____	0100(5)	If a child has minor cold symptoms that do not impair his/her normal functioning, the child may remain in the provider's home and the parent(s) notified when they pick up their child.
_____	_____	_____	0100(6)	Parents notified if their child is exposed to an outbreak of a communicable disease.
_____	_____	_____	0100(7)	Prescription & non-prescriptions medications shall only be given if the provider has written authorization from the parent.
_____	_____	_____	0100(8)	Prescription and non-prescription medications must be properly labeled and stored.
_____	_____	_____		▶ Non-prescription medications and topical substances must be labeled with the child's name;
_____	_____	_____		▶ Prescription medications must be in the original container and labeled with child's name, name of drug, dosage, directions for administering and physician's name; and
_____	_____	_____		▶ Medications requiring refrigeration must be kept in a separate, tightly covered container, marked "medication", in the refrigerator.
_____	_____	_____	0100(9)	Sunscreen is considered a non-prescription medication and may be used for child care children under the following conditions:
_____	_____	_____		▶ Providers must obtain written parental authorization prior to using sunscreen;
_____	_____	_____		▶ Providers must reapply sunscreen every two hours while the child care children are exposed to the sun;
_____	_____	_____		▶ Providers shall use a sunscreen with an SPF of 15 or higher and must be labeled as "Broad Spectrum".
_____	_____	_____		▶ Providers shall not use aerosol sunscreens on child care children;
_____	_____	_____		▶ Sunscreen shall not be used on child care children younger than six months;
_____	_____	_____		▶ Child care children over six years of age may apply sunscreen to themselves under the direct supervision of the provider or staff member;
_____	_____	_____	0100(10)	Parents must be informed daily of any medications given to their child or any injuries their child has had.

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0130(2)	Injuries to a child which require attention from a licensed health care professional, such as a physician, EMT or nurse, must be reported to OCC within seven days.
_____	_____	_____	0100(11)	The provider must provide or ensure the availability of meals and snacks appropriate for the ages and needs of the children served. <ul style="list-style-type: none"> ▶ Meals and snacks must be based on the guidelines of the USDA Child Care Food Program. ▶ Foods stored and maintained at proper temperature. ▶ Foods must be prepared and served according to the minimum standards for food handler certification. ▶ Infants must be held or sitting up for bottle feeding. Propping of bottles is prohibited. ▶ Children shall not be laid down with a bottle for sleeping
_____	_____	_____	0100(12)	Any animal in the home shall be in good health and a friendly companion for children in care. <ul style="list-style-type: none"> ▶ Potentially aggressive animals not in the same physical space as the children. ▶ Dogs & cats vaccinated according to a licensed veterinarian's recommendations. ▶ Dogs & cats shall be kept free of fleas, ticks, and worms.
_____	_____	_____	0100(13)	Animal litter boxes shall not be located in areas accessible to children or areas used for food storage or food preparation.
_____	_____	_____	0100(14)	Caregivers must be physically present when children are interacting with animals.
_____	_____	_____	0100(15)	Exotic animals, including, but not limited to: reptiles (e.g. lizards, turtles, snakes) amphibians, monkeys, hook-beaked birds, baby chicks and ferrets are prohibited unless they are housed in and remain in a tank or other container which precludes any direct contact by children. Educational programs that include prohibited animals and are run by zoos, museums and other professional animal handlers are permitted.
_____	_____	_____	0090(5)(a)	An individual bed, mat or cot with individual bedding appropriate to the season shall be provided at nap time for each toddler and preschool-age child in the home and for each school-age child who wants to rest.
_____	_____	_____	0090(5)(b)	Infants shall have a crib, portable crib or playpen with a clean, non-absorbent mattress. All cribs must comply with current Consumer Product Safety Commission (CPSC) standards. There shall be no items in the crib with the infant (e.g. toys, pillows or stuffed animals).
_____	_____	_____	0090(5)(c)	If an infant uses a blanket, the blanket may not cover the infant's head or restrict the infant from moving.
				414-205-0110 Safety
_____	_____	_____	0110(1)	Children shall be protected from fire and safety hazards. Providers must have the following protections in place:

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____		▶ All exposed electrical outlets in rooms used by preschool or younger children must have hard-to-remove protective caps or safety devices installed when the outlet is not in use.
_____	_____	_____		▶ A stable barrier shall be installed to prevent children from falling into hazards, including, but not limited to: fireplaces, heaters and woodstoves that are in use when child care children are present;
_____	_____	_____		▶ A secure barrier shall be placed at the top and/or bottom of all stairways accessible to infants and toddlers;
_____	_____	_____		▶ A working smoke detector on each floor and in any area where children nap;
_____	_____	_____		▶ Working fire extinguisher with a rating of at least 2-A:10-BC;
_____	_____	_____		▶ Firearms, BB guns, pellet guns, and ammunition kept under lock. Ammunition stored and locked separately. Firearms, BB guns, and pellet guns must remain unloaded;
_____	_____	_____		▶ Cleaning supplies, paints, matches, lighters and plastic bags kept under child-safety lock;
_____	_____	_____		▶ Other potentially dangerous items such as medicine, drugs, sharp knives, and poisonous and toxic materials kept under child-safety lock;
_____	_____	_____		▶ If preschool or younger children in care, poisonous plants kept out of reach of children; and
_____	_____	_____		▶ All clear glass panels in doors clearly marked at child level.
_____	_____	_____	0110(2)	All floor levels used by children must have access to two useable exits, as defined in OAR 414-205-0010(32), to the outdoors NOTE: Review definition of "useable exit".
_____	_____	_____		▶ If a basement is used for child care purposes, the requirement for two useable exits may be met by one of the following::
_____	_____	_____		▶ A sliding glass door or swinging door to the outside and a window that meets the definition of a useable exit; or
_____	_____	_____		▶ A window which meets the definition of a useable exit and an internal stairway to ground level that has unobstructed and direct access to the outdoors.
_____	_____	_____		▶ If a window, which meets the definition of a useable exit, is used.:
_____	_____	_____		▶ Steps must be placed under the window to allow children to exit without assistance; and
_____	_____	_____		▶ The window must be kept in good working condition.
_____	_____	_____		▶ In compliance with the definition of usable exit.
_____	_____	_____		▶ If a window used as an exit has a window well, a mechanism must be in place to allow children to exit the window well.
_____	_____	_____	0110(3)	Second floors:
_____	_____	_____		▶ Child care children shall not sleep on the second floor or above.
_____	_____	_____		▶ Care shall not be provided for infants and toddlers on the second floor or above.

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____		<ul style="list-style-type: none"> ▶ Night care shall not be provided on the second floor or above. ▶ Children may be allowed on the second floor to use the bathroom if the only bathroom is on the second floor. ▶ Care can be provided for preschool and school-age children on the second floor or above if: <ul style="list-style-type: none"> ▶ There are two staircases to the ground level and all children are mobile enough to exit safely; or ▶ The designated fire marshal has approved the use of the upper floor.
_____	_____	_____	0110(5)	A telephone in working condition must be in the family child care home. <ul style="list-style-type: none"> ▶ Parents must be given the phone number so that they can contact the provider if needed. ▶ Emergency telephone numbers for fire, ambulance, police and poison control and the provider's home address must be posted in a visible location.
_____	_____	_____	0110(6)	The building, grounds, water supply, and toys, equipment and furniture used by children must be maintained in a hazard-free condition. <ul style="list-style-type: none"> ▶ Broken toys, furniture and equipment removed from areas accessible to children. ▶ Both exterior and interior of the home maintained in good repair. ▶ Painted surfaces must be in good condition, both inside and out, to avoid exposing children to lead paint. ▶ The provider shall report to OCC any damage to the building that affects the provider's ability to comply with these requirements, within 48 hours after the occurrence.
_____	_____	_____	0110(7)	If a caregiver is transporting children, the caregiver must have a valid driver's license and proof of appropriate insurance.
_____	_____	_____	0110(8)	The number of children transported must not exceed the number of seat belts or child safety systems available in the vehicle.
_____	_____	_____	0110(9)	Car seats are to be used for transportation only. Children who arrive at the provider's home asleep in a car seat may remain in the car seat until the child awakens.
				414-205-0120 Sanitation
_____	_____	_____	0120(2)	All caregivers and children must wash their hands with soap and warm, running water: before handling food, before assisting with feeding, before and after eating, after diapering, after using the toilet, after assisting someone with toileting, after nose wiping, after playing outside, and after touching an animal or handling pet toys.
_____	_____	_____	0120(3)	Hand sanitizers shall not replace hand washing. If hand sanitizers are present in the home, they shall be kept out of children's reach and shall not be used on children.
_____	_____	_____	0120(4)	All toys, equipment, and furniture used by children must be cleaned, rinsed and sanitized regularly and whenever soiled.

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0120(5)	Diaper changing surfaces must be either: <ul style="list-style-type: none"> ▶ non-absorbent and easily disinfected; or ▶ disposed of after each use; or ▶ laundered after each use.
_____	_____	_____	0120(6)	The diaper changing area shall be located so that hand washing can occur immediately after diapering without contacting other surfaces or children.
_____	_____	_____	0120(7)	The building and grounds must be maintained in a clean and sanitary manner.
_____	_____	_____	0120(8)	All garbage, solid waste, and refuse must be disposed of regularly, in a safe and sanitary manner.
_____	_____	_____	0120(9)	The homes water supply must be safe to drink. <ul style="list-style-type: none"> ▶ For well water: <ul style="list-style-type: none"> <input type="checkbox"/> Provider has written documentation that the water has been tested and is safe to drink; or <input type="checkbox"/> By signing, _____ states that the well has been tested and the water is safe to drink; or <input type="checkbox"/> Only bottled water will be used.

Provider Records to be Reviewed:

In Compliance	Not In Compliance	Rule Number	Requirement
_____	_____	0085(1)	The provider has a written policy on guidance and discipline of child care children. The policy is simple and understandable to children, parents, and substitute providers.
_____	_____	0110(4)	The provider has a written plan for evacuating and removing the children to a safe location in an emergency. The plan is posted. The plan should be familiar to children and caregivers and practiced at least every other month.
_____	_____	0130(1)(b)	Daily attendance records, including dates each child attended and arrival and departure times for each day. Times shall be recorded as the child care children arrive and depart;
_____	_____	0140(1)	Have a written plan for the care, mutually agreed upon by the parent(s) and the provider;

Reviewed with Provider:

Discussed Only	Rule Number	Requirement
_____	0035(3)	Registration is limited to one provider per household.
_____	0010(20)	Provider must be primary caregiver.
_____	0055(4)	While the registered family child care license is active, the provider must maintain current certification in first aid, infant and child CPR and food handler training.
_____	0035(9)	The provider shall have no other employment, either in or out of the home, during the hours children are in care
_____	0065(1)	A family child care provider may care for a maximum of 10 children under 13 years of age, or under age 18 if a child with special needs, at any one time. This includes the provider's own children, the child care children, foster children, and any other children for whom the provider is responsible.

**Discussed
Only**

**Rule
Number**

- _____ 0065(2)(a) A maximum of 6 children preschool age or younger, including the provider's children, of which only 2 children may be under 24 months of age.
- _____ 0010(27) "School-Age Child" means a child eligible to be enrolled in kindergarten or above in public school. This does not include the months prior to the start of the kindergarten school year.
- _____ 0065(5) No child younger than six weeks of age can be in care in a family child care home. This does not include the provider's child(ren).
- _____ 0040(3)&(4) Enrollment in Central Background Registry required of applicant, other residents of the home, and substitute provider prior to living in or regularly visiting the home, or substituting for or assisting the provider. Residents of home under age 18 must be enrolled by their 18th birthday.
- _____ 0040(4) The providers must keep a copy of OCC's confirmation letter for all adults enrolled in the CBR that may have contact with child care children.
- _____ 0040(7) Enrollment in the CBR for all required individuals must be maintained at all times.
- _____ 0040(8)(a) Substitute provider must be familiar with requirements and comply with rules.
- _____ 0035(16)(17) Provider must notify parents if there will be a substitute provider and the caregiver's name. In the event of an emergency, a good faith effort will be made to notify parents that a substitute will be caring for the children. The provider must notify parents if the children will be away from the home for any part of the day for visits, field trips or any activities off the premises.
- _____ 0040(8)(d)&(e) Substitute provider must have a current certification in first aid and infant and child cardiopulmonary resuscitation (CPR). The certifications must be current while the caregiver is substituting for the provider. CPR training must have practical hands-on instruction. CPR courses that involve an on-line component with hands-on instruction may be accepted. Strictly on-line training is not acceptable. Substitute must have a current food handler's certification, if preparing or serving food to children.
- Qualified Substitute(s)
- 1) _____
- 2) _____
- _____ 0075(1)(a)-(e) Provider/substitute must be:
- ▶ within sight or sound of all children;
 - ▶ aware of what each child is doing;
 - ▶ near enough to children to respond when needed;
 - ▶ physically present when there are children under the age of 36 months playing outside; and
 - ▶ physically present when kindergarten-age or younger children are playing outside, unless the outside play area is fully fenced and hazard-free.
- _____ 0090(6) Child care children shall not be exposed to more than two hours of screen time per day. All media exposure must be developmentally and age appropriate.
- _____ 0085(6) Provider must not use any prohibited punishments.
- _____ 0035(15) Provider and any other caregivers are mandatory child abuse reporters and must report suspected abuse or neglect. This requirement applies 24 hours per day.
- _____ 0035(2) Provider may not hold a medical marijuana card, grow marijuana, or be a distributor of medical marijuana.

Information Provided on:

_____ Office of Child Care Findings Review
Procedure

_____ Office of Child Care Complaint Procedure

_____ Other (specify): _____

On-site review determination #1

Date: _____ PASS NOT PASS PASS REVIEW BUT OTHER NON-COMPLIANCE

Signature – Provider Date

Signature – Licensing Specialist Date

On-site review determination #2

Date: _____ PASS NOT PASS PASS REVIEW BUT OTHER NON-COMPLIANCE

Signature – Provider Date

Signature – Licensing Specialist Date

Comments:

NOTE: If you do not pass the first health and safety review, it is your responsibility to contact the licensing specialist when all corrections are made. The second health and safety review must be completed within 30 days of the first review or your application will be denied.

White: OCC

Yellow: Applicant

Provider Name: _____

Comments:

SAMPLE