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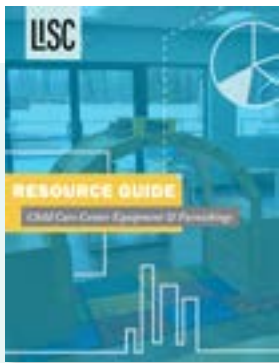
Local Initiatives Support Corporation

FAMILY CHILD CARE SPACE CHECKLIST



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INTRODUCTION

The space you use in your home to provide child care services can have a dramatic impact on your ability to offer high quality care. Experienced family child care providers know that the layout and organization of their child care space can either help or hinder their efforts. Family child care space offers some unique challenges, since the space does double-duty: it is your family's living space, but it also serves as a place to provide care for several children every day.

The Family Child Care Space Checklist is designed to help you look carefully at various aspects of your home environment to determine what works well and where you may want to make changes.

The Checklist is organized into five broad categories:

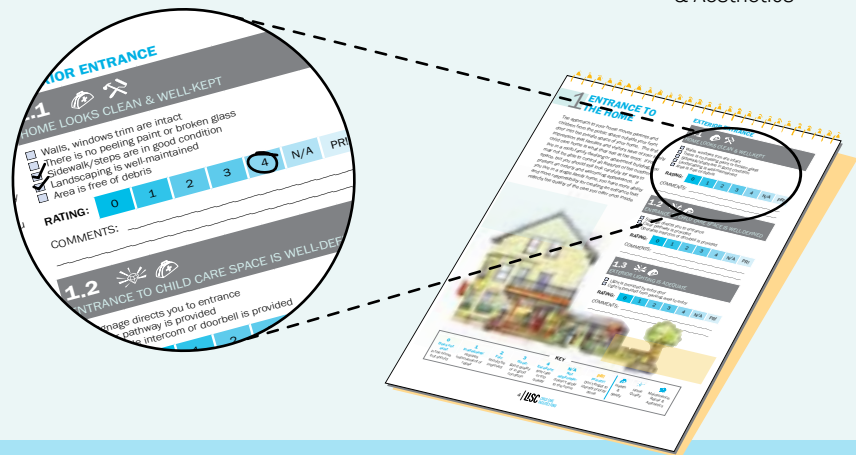
1. Entrance – the exterior of your home, how you enter the space and what you see once you first enter.
2. General Health and Safety Components of the Home – the degree to which the space supports the health and safety of the children you care for.
3. Caregiving Areas – where children's basic needs; eating, sleeping, diapering, etc. are met.
4. Learning Environment – how the space is set up to support exploration, learning and play.
5. Outdoor Play Space – where children experience nature and play outdoors.

INSTRUCTIONS

The Checklist Key at the right shows the rating scale you should use to rate each response. Rate each checklist item based on this numeric scale from 0 to 4 or by marking "not applicable." Each item also has one or more icons, pictured in the Key, to indicate whether it is related to Health and Safety; Quality; or Maintenance, Repair and Aesthetics.

Use the Checklist as you review the space, examining each item and noting whether your space or furnishings meet the criteria or contain the features described. Reviewing the number and type of features checked under each item can help you determine which number on the scale best represents that particular aspect of your space.

You will note that each item also has a space to identify whether it is a priority item (PRI). You can either mark priorities as you go through the checklist or you may find it easier to think about which items are priorities after you have completed all of the checklist sections. There is no single way to identify priorities. In almost every case a health and safety concern should be a priority. A low scoring item that affects how you implement your program or keeps you from achieving your goals is also likely to be a priority. For example, if your program values creating a welcoming environment for families, but scores low on its entry, this could be a high priority to address.



KEY

- 0**
Does not exist
in the home, but should
- 1**
Inadequate:
requires improvement
or repair
- 2**
Fair:
should be improved
- 3**
Good:
good quality or in
good condition
- 4**
Excellent:
first-rate or top quality
- N/A**
Not applicable:
doesn't apply to the home
- PRI**
Priority! Don't forget to
identify priority items



Health & Safety



Home Quality



Maintenance, Repair
& Aesthetics

NOTE: This Checklist is based in part on the following resources: Creative Curriculum for Family Child Care, NAFCC Accreditation Standards, Family Day Care Rating Scale, Consumer Products Safety Commission and National Program for Playground Safety.

1 ENTRANCE TO THE HOME

The approach to your home moves parents and children from the public space outside your front door into the private space of your home. The first impression that families and visitors have of your family child care home is what they see at the entry. If you live in a multi-family dwelling or apartment building, you may not be able to control all features of the outdoor space, but you should still look carefully for ways to present an orderly and welcoming appearance. If you live in a single-family home, you have more ability and more responsibility for creating an entrance that reflects the quality of the care you offer once inside.



EXTERIOR ENTRANCE

1.1

HOME LOOKS CLEAN & WELL-KEPT

- Walls, windows trim are intact
- There is no peeling paint or broken glass
- Sidewalk/steps are in good condition
- Landscaping is well-maintained
- Area is free of debris

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

1.2

ENTRANCE TO CHILD CARE SPACE IS WELL-DEFINED

- Signage directs you to entrance
- Clear pathway is provided
- Operable intercom or doorbell is provided

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

1.3

EXTERIOR LIGHTING IS ADEQUATE

- Light is provided by entry door
- Light is provided from parking area to entry

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

0 Does not exist in the home, but should	1 Inadequate: requires improvement or repair	2 Fair: should be improved	3 Good: good quality or in good condition	4 Excellent: first-rate or top quality	N/A Not applicable: doesn't apply to the home	PR! Priority! Don't forget to identify priority items	 Health & Safety	 Home Quality	 Maintenance, Repair & Aesthetics
----------------------------------------------------	--------------------------------------------------------	--------------------------------------	-----------------------------------------------------	--------------------------------------------------	---------------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

1.4



SUFFICIENT & CONVENIENT PARKING IS AVAILABLE

Parking is reasonably close to entry
Families and visitors know where to park
Families can safely get from vehicle to entry

RATING: 0 1 2 3 4 N/A PR!

COMMENTS:

INSIDE ENTRY AREA

1.5



ENTRY IS WELCOMING TO FAMILIES

Floor is clean, protected from dirt & moisture
Storage space is provided for children's belongings
Seating area is provided at entry
Storage for car seats & strollers is provided
Convenient sign-in area is available
Parent notices & information are posted

RATING: 0 1 2 3 4 N/A PR!

COMMENTS:

1.6



ENTRY IS SAFE

If there are stairs at entry, safety gate is used
Appropriate measures are in place to ensure unwanted visitors do not enter home

RATING: 0 1 2 3 4 N/A PR!

COMMENTS:

2 HEALTH AND SAFETY OF HOME

There are many aspects of a space that make your house an appropriate family child care environment. One of the most important things is how safe it is for the children in your care. In addition to the obvious health and safety items it is important to pay attention to details such as temperature, lighting, lack of clutter, cleanliness, and other things that support a healthy and safe environment for young children.

HEALTH AND SAFETY

2.1



SPACE IS WELL-VENTILATED WITH A COMFORTABLE TEMPERATURE

Space smells clean & fresh: no odor of diaper pail, smoking, garbage, pets or air fresheners
Temperature is controllable at a comfortable level
Ventilation should be able to be controlled in all spaces used for children

RATING: 0 1 2 3 4 N/A PR!

COMMENTS:

2.2



FURNISHINGS ARE APPROPRIATE AND IN GOOD REPAIR

Both adult & child-sized furnishings are available
Corner guards are used on furnishings with sharp edges
Furniture used is safe & sturdy
Cubbies must be large enough to hold all of the possessions of an individual child, without touching other children's things. (FCCERS)

RATING: 0 1 2 3 4 N/A PR!

COMMENTS:

KEY

Table with 7 columns: 0 Does not exist, 1 Inadequate, 2 Fair, 3 Good, 4 Excellent, N/A Not applicable, PRI Priority! and 3 icons: Health & Safety, Home Quality, Maintenance, Repair & Aesthetics.

2.3

BALANCE OF NATURAL & ARTIFICIAL LIGHTING IS AVAILABLE

Windows in space provide natural light
If fluorescent lighting is used, it is combined with other lighting
The direct lighting must be in the spaces used for child care more than 50% of time children are allowed to attend (FCCERS)

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.4

RADIATORS, FANS & AIR CONDITIONERS ARE SECURELY INSTALLED WITH APPROPRIATE BARRIERS, AND IN GOOD WORKING CONDITION

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.5

LOW WINDOWS & WINDOWS ABOVE FIRST FLOOR HAVE CHILD-SAFE BARRIERS

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.6

FIREPLACE OR WOODSTOVE IS SCREENED; RAISED HEARTH HAS PROTECTIVE BARRIER

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.7

HOUSE HAS BEEN CERTIFIED LEAD SAFE

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.8

HOUSE HAS BEEN CERTIFIED AS RADON SAFE, AND IS RETESTED EVERY THREE YEARS

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.9

WORKING TELEPHONE IS AVAILABLE IN CHILD CARE SPACE WITH EMERGENCY NUMBERS POSTED

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

2.10

HAZARDOUS MATERIALS AND OBJECTS ARE STORED IN LOCKED SPACES OUT OF REACH OF CHILDREN, INCLUDING:


Cleaning supplies
Batteries
Gasoline
Paint
Matches, cigarettes
Alcoholic beverages
Pet supplies

Plastic bags & balloons
Hair dryers, curling iron
Razors
Poisonous houseplants
Guns
Medications

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

KEY

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2.11

ELECTRICAL OUTLETS ARE COVERED, WITH A CHOKE PROOF, CHILD RESISTANT DEVICE (DCYF)

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

2.12

PILLARS & POSTS IN CHILD SPACE ARE WRAPPED

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

2.13

SPACE IS ORGANIZED SO THAT INFANTS & TODDLERS ARE PROTECTED FROM DANGEROUS MATERIALS, SUCH AS:

- Breakable items
- Choking hazards
- Furniture that could tip if they pull up on it
- Hard & sharp edges

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

2.14

WINDOW BLINDS DO NOT HAVE HANGING CORDS

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

2.15

STAIRS HAVE CHILD-HEIGHT HAND RAILS

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

2.16

THERE IS A FIRST AID KIT AVAILABLE IN THE CHILD CARE SPACE

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

2.17

THERE ARE FIRE SAFETY MEASURES IN PLACE, INCLUDING:

- Annually approved fire inspection
- Smoke detector located outside sleeping areas in immediate vicinity, or in sleeping areas if the use space adjacent is a bathroom or kitchen
- Smoke detector located at the top of stairs
- Home is equipped with a carbon monoxide detector
- Fire extinguisher located in the kitchen (if used or expired, replace immediately)

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____




2.18

FINGER-PINCH SHIELDS ARE USED WITH DOORS.

RATING: **0** 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

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3 CAREGIVING AREAS

These are the areas where children’s physical needs are met – diapering and toileting, naps and rest, meals and teaching hygiene practices such as brushing teeth and washing hands. They should still feel home-like and be set up for ease of use and cleanliness, but they should also support warm relationships, individual attention, and a sense of well-being.

MEALS

3.1

DESIGNATED EATING AREA SET UP WITH ENOUGH SAFE AND APPROPRIATELY-SIZED FURNISHINGS FOR RELAXED & COMFORTABLE MEALS

Children’s feet and backs are supported in chairs
Highchairs have straps

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

3.2

KITCHEN AREA IS SAFE

Microwave is out of children’s reach
Small kitchen appliances are stored securely; all cords out of reach
Stove & oven are used with attention to child safety
Childproof latches are installed on any cupboards and drawers that contain hazardous items

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

NAPS

3.3

EACH CHILD HAS OWN COT, MAT, OR BED THAT MEETS LICENSING CODE

Children do not share bedding
Bedding is kept separate & laundered often
Cots or mats are required to be 3 feet apart
Cots or mats for sleeping are at least 2” thick. (FCCERS)

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

3.4

CRIBS MEET CPSC AND ASTM SAFETY STANDARDS

Product number and information for each crib should be kept on file
Staff should inspect cribs regularly to ensure that there are no safety hazards
Cribs should be placed three feet apart
Cribs should only be used for sleeping
No blankets, pillows, or toys should be placed in cribs
Have firm mattresses and well-fitted sheets

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____




3.5

LIGHT LEVELS CAN BE REDUCED FOR SLEEP, BUT ROOM IS NOT COMPLETELY DARK

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

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3.6

REST AREA IS THOUGHTFULLY DESIGNED

Area is available for non-napping children to read or play quietly
 Space is available for infants to sleep as needed on own schedule
 Space is arranged so that children can be easily supervised when sleeping

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

DIAPERING AND TOILETING

3.7

DIAPERING AREA IS SAFE & HYGIENIC

Diaper changing is done near sink with hot running water, liquid soap, paper towels
 Diapering is not done near food prep area or sink used for food prep
 Diapering surface is easily cleaned & sanitized or children each have personal changing mats
 Diapering supplies are stored securely
 Diaper pail is covered, plastic-lined & kept away from children
 Diapering area is ventilated with mechanical exhaust fan or close access to window that opens for fresh air
 Diapering area allows caregiver to supervise other children easily while changing diapers
 No-touch fixtures and dispensers are provided

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

3.8

BATHROOM(S) USED BY CHILDREN IS CLEAN, SAFE & APPROPRIATE




If potty chairs or child-sized toilet seats are used, they are sanitized after every use
 Sturdy step stool is available near sink for handwashing
 Pump soap & paper towels are available
 Located near children's activity areas
 No-touch fixtures and dispensers are provided

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____



KEY

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4 LEARNING ENVIRONMENT

The learning areas should be designed to support the interests of the children in the group. They should be organized into three zones: 1. wet/messy, 2. quiet and 3. active. Within those zones, define several different learning centers. In setting up the learning centers, consider various aspects of each location: floor surface, access to light, whether it needs an electric outlet and whether it has enough space for the planned activity. Provide places for children to sit, either in child-size chairs or in some cases, on the floor with mats or cushions. Think about how to store and display materials for each activity. Make an effort to give each area its own identity so that children learn what to expect and what to do in different areas. Create clear boundaries between areas and create pathways so children can move through the space without interfering with each other's play, while maintaining the home-like feel that is desirable in a family child care setting.

4.1

LEARNING AREAS ARE CLEARLY DEFINED

There are separate zones for active, quiet & messy play
Each area is defined using furniture, rugs, room dividers
Clear pathways help children move through the space but consideration is given to minimizing potential "run-zones" (long narrow pathways)

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.2

SPACE IS SET UP TO ALLOW FOR EASY SUPERVISION OF CHILDREN

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.3

THERE IS SUFFICIENT SPACE FOR NUMBER OF CHILDREN

Space does not feel cluttered or look crowded
Children can move comfortably around the space
There is enough space to allow for children's activities
There is space for infants to crawl safely & pull up
Older children can work & play without interference from younger children

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.4

MATERIALS WITHIN ACTIVITY AREAS ARE WELL-ORGANIZED

Displays are appealing, uncluttered & at child-height
A range of materials are accessible to children
Items are labeled with words & pictures

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.5


FURNISHINGS ARE STURDY, WELL-MADE & SAFE

Rounded corners or corner guards are installed
Shelf & cubby units are attached to wall or floor
If toy chests are used, there are no lids or lids are removable for the time children are there

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

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4.6

FURNISHINGS IN THE SPACE ARE APPROPRIATE

Some furnishings are child-size
Soft elements such as rugs, cushions, & upholstered furniture are included

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.7

WELL-EQUIPPED ART AREA IS AVAILABLE

Floor is washable
Running water is nearby
Offers storage for art supplies
Provides place for art activities, such as table or easel
Sufficient art materials including paint, crayons, clay, brushes, sponges & natural items are available
Smocks or cover shirts are available

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.8

BLOCK AREA IS PROVIDED WITH APPROPRIATE RANGE OF ACTIVITIES

Is located in a protected area
Provides carpet for children to sit on
Has storage area & bins for materials
Offers enough age-appropriate blocks & building materials that are in good repair

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.9

ELECTRONIC EQUIPMENT IS USED APPROPRIATELY IN THE ENVIRONMENT

Computer, if used, is available on child-height table & has child-appropriate programs
Television & video equipment is used minimally (30 minutes per day) and prohibited during meal times
Children's music, such as tapes and CDs, are available and played daily
Not used for children under two. (FCCERS)

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.10

WELL-EQUIPPED BOOK AREA IS AVAILABLE

Has a book display rack or case that is accessible to children
A variety of age-appropriate books are displayed
Has soft furnishings for children
Offers good lighting

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.11




WELL-EQUIPPED DRAMATIC PLAY AREA IS AVAILABLE

Offers child-sized dramatic play furniture such as a kitchen set
Provides props for play such as dolls, puppets, dress-up clothes, & seasonal items

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

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4.12

WELL-EQUIPPED "TABLE-TOY" PLAY AREA IS AVAILABLE

Provides bins with manipulatives & other table activities
Is stocked with puzzles & games
Has child-sized table & chairs

RATING: 0 1 2 3 4 N/A PRI!

COMMENTS: _____

4.13

WELL-EQUIPPED SAND, WATER AND/OR SENSORY PLAY AREA IS AVAILABLE

Sand/water/sensory table is available or alternative solutions such as dish pans are used
Has props for play such as plastic dishes & cups, small bottles, rubber animals & people, shovels, etc.
Is not required for children under the age of eighteen months

RATING: 0 1 2 3 4 N/A PRI!

COMMENTS: _____

4.14

IF INFANTS ARE SERVED THERE IS CLEAN, SOFT FLOOR SPACE AVAILABLE FOR CRAWLING & PLAYING PROTECTED FROM OLDER CHILDREN'S PLAY

RATING: 0 1 2 3 4 N/A PRI!

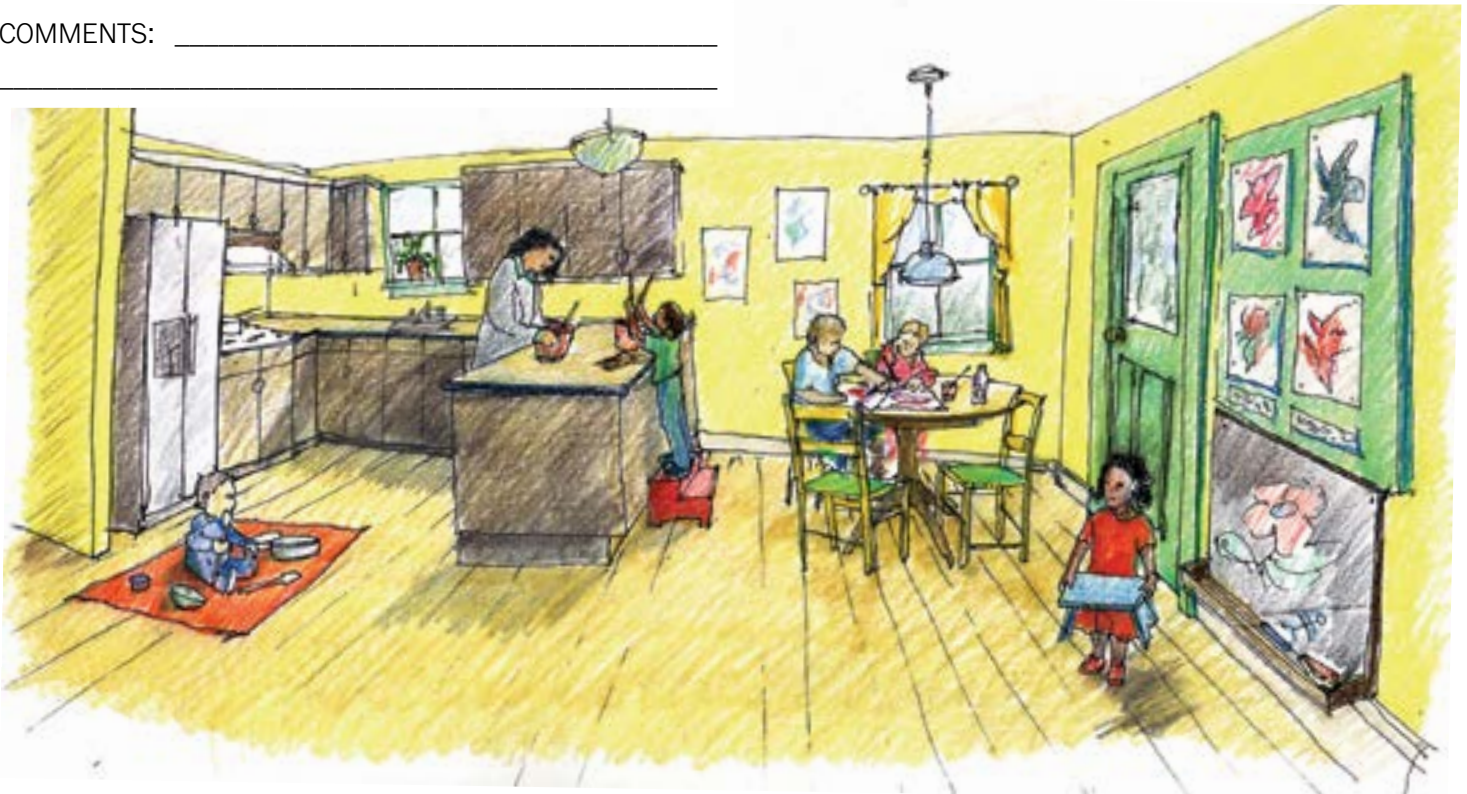
COMMENTS: _____

4.15

SOFT SURFACES & COZY AREAS AVAILABLE

RATING: 0 1 2 3 4 N/A PRI!

COMMENTS: _____



KEY

0
Does not exist
in the home, but should

1
Inadequate:
requires improvement or repair

2
Fair:
should be improved

3
Good:
good quality or in good condition

4
Excellent:
first-rate or top quality

N/A
Not applicable:
doesn't apply to the home

PRI!
Priority!
Don't forget to identify priority items


Health & Safety


Home Quality


Maintenance, Repair & Aesthetics

4.16

USE OF “CONTAINMENT EQUIPMENT” SUCH AS AUTOMATIC SWINGS, SAUCERS, ETC. IS LIMITED TO 15 MINUTES

Walkers are never used
It is never used for sleeping

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.17

COMFORTABLE ADULT SEATING FOR HOLDING/ROCKING CHILDREN

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

4.18

MATERIALS, DECOR AND DISPLAY REFLECT FAMILY AND COMMUNITY CULTURE AND DIVERSITY

Photos of children & families are displayed where children can see them
Materials used (such as books, pictures, dolls, puzzles, etc.) represent a range of cultures & ethnicities
Materials used expose children to a range of diversity including gender, disabilities, and race

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5 OUTDOOR PLAY

Children need to play outdoors every day unless weather conditions are really harsh or dangerous. Outdoor play should offer a change of pace and an opportunity to “let off steam.” It is important to allow movement, louder and more boisterous play, and physical challenges geared to the ages and stages of each child in care. It is also important to stimulate children’s senses and their appreciation of nature, so planning interesting and engaging activities will make outdoor play more meaningful. Many favorite indoor activities are also fun when offered outdoors.

OUTDOOR PLAY AT HOME

5.1

YARD IS FENCED OR SAFELY ENCLOSED

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.2




YARD IS SAFE

There are no hazards such as broken glass, animal waste, nails, poisonous plants, standing water
Trash can is secured, away from play area
Lawnmower, other tools are stored securely
If chain link fence is used, no potential hazards (dog, poisonous plant, etc.) are within reach on other side
First aid supplies are available
Phone is available

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

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5.3

YARD PROVIDES FOR AT LEAST 75 SQUARE FEET PER CHILD

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

5.4

YARD HAS CLEAR SIGHTLINES & THERE ARE NO HIDDEN AREAS TO HINDER SUPERVISION

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

5.5

YARD HAS AREAS WITH BOTH SUN & SHADE

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____



5.6

PLAY AREAS FOR INFANTS & TODDLERS ARE AVAILABLE, PROTECTED FROM OLDER CHILDREN'S ACTIVITIES

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

5.7

PLAY EQUIPMENT IS SAFE, STURDY & IN GOOD REPAIR

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

5.8

PLAY AREA HAS DIFFERENT TYPES OF SURFACING, INCLUDING GRASS, AREA FOR RIDING TOYS & APPROPRIATE FALL SURFACING UNDER EQUIPMENT IN ACCORDANCE WITH THE CONSUMER PRODUCT SAFETY COMMISSION PLAYGROUND SAFETY HANDBOOK.

Play area surface does not feature materials that are hazardous if ingested such as small chips, bark, fiber, or gravel
Mats, tiles, and pour-surfaces are well-maintained to prevent tripping hazards

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____




5.9

PLAY AREA HAS CLEAR PATHWAYS SO CHILDREN CAN MOVE THROUGH THE YARD SAFELY & WITHOUT INTERFERING WITH OTHER CHILDREN'S PLAY

RATING: **0** 1 2 3 4 N/A PRI!

COMMENTS: _____

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5.10

RANGE OF OUTDOOR PLAY OPPORTUNITIES ARE AVAILABLE

Sand & water
Dramatic play
Climbing
Art

Gardening
Group games, running,
jumping
Riding toys

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.11

PLAY EQUIPMENT IS AGE-APPROPRIATE

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.12

STORAGE IS PROVIDED FOR OUTDOOR TOYS

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.13

IF WADING POOLS ARE USED, THEY ARE EMPTIED & SANITIZED DAILY & SUPERVISED BY AN ADULT AT ALL TIMES

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.14

DRINKING WATER IS AVAILABLE

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.15

IF THERE ARE LARGE POOLS IN THE YARD THEY ARE FENCED AND SECURED

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

OUTDOOR PLAY – AWAY FROM HOME

5.16

STROLLERS OR WAGONS ARE AVAILABLE FOR TRANSPORTING YOUNGER CHILDREN

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

5.17

THERE IS A PORTABLE EMERGENCY KIT WITH WATER, FIRST AID SUPPLIES, SUNSCREEN, DIAPER SUPPLIES, EMERGENCY NUMBERS, CELL PHONE & MONEY

RATING: 0 1 2 3 4 N/A PR!

COMMENTS: _____

KEY

0
Does not exist
in the home, but should

1
Inadequate:
requires improvement or repair

2
Fair:
should be improved

3
Good:
good quality or in good condition

4
Excellent:
first-rate or top quality

N/A
Not applicable:
doesn't apply to the home

PR!
Priority!
Don't forget to identify priority items


Health & Safety


Home Quality


Maintenance, Repair & Aesthetics

FAMILY CHILD CARE CHECKLIST ACTION PLAN:

Review those items that you assigned a low rating (0 to 2) or those you marked a high priority (in the PR column) and write them below. Items that affect children’s health or safety should be given very high priority.

Some items will be relatively simple changes – such as rearranging space or putting some things away. Others are more complex, and will require an investment of time, money or both. Think about what you need to do in order to act on each item. If you made notes as you completed the checklist, look back at those thoughts.

Your Action Plan may cover a wide range:

Things you can take care of right away;

Things that you may need to discuss with your family before making a change; and

Things that you may need to purchase/repair/build.

Decide on the first change you would like to make and list it first. Changing your space is an evolving process – you will find that some changes you make lead to other ideas or solutions you may not anticipate until you get started. Try one thing, and see if/how it makes a difference. Then move on to the next item.

List all the items you want to address under *Action Needed*, and as you finish them, note the date completed. If you spend money, save receipts as part of your business expenses for tax purposes.

ITEM FROM CHECKLIST	ACTION NEEDED	DATE COMPLETED	COST
<i>example</i> 3.2	<i>stored and/or removed all small kitchen appliances and installed child-proof latches on lower cupboards and drawers.</i>	3/15/06	\$38.00
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