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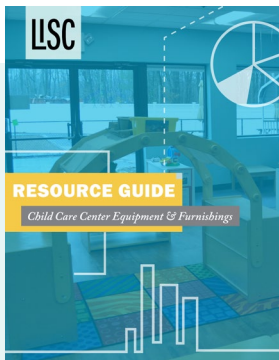
Family

Child Care Space

CHECKLIST

CONTENTS

INTRODUCTION	3
1. ENTRANCE TO THE HOME	4
Exterior Entrance	4
Inside Entry Area	4
2. HEALTH AND SAFETY OF HOME	5
Health and Safety	5
3. CAREGIVING AREAS	8
Meals	8
Naps	8
Diapering and Toileting	9
4. LEARNING ENVIRONMENT	10
5. OUTDOOR PLAY	13
Outdoor Play at Home	13
Outdoor Play – Away from Home	15
FAMILY CHILD CARE CHECKLIST ACTION PLAN	16



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Updated October 2024 by [Local Initiatives Support Corporation Connecticut](#) with support from Local Initiatives Support Phoenix.

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Originally published by the Local Initiatives Support Corporation April, 2021

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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:

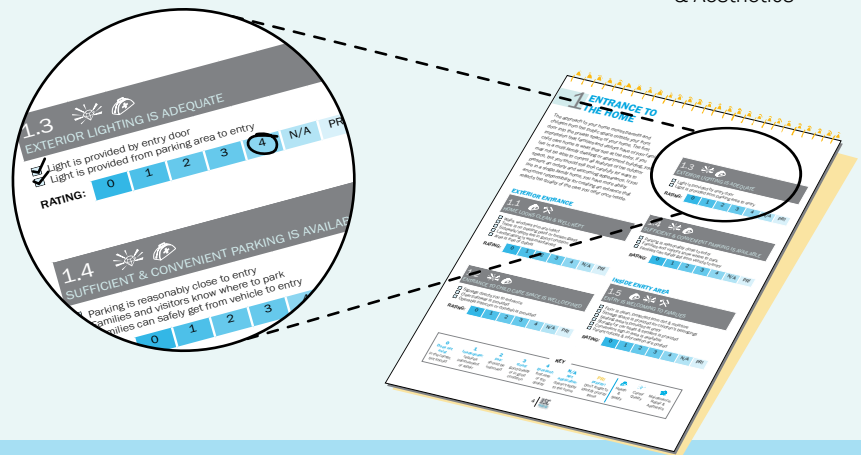
1. Entrance – the exterior of your home, how you enter the space and what you see once you enter.
2. General Health and Safety Components of the Home – the degree to which the space supports the health and safety of the children in your care.
3. Caregiving Areas – where children's basic needs: eating, 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 center, 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



Center 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!

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!

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!

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!

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!

KEY

0 Does not exist in the center, 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	 Center Quality	 Maintenance, Repair & Aesthetics
------------------------------------------------------	--------------------------------------------------------	--------------------------------------	-----------------------------------------------------	--------------------------------------------------	---------------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

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
- Ability to see who is at the door before opening by a video doorbell, door peep hole, etc.

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

1.7 ENTRY IS SAFE

- If needed, home is accessible for people with disabilities

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

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.

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!

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
- Windows work and limit temperature change


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

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 PR!

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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!

2.8

HOME HAS BEEN CERTIFIED AS RADON SAFE & IS RETESTED EVERY THREE YEARS

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

2.5

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

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

2.9

DRINKING WATER IS SAFE & RETESTED EVERY YEAR

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

2.6

FIREPLACE OR WOODSTOVE IS SCREENED; RAISED HEARTH HAS PROTECTIVE BARRIER

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

2.10

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

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

2.7

HOME HAS BEEN CERTIFIED LEAD SAFE

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

2.11

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

- | | |
|----------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Cleaning supplies | <input type="checkbox"/> Plastic bags & balloons |
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Hair dryers, curling iron |
| <input type="checkbox"/> Gasoline | <input type="checkbox"/> Razors |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Poisonous houseplants |
| <input type="checkbox"/> Matches, cigarettes | <input type="checkbox"/> Guns |
| <input type="checkbox"/> Alcoholic beverages | <input type="checkbox"/> Medications |
| <input type="checkbox"/> Pet supplies | |

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

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2.12

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

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

2.16

STAIRS HAVE CHILD-HEIGHT HAND RAILS

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

2.13

PILLARS & POSTS IN CHILD SPACE ARE WRAPPED

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

2.17

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

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

2.14

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 PRI!

2.18

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 PRI!

2.15

WINDOW BLINDS DO NOT HAVE HANGING CORDS




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

2.19

FINGER-PINCH SHIELDS ARE USED WITH DOORS.

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

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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!

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!

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!

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!

3.5

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

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

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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!

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!

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!



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


Health & Safety


Center Quality


Maintenance, Repair & Aesthetics

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!

4.2

SPACE IS SET UP TO ALLOW FOR EASY SUPERVISION OF CHILDREN

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

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!

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!



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!

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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!

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!

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!

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!

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!




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!

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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 PR!

4.13

WELL-EQUIPPED SAND, WATER &/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 PR!

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 PR!

4.15

SOFT SURFACES & COZY AREAS AVAILABLE

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



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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!

4.17

COMFORTABLE ADULT SEATING FOR HOLDING &/OR ROCKING CHILDREN

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

4.18

MATERIALS, DECOR & DISPLAY REFLECT FAMILY AND COMMUNITY CULTURE & 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, & race

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

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!

5.2

YARD IS SAFE

- There are no hazards such as broken glass, animal waste, nails, poisonous plants, standing water, etc.
- 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!

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5.3

YARD PROVIDES FOR AT LEAST 75 SQUARE FEET PER CHILD

RATING:

0	1	2	3	4	N/A	PR!
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5.6

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

RATING:

0	1	2	3	4	N/A	PR!
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5.4

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

RATING:

0	1	2	3	4	N/A	PR!
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5.7

PLAY EQUIPMENT IS SAFE, STURDY & IN GOOD REPAIR

RATING:

0	1	2	3	4	N/A	PR!
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5.5

YARD HAS AREAS WITH BOTH SUN & SHADE

RATING:

0	1	2	3	4	N/A	PR!
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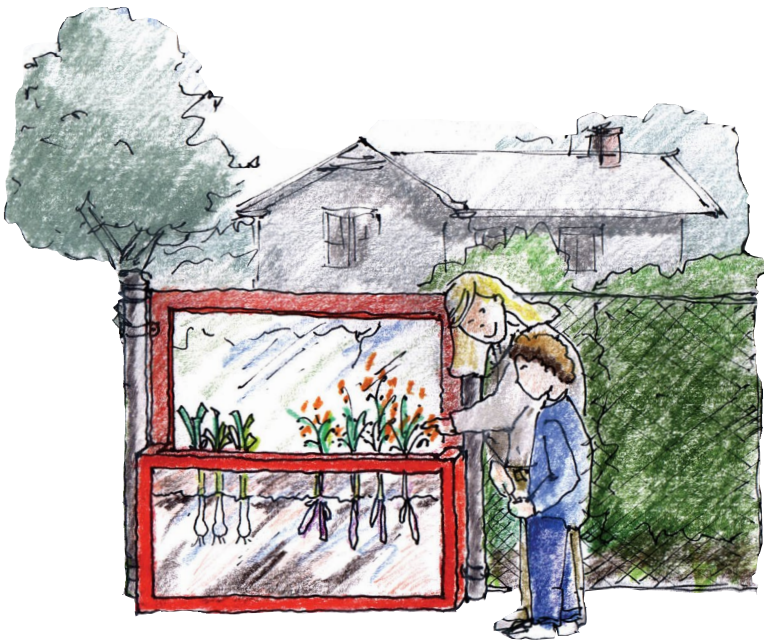
5.8

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, & pour-surfaces are well-maintained to prevent tripping hazards

RATING:

0	1	2	3	4	N/A	PR!
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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	PR!
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KEY

0 Does not exist in the center, 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	 Center Quality	 Maintenance, Repair & Aesthetics
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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!

5.11

PLAY EQUIPMENT IS AGE-APPROPRIATE

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

5.12

STORAGE IS PROVIDED FOR OUTDOOR TOYS

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

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!

5.14

DRINKING WATER IS AVAILABLE

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

5.15

IF THERE ARE LARGE POOLS IN THE YARD, THEY ARE FENCED & SECURED

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

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!

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!

KEY

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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>	<i>3/15/06</i>	<i>\$38.00</i>

