



# Home Visit Checklist

## For Family Child Care Certification

Provider's Last Name	First Name	Phone	Email Address:
Address-Street	City	Zip Code	Certification Specialist
Date & Time of Visit		Visit Was <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced	Type of Visit
Notes regarding attempted unannounced visits			

To be completed by the 4-C certification specialist and the applicant/provider together during the home visit.  
 Check "yes" or "no" for each standard, check "N/A" if a standard does not apply.  
 \* Indicates standards not required by DCF but required by 4-C policy.

### QUALIFICATIONS OF PROVIDERS

	Yes	No	N/A	DCF Rule													
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	202.08(1)(b)2a 202.08(1)(b)2b	Provider is (✓check one) <input type="checkbox"/> <u>Regularly Certified.</u> Provider has completed at least 2 credits of early childhood training or non-credit, department approved training (Introduction to the Child Care Profession and Fundamentals of Family Child Care). <input type="checkbox"/> Provider has completed or will complete 5 hours of continuing education annually.												
					<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Course</th> <th style="width: 15%;">Date</th> <th style="width: 15%;">Hours</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Course	Date	Hours	_____	_____	_____	_____	_____	_____	_____	_____	_____
Course	Date	Hours															
_____	_____	_____															
_____	_____	_____															
_____	_____	_____															
					<input type="checkbox"/> <u>Provisionally Certified.</u> Provider is not required to complete any continuing education.												
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Provider's certification has exemptions, restrictions or stipulations (circle if any apply). Type of condition: _____												
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	202.08(1)(a)1	Provider is at least 18 years old and physically and emotionally able to provide responsible child care.												
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	202.08(1)(a)3	Provider is free of Tuberculosis. (certification worker confirm form is in file)												
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	202.08(1)(c)	Provider will notify 4-C Certification Department as soon as possible, but no later than the next working day, any of the following changes that may affect the provider's eligibility for certification. These are including, but not limited to:												
				1	Death of a child in care, or accident that results in an injury to a child in care that requires professional medical treatment												
				2	Any damage to the premises that may affect compliance with this chapter												
				3	Any construction or remodeling of the premises that might have an effect on health and safety of children in care												
				4	Convictions, pending charges, or other offenses of the child care provider, household member, or other persons having regular contact with children that could potentially relate to the care of children.												
				5	Any incident involving law enforcement, including outstanding warrant or child protective services contact												
				6	Any inappropriate discipline of a child by a provider, volunteer, or household member, including any incident that results in a child being forcefully shaken or thrown against a hard or soft surface during the child's hours of attendance												
				7	Any individuals moving in or out of the household												
				8	Changes in hours of operation, phone number, or physical address												
				9	Upon hiring of a new employee or volunteer before the employment or volunteer work commences.												

6.    202.04(7)(b)2b m Provider will submit to 4-C a Background Information Disclosure Form for each resident age 12 and older as well as substitutes, assistants, and volunteers every year. Currently the provider has submitted BID's for:  
\_\_\_\_\_
7.    202.04(7)(b)2c For new applicants: 4-C has given me information on SIDS, SBS and impacted babies, child development, positive discipline, health & safety, and nutrition.
8.    \*For all providers: 4-C has given me a copy of the Certification Regulations DCF 202 Provider Initials: \_\_\_\_\_
9.    202.04(7)(b)2h If provider has another license/certification to care for children or adults (including foster care or adult care), a regulatory approval form is on file with 4-C.  Yes  No License/Certification: \_\_\_\_\_
10.    202.08(1)(b)1 Provider intends to provide/currently provides care for infants under 1 year old  Yes  No If yes, provider must submit documentation of SIDS training BEFORE caring for infants under 1 year old. Date of completion: \_\_\_\_\_
11.    202.08(1)(b)1 Provider intends to provide/currently provides care for children under 5 years old  Yes  No If yes, provider must submit documentation of SBS training BEFORE caring for children under 5 years old. Date of completion: \_\_\_\_\_
12.    202.08(1)(e) Provider will comply with all local and state laws governing certified child care and ensure that all employees and volunteers comply with these laws and ensure that all information provided to 4-C is current and accurate. Examples of these law are, but not limited to local county/city ordinances, zoning rules, tax and employer related laws, etc.

### SUBSTITUTE

13.    202.08(1)(d) Before a substitute, employee or volunteer starts working with children in child care, they must complete a Background Information Disclosure (BID) form and submit it to the certifying agency. Also, verification of SIDS and SBS training must be submitted. The agency will conduct background checks and will verify the training completion. **If the substitute meets the requirements, the agency will approve the substitute.**  
Name of substitute: \_\_\_\_\_  
Approved by 4-C:  Yes  No
14.    202.08(1)(b)2d If the substitute works in a regular certified home, the substitute must meet the training requirement for regular certified providers **before** s/he has worked (sole supervision) 240 hours (about 24-30 days) total, not per year. **BEFORE** the 240 hours is met, the provider must submit verification of the training. **Documentation of the hours worked must be kept on file at site and available for the certifying agency to review if requested.**  
Name of substitute: \_\_\_\_\_ Hours worked to date: \_\_\_\_\_  
Entry level training completed: \_\_\_\_\_ Continuing Ed: \_\_\_\_\_

### GROUPING

*The certified provider may care for up to three (3) children (unrelated to the provider) under the age of 7 years. The maximum size of a group of children in certified care is six (6). The provider's natural, adopted and foster children age 7 and older are not included in the maximum group size. The number of children under age two (2) may place further limitations on the group size. See chart below.*

#### MAXIMUM NUMBER OF CHILDREN IN CERTIFIED DAY CARE

Related or provider's own children under 7	Non-related children under 7	Additional children over 7	Maximum number of children	WHEN CHILDREN UNDER 2 ARE PRESENT	
				Number of children under 2	Maximum number of children
0	3	Additional children ages 7 and older may be cared for as long as the maximum total number of children is not exceeded	6		
1	3		6		
2	3		6	0	6
3	3		6	1	6
4	2		6	2	6
5	1		6	3	5
6	0		6	4	4

The maximum number does not include the certified child care operator's natural, adopted, step, or foster children 7 years of age and older, or any children 7 and older who live in the residence.

**Note:** Under s. 48.65(1), Stats., if a provider takes care of 4 or more children under the age of 7 who are not related to the provider, for compensation, the provider must obtain from the department of health and family services a license to operate a child care center.

15.    202.08(6)

Provider will provide care in accordance with the group size and age limitation as indicated in the above chart. Provider understands that licensure is required whenever 4 or more children under age 7 are cared for in one household, even if there are multiple providers caring for children at the same time. The provider has the following children currently enrolled/in care:

**Day Care Children**

<u>Name &amp; Age</u>	<u>Relation</u>	<u>Present @ visit</u>	<u>Schedule</u>

**Provider's Own Children/Residential Children**

<u>Name &amp; Age</u>	<u>Relation</u>	<u>Present @ visit</u>	<u>Schedule</u>

16.    In accordance with DCF, the provider has on file the forms listed in the below chart for day care children and his/her own or residential children as appropriate. **(Immunizations need to be on file within 30 days of the child's first day in care and health reports 90 days.)**

	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name
<b>For All Day Care Children</b>								
Enrollment Form 202.08(12)(f)								
Contract/Policies 202.08(12)(c)								
Parent Information Checklist 202.08(12)(d)								
Authorization to Administer Medication 202.08(4)(f)								
Authorization to Transport 202.08(9)(d)								
Immunization Form 202.08(4)(e)								
Information for Children Under 2 Form 202.08(12)(g)								
Health Report For Children Under 5 202.08(4)(a)&(d)								
Health Report Current Under 2yrs 202.08(4)(a)(1) 2 - 5 yrs 202.08(4)(a)(2)								
Health Report Signed by Doctor 202.08(4)(b)								

	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name	Child's Name
<b>Provider's Own Children</b>								
Health Report For Children Under 5 202.08(4)(a)&(d)								
Health Report Current Under 2yrs 202.08(4)(a)(1) 2 – 5 yrs 202.08(4)(a)(2)								
Health Report Signed by Doctor 202.08(4)(b)								
Immunization for Children Under 12 202.08(4)(e)								

## SUPERVISION

17.    202.08(5)(i) Provider has current written records of the daily hours of attendance for each child in care, including the date and actual arrival and departure times for each child. Attendance records shall be kept on file for at least 3 years.
18.    202.08(5)(a) Provider cannot be engaged in any other activity or occupation during the hours of operation which interfere with the adequate care and supervision of children.
19.    202.08(5)(c) Provider will not care for children for more than 16 hours in any 24 hour period. Provider's certified hours of operation are: \_\_\_\_\_  
If licensed, provider licensed hours are: \_\_\_\_\_
20.    202.08(5)(d) Children will have adult supervision at all times. Children shall be supervised by the provider, approved substitute or in emergency situations, the emergency caregiver.
21.    202.08(7)(a) Provider shall protect children in care from danger and be aware of children's location at all times.
22.    202.08(5)(b) The provider shall be awake whenever the children in care are awake.
23.    202.08(5)(j) Provider will be outside with the children when they are playing outside, and will provide both sight and sound supervision at all times.
24.    202.08(5)(e) Any person left in charge of children shall be at least 18 years of age and physically and emotionally able to provide responsible child care. Provider will notify 4-C if s/he uses a substitute and have the substitute approved in writing by 4-C.
25.    202.08(5)(f)&(g) Provider, substitute and any other person in the certified home may not consume or be under the influence of alcohol or any non-prescribed controlled substance during the hours of operation in the presence of children.
26.    202.08(5)(h) Provider will not allow any person who may pose a threat to the health or safety of the children to be in contact with them.

## CHILD HEALTH CARE

27.    202.08(4)(f) Provider shall give prescription and non-prescription medication only when a written, signed permission slip is completed by the parent and on file.  
*\*(This is also recommended for sun-screen, diaper rash creams, insect repellent, etc.)*
28.    202.08(4)(g) Provider shall wash his/her hands with soap and warm running water after toileting, prior to food preparation and after diapering children.
29.    202.08(4)(h) Provider will require all children to wash their hands with soap and warm running water before eating and after toileting.
30.    202.08(4)(i) Provider will change child's diaper on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use.

31.    202.08(4)(j) Provider shall clean a child's superficial wound with soap and water only and protect it with a band-aid/bandage.
32.    202.08(4)(k) If provider is aware that a child attending certified child care or a provider's own child has a reportable communicable disease that is transmitted through normal contact, such as chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis, the operator or provider shall comply with all of the following requirements:
- The provider shall notify the local public health officer and parents of all enrolled children.
  - A child who has or had a communicable disease under ch. HFS 145 may not be admitted to certified child care unless the child's parents provide a statement from a physician that the child's condition is no longer contagious or the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department of health and family services.
33.    202.08(1)(a)2 Provider will ensure that no person who has symptoms of illness or a communicable disease or whose personal behavior, mental health or physical condition gives reasonable concern for the safety of the children be in contact with the children in care.

## PROVIDER INTERACTIONS WITH CHILDREN

34.    202.08(7)(f) Provider's discipline practices/policy is as follows: \_\_\_\_\_  
 If provider uses time-outs they shall not exceed 5 minutes.
35.    202.08(7) Provider shall interact with children in a positive and caring manner.
36.    202.08(7)(b) Provider will not hit, spank, pinch, shake, slap, throw, or inflict any other form of corporal punishment on the child, or use any discipline which is frightening to the child such as binding or tying to restrict the child's movement or enclosing the child in a confined space such as a closet, basement, locked room, box or similar cubicle.
37.    202.08(7)(c) Provider will not verbally abuse or threaten a child or make derogatory remarks about the child or the child's family.
38.    202.08(7)(d) Provider will provide positive guidance and redirection for the children and will set clear limits for the children.
39.    202.08(7)(e) Provider will help each child develop self-control, self-esteem and respect for the rights of others.
40.    202.08(7)(g) Provider will not punish a child for lapses in toilet training.
41.    202.08(7)(h) Provider shall respond promptly to a crying infant or toddler's needs.
42.    202.08(7)(i) Provider shall provide physical contact and attention to each infant and toddler throughout the day, including holding, rocking, talking to, singing to and taking on walks inside and outside the home.
43.    202.08(7)(j) Provider shall periodically change the position and location in the room of a non-walking child who is awake.

## REST

44.    202.08(11)(a) Provider will let each child rest/nap undisturbed whenever s/he has a need to do so in a place that is clean, safe and comfortable.
45.    202.08(11)(b) Provider will provide each child with a clean sheet and/or blanket and pillow case if a pillow is used (pillows not to be used for infants). Sleeping arrangements for each child in care are: \_\_\_\_\_
46.    202.08(11)(c) In order to reduce the risk of SIDS, the provider shall place each child under one year of age on his/her back to sleep, unless otherwise directed by the child's physician in writing. Infants in care shall nap/rest on a firm mattress and provider will not use soft bedding materials, such as comforters, pillows, fluffy blankets or stuffed toys.
47.    202.08(11)(d) Provider shall use a safe crib or playpen for each child under one year of age for napping. Provider may not care for infants if crib/playpen is not available.

## ACTIVITIES AND EQUIPMENT

48.    202.08(8)(a) Provider offers activities so that each child may be or do all of the following:
- Be successful and feel good about himself or herself
  - Use and develop language
  - Use large and small muscles
  - Learn new ideas and skills
  - Participate in imaginative play
49.    202.08(8)(b) Provider will offer daily activities according to the age and developmental level of the children in care and shall include a flexible balance of: (1) Daily indoor and outdoor activities, (2) Active and quiet play, (3) Protection from excess fatigue and overstimulation, and (4) Individual and group activities. Examples of provider's daily activities include:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
50.    202.08(8)(b)5 Provider shall read to the children for at least 15 minutes daily.
51.    202.08(8)(b)6 Provider will give a non-walking child who can creep or crawl opportunities during each day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.
52.    202.08(8)(c) Provider may use television only to supplement the daily activity plan for children. No child may be required to watch television. *\*Provider agrees that television programs/videos intended for adults will not be viewed during day care hours.*
53.    202.08(8m)(a) (1-3) Provider has safe indoor and outdoor play equipment as follows:
- Equipment shall be scaled to the size and development level of the children in care
  - Equipment shall be constructed in a sturdy manner and be in good operating condition with no sharp, rough, loose, or pointed edges.
  - Large, inflatable jumping toys may not be used during hours of child care.
54.    202.08(8m)(b) Provider has various types of play equipment to allow for large and small muscle activity, dramatic play, and intellectual stimulation.
55.    202.08(8m)(c) Provider will ensure there is enough indoor play equipment to allow each child a choice of at least 3 activities involving equipment when all children are using equipment.
56.    202.08(8m)(d) Provider will ensure there is enough outdoor play equipment to allow each child at least one activity when all children are using equipment at the same time.

## TRANSPORTATION

57.    \*Provider transports day care children in vehicle:  Yes  No
58.    202.08(1)(e) Provider has a vehicle safety alarm installed on vehicle used to transport day care children if the vehicle has seating for 6 or more passengers. (New law effective 8/1/09)  
Make/Model of vehicle: \_\_\_\_\_
59.    202.08(9)(a)  
202.08(9)(b) Provider will ensure that any time children are transported, the driver will have a valid driver's license and the vehicle used will be registered in Wisconsin. Provider will have a copy of the driver's license on file.
60.    202.08(9)(c) Provider will ensure each child is seated and properly restrained in an individual seat belt, or for a child under 8 years of age, a child safety restraint system as follows:
- (1) If the child is less than 1 year old or weighs less than 20 lbs they should be in a rear-facing child safety seat
  - (2) If the child is at least 1 year old and 20lbs but less than 4 years old or 40 lbs they should be in a forward-facing child safety seat
  - (3) If the child is at least 4 years old but less than 8 years old, weighs at least 40 lbs but no more than 80lbs, and is not more than 57 inches in height, they should be in a shoulder-positioning child booster seat.
  - (4) If the child is under 13 years old they may not ride in the front seat.

61.    202.08(9)(d) Provider shall have on file a written permission slip signed by a parent/guardian to transport the child(ren).
62.    202.08(1)(e) Provider has vehicle liability insurance (required if provider transports children due to new WI Truth in Automobile Insurance law as of 6/1/10).
63.    202.09(9)(e) Provider shall not leave children unattended in a vehicle.  
*\*The transporting of children should be an enhancement to the program activities and providers shall conduct their own personal errands during non-day care hours.*

## MEALS AND SNACKS

64.    \*Provider participates in Food Program  Yes  No  
 If yes, which program: \_\_\_\_\_
65.    202.08(10) Provider will ensure that each child receives proper nourishment while in day care.
66.    202.08(10)(a) Provider shall serve a meal or snack at least once every 3 hours.
67.    202.08(10)(b) Provider will serve each child in attendance for 4 or more hours a noon or evening meal which consists of a protein food, fruit and vegetable, a cereal or bread product and pasteurized grade A Vitamin D milk.
68.    202.08(10)(c) Provider will hold infants for bottle feeding if they cannot hold their own bottle. Provider understands and agrees that bottles may not be propped.

## PROVIDER AND PARENT COMMUNICATION

69.    202.08(12)(j) The provider and parent will inform each other of any exposure of the child to diagnosed or suspected communicable diseases. Provider shall discuss illness policy with parent and has provided parent with a copy of written illness policy.
70.    202.08(12)(g) Provider shall have parents complete a "day care intake for child under 2 years" form for each child under age 2 years. Provider will keep this form on file and shall use the information provided to individualize the program of care for each child under age 2.
71.    202.08(12)(a) Provider agrees that parents are free to observe the program during child care hours.
72.    202.08(12)(b) Provider will talk to each parent at least once a week about his/her child's development, activities, likes and dislikes, although daily communication is recommended.
73.    202.08(12)(e) Provider will display the day care certificate of approval in an area easily seen by parents and visitors.
74.    202.08(12)(i) Provider will inform parents in writing whether the premises are covered by day care liability insurance.
75.    202.08(12)(h) Provider will inform child's parent of any disciplinary action taken or any injury to the child that occurred during day care hours.
76.    202.08(1)e(4) Provider will permit the day care certification worker to conduct home inspections to monitor compliance with the certification standards.
77.    202.08(2)(o) Provider rents the property where the care is provided.  Yes  No  
 If yes, verify landlord permission form is on file.

## HOME SAFETY

78.    202.08(2)(a)1-3 Each floor or level used for child care has at least two unblocked exits. The primary exit shall be a door or a stairway providing unobstructed travel to the outside of the building at street or ground level.
79.    202.08(2)(a)4 (a-c) If care is **not** provided in a basement, the secondary exit shall be one of the following:  
 A door or stairway that provides unobstructed travel to the outside of the building at street or ground level  
 A door or stairway leading to a platform or roof with railings which has an area of at least 25 square feet, is at least 4 feet long, and is not more than 15 feet above the ground level.  
 A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height.

80.    202.08(2)(a)5 If care is provided in a basement, the secondary exit shall be one of the following:  
 A door or stairway that provides unobstructed travel to the outside of the building at street or ground level.  
 A window not more than 46 inches above the floor that is capable of being opened from the inside without the use of a tool or removal of a sash and which has a window opening size of at least 20 inches in width and 24 inches in height. The window shall open directly to the ground or to a window well with an area of at least 6 square feet that is not more than 46 inches below the ground.
81.    202.08(2)(am) The home shall have a working carbon monoxide detector and each floor level shall have a working smoke detector.
82.    202.08(2)(b) (1-2) All areas used for child care have adequate and safe heat, light and ventilation. The inside temperature of the home may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, a child care provider shall provide for air circulation with safe fans or other means.
83.    202.08(2)(d) Indoor and outdoor areas used for child care shall include sufficient space for play and for activities which meet the developmental needs of the children in care.
84.    202.08(2)(c) The home is free of hazards including all recalled products. Provider will keep the following items inaccessible to children. Provider understands the following list is not inclusive and that the certifying agency may point out other safety concerns not listed below:
- |   |  |
|---|--|
| <input type="checkbox"/> Medications, drugs, alcohol                    | <input type="checkbox"/> Guns, ammunition, weapons |
| <input type="checkbox"/> Cleaning supplies, poisons, insecticides       | <input type="checkbox"/> Litter/garbage/rubbish    |
| <input type="checkbox"/> Knives, scissors, sharp objects                | <input type="checkbox"/> Outlet plugs are in place |
| <input type="checkbox"/> Matches, cigarette lighters, flammable liquids | <input type="checkbox"/> Blind cords               |
| <input type="checkbox"/> Electrical/cable/phone cords                   | <input type="checkbox"/> Plastic bags              |
- Other concerns noted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
85.    202.08(2)(cm) Fire arms and ammunition materials shall be stored in separate, locked areas that are inaccessible to children.  
Location fire arms are stored: \_\_\_\_\_  
Location ammunition is stored: \_\_\_\_\_
86.    202.08(2)(e) Outdoor play areas are free of hazards. The yard is fenced  Yes  No  
If no, the provider plans to take the following precautions to ensure children's safety:  
\_\_\_\_\_
87.    202.08(2)(e)1 Concrete and asphalt are not allowed under climbing equipment, swings or slides.
88.    202.08(2)(e)2 Provider will not use in-ground, on-ground pools, hot tubs, and large outdoor trampolines. These items need to be inaccessible to children by use of a permanent barrier or other preventative measure.
89.    202.08(2)(e)3 If provider uses wading pools, the water must be changed and pool disinfected daily. "Wading pool" means a shallow pool, capable of being dumped to change water and used primarily for small children.
90.    202.08(2)(f) Pets that are kept on the premises are tolerant of children and vaccinated against rabies. Pets that may pose any risk to children shall be restricted from indoor and outdoor areas used for child care.  
The provider has the following pets:  
\_\_\_\_\_ rabies vaccination due/expire: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ rabies vaccination due/expire: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ rabies vaccination due/expire: \_\_\_\_/\_\_\_\_/\_\_\_\_
91.    202.08(2)(g) Provider has at least one phone in working order and 4-C has been notified of current phone number. If used, cell phones must be in service at all times during the hours of child care.



92.    202.08(2)(g) The following emergency numbers must be posted by each phone:  
 Rescue Squad, Police, Fire Station &, Emergency Medical Care (or 911)  
 Poison Control Center  
*\*Also recommended:*  
 Child's physician  
 Emergency caregiver  
 Child's parents/guardians
93.    202.08(2)(i) The home is kept clean, uncluttered and free of insects and rodents. (Floors need to be regularly vacuumed and/or mopped, floors should not have stains or holes, all furniture should be clean and/or have clean coverings.)
94.    202.08(2)(j) Bathrooms, including toilets, sinks and potty chairs, are clean and in good working condition. Bathrooms are also free of hazards. The following items may not be stored in bathroom used by children in care. Provider understands the following list is not inclusive and that the certifying agency may point out other safety concerns not listed below:  
 Medications, drugs, alcohol  
 Cleaning supplies, poisons, insecticides  
 Knives, scissors, sharp objects  
 Matches, cigarette lighters, flammable liquids  
 Electrical/cable/phone cords  
 Guns, ammunition, weapons  
 Litter/garbage/rubbish  
 Outlet plugs are in place  
 Blind cords  
 Plastic bags  
 Other concerns noted:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
95.    202.08(2)(l) Areas, equipment and utensils for food preparation, serving and clean-up are kept clean and sanitary and in good working condition.
96.    202.08(2)(m) Children will not share cups, eating utensils, washcloths or towels. *Towels and washcloths are to be individual to each person and used only once.*
97.    202.08(2)(n) Smoking is prohibited in any indoor or outdoor area when children are present.
98.    202.08(2)(k) Water is safe because:  
 It comes from public water system  
 Well water was tested or will be tested prior to initial certification and every two years by a certified laboratory for bacteria and nitrate levels.  
 Test results received: \_\_\_\_\_
99.    *\*Provider has a plan for evacuating if there is an emergency (fire/tornado).*  
 Fire: \_\_\_\_\_  
 Tornado: \_\_\_\_\_
100.    202.08(5)(em) Provider has a designated adult who can provide assistance in the event of an unexpected emergency. The emergency back-up provider is at least 18 years old and can provide an acceptable level of child care.  
  
 The emergency provider's name and phone number:  
 \_\_\_\_\_
101.    202.08(2)(p) The premises may not have any chipping, peeling, or deteriorating paint on exterior or interior surfaces in areas accessible to children.

**DISCRIMINATION PROHIBITED**

102.    202.08(13) Provider will not discriminate on the basis of race, color, sex, sexual orientation, creed, handicap or national origin or ancestry in accepting children or when hiring employees.

**MANDATORY CHILD ABUSE REPORTING**

103.    202.08(14) If provider suspects that a child in his/her care has been abused or neglected or that the child has been threatened with abuse, the provider shall immediately inform the county social or human services department or local law enforcement.

**Misc Note/Comments:**

**Provider understands and agrees:**

- ✓To comply with all DCF 202 certification standards.
- ✓To acknowledge that this checklist does not encompass all DCF Certification standards.
- ✓To permit the certification worker to conduct home visits as needed to monitor compliance.
- ✓That information contained in the provider's file is public record.  
*(with the exception of juvenile information, AODA/mental health reports and other social service information).*
- ✓If the provider's certification is denied/revoked or not renewed for non-compliance, 4-C will refuse to accept a new certification application for 2 years after the date of the denial/revocation or refusal to renew the certification.
- ✓Falsifying attendance claims to a subsidy agency may result in the revocation of certification.

**Provider understands the above standards and that the provider must comply with these standards to maintain their certification. Provider and certification worker also agree that this checklist has been completed accurately and that the certification worker has communicated to the provider any noted violations.**

- Provider met all certification standards
- Provider did not meet all certification standards
- Follow-up visit required

\_\_\_\_\_  
Certification Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date

Revised 11/2010