

# CHILD CARE CENTERS & GROUP CHILD CARE HOMES

## Your Checklist To Maintaining Regulatory Compliance



### STAFFING

#### Director

- ☐ Completed a 3 credit course in the administration and supervision of early childhood programs (if hired or designated after 2010)

#### Head Teacher

- ☐ Approved with a head teacher certificate through the State of CT Office of Early Childhood (OEC)
- ☐ Scheduled and present at the program 60% of all operating hours

#### Teachers & Assistant Teachers

- ☐ 2 staff, 18 years or older, present during all operating hours
- ☐ Ratios maintained: 1:4 for under 3 years old/ 1:5 for two-year-olds/1:10 for children over 3 years old/1:15 for school age
- ☐ Group size maintained: no more than 8 children under 3 years/10 for two-year-olds/ 20 for children 3 years and over/30 for school-age children
- ☐ Mixed age group: the lower required ratio and group size for the age of the youngest child prevails

#### All Staff (Including Director)

- ☐ Signing in/out daily

#### Staff Files Must Include:

- ☐ Current statement of good health (every 3 years)
- ☐ Professional development record
- ☐ New employee orientation
- ☐ Annual training on program policies, plans and procedures

#### At Least 1 Person On-Site During All Operating Hours With:

- ☐ Current first aid in an OEC-approved course
- ☐ Current CPR
- ☐ Medication administration training (if applicable)
  - ☐ Oral, topical and inhalant
  - ☐ Injectables
  - ☐ Other, as needed
- ☐ Consultants: Current agreements and logs
  - ☐ Social Services
  - ☐ Education
  - ☐ Health
  - ☐ Dietitian (if applicable)



### REQUIRED POLICIES

- ☐ Required policies, plans and procedures
- ☐ Personnel policies
- ☐ Discipline policy
- ☐ Child abuse and neglect policy
- ☐ Late pick-up policy
- ☐ Supervision of children
- ☐ Emergency plans
- ☐ Administration of medication policies
- ☐ Plan for professional development
- ☐ Pet care plan (if applicable)
- ☐ Diapering plan (if applicable)
- ☐ Plan for consultation services
- ☐ Educational program plan
- ☐ Monitoring of diabetes policy (if applicable)
- ☐ Infant sleep arrangement policy (if applicable)



## Your Checklist To Maintaining Regulatory Compliance

- ☐ Children supervised at all times
- ☐ Complete first aid kit is readily available
- ☐ Indoor and outdoor environments are clean and free from hazards (e.g. cleaning supplies, chemicals, sharp objects, broken equipment, hot water, unprotected stairs, etc.)
- ☐ Indoor and outdoor equipment is age appropriate, clean and in good repair
- ☐ Children are offered 2 food groups at each snack, 3 food groups at breakfast and 5 food groups for lunch and dinner
- ☐ Each child has complete enrollment information (including parent contact and work info, emergency information, contact information for 1 authorized person to remove the child from the program)
- ☐ Children are signed in/out with exact times daily
- ☐ Program is free from space heaters, including office space
- ☐ Program is free from lead paint hazards
- ☐ Children and staff wash hands before eating or handling food as well as toileting
- ☐ Children showing signs of illness are isolated from other children
- ☐ Incidents, accidents, injuries and illnesses are documented and reported to parents
- ☐ Current health assessments and immunizations are on-site for each child
- ☐ Smoking prohibited
- ☐ Toileting facilities are clean, ventilated, stocked with supplies and in good repair

### QUESTIONS?

Give Our Help Desk a Call



1-860-500-4450

1-800-282-6063



### ADMINISTRATION OF MEDICATIONS

- ☐ All medications are labeled properly
- ☐ All medications are stored properly
  - ☐ Non-emergency medications locked
  - ☐ Emergency medications inaccessible to children
  - ☐ Controlled substances double locked
- ☐ Medication authorization forms
  - ☐ All information complete
  - ☐ Signed by parent
  - ☐ Signed by doctor
  - ☐ Medication administration record completed as needed
- ☐ Individual care plans
  - ☐ Completed
  - ☐ Signed by parents
  - ☐ Reviewed and signed by all staff responsible for care of the child
- ☐ Non-prescription topical medications
  - ☐ Stored properly
  - ☐ Forms completed and signed by parents



### SERVING CHILDREN UNDER THREE

- ☐ Ratio maintained 1:4 with group size of 8 or 1.5 with group size of 10 for ages two and older
- ☐ Staff-to-child ratio and group size maintained
- ☐ Changing table and handwashing sink
- ☐ Developmentally appropriate tables, chairs, curriculum materials, toys and other equipment
- ☐ Safe sleep practices being followed for all children under 12 months of age
  - ☐ Infants placed to sleep on their backs
  - ☐ No blankets in crib
  - ☐ Tight fitting sheets
  - ☐ Infants sleeping in a crib only or other piece of equipment designed for infant sleep

**Please note:** this is NOT a comprehensive list of regulatory requirements. For more detailed information, refer directly to the statutes and regulations. We also encourage you to view the "Maintaining Compliance" video that can be found on the OEC website and other sample checklists.



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