

FAMILY CHILD CARE PROVIDERS

Your Checklist To Maintaining Regulatory Compliance



QUALIFICATIONS OF PROVIDER & STAFF

- Current adult medical statement (every 3 years) on file
- Current first aid certification on file
- Current CPR certification on file
- Utilize only OEC-approved staff (substitutes and/or assistants)
- Comprehensive background check required every 5 years



MEMBERS OF HOUSEHOLD

- Adult medical statements
- Child medical statement and immunization record
- Comprehensive background check for adults living in the home every 5 years



PHYSICAL ENVIRONMENT

- Clean and sanitary space for children
- All hazards/toxins kept inaccessible to children, including nap rooms e.g.
 - sharp knives
 - cleaning chemicals
 - personal hygiene products
 - medications
 - small chokeable parts
 - dangling phone/blind cords
 - tools/sharp, bladed lawn/garden equipment
 - exposed nails
 - bug sprays, lawn/garden chemicals
 - gasoline/lantern fuels

- No loose wires, electrical cords, unprotected outlets accessible
- 2 unobstructed and remote exits in all rooms used for child care
- Working smoke detector on each level of the family child care home
- Working carbon monoxide detector on each occupied level of the home
- Fire drills practiced quarterly
- Protection from heating sources (e.g. pellet/wood stoves)
- Weapons locked/ammunition separate
- Protection from bodies of water (4 foot, self-closing/self-latching or locked barrier)
- Comfortable temperature/adequate lighting
- Clean/sanitary washing, toileting and garbage facilities
- Temperature maintained-no lower than 65 degrees; increase fluids and ventilations if temperature exceeds 80 degrees
- Emergency numbers current/posted
- Adequate first aid supplies
- Protection from household pets (current rabies certificate on file) and animal waste kept inaccessible



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RESPONSIBILITIES OF PROVIDER

- Maintain licensed capacity at all times
 - Regular capacity as listed on license
 - Before/after school capacity
 - No more than 2, under 18 months, without OEC-approved staff present
- Written notification of change to OEC
 - e.g. new household members, installation of pools/ponds, major renovations, change of customary business hours, criminal convictions, health status changes
- Sufficient indoor/outdoor, age-appropriate play equipment in good repair
- Appropriate meals/snacks and liquids provided
- Flexible, balanced, written schedule to meet the needs of all children in care
- Developmentally appropriate activities to meet the needs of all children in care
- Safe sleep practices being followed for all children under 12 months of age
 - Infants placed to sleep on their back
 - No blankets or stuffed toys in crib
 - Tight fitting sheets
 - Infants sleeping in a crib or other piece of equipment designed for infant sleep
 - Infant sleep arrangements policy - posted and discussed
- Individual care plans for children with special health care needs
- Sanitary and frequent diaper changing
 - Non-absorbent surface
 - The hands of the provider, staff and children shall be washed with soap and water before eating or handling food, and after toileting or diaper changing
- Regular communication with parents regarding their child's care
- Supervise children at all times
- Maintain records of the provider, household members, staff and children
- Developmentally appropriate discipline techniques
- Understand responsibilities as a mandated reporter
- Ensure that universal precautions are exercised to prevent the spread of illness and follow sick child care guidelines



ADMINISTRATION OF MEDICATIONS

- If medications are administered, ensure that curriculum and certificates of completion are kept on file
- Ensure that all orders, prescriptions and parental permissions are kept current and on file
- All medications kept inaccessible to children in care
- Written policies and procedures including types of medications to be administered, parental responsibilities, staff responsibilities, proper storage of medication, and record keeping shall be kept on file

QUESTIONS?

Give Our Help Desk a Call



1-860-500-4450

1-800-282-6063

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.

