



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 (OEC approved course only)
- Current CPR certification on file
- Utilize only OEC approved staff (substitutes and/or assistants)

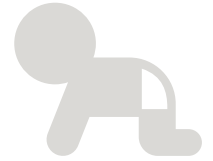
PHYSICAL ENVIRONMENT

- 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 exits in all rooms used for child care
- Working CO and 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
- Emergency numbers current/posted
- Adequate first aid supplies
- Protection from household pets (current rabies certificate on file)



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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 age 2, 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 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
- Individual care plans for children with special health care needs
- Sanitary and frequent diaper changing
 - Non-absorbent surface
- Regular communication with parents regarding their child's care
- Supervise children at all times

- 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 certificated 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

QUESTIONS?

GIVE OUR HELP DESK A CALL

1-860-500-4450
1-800-282-6063



LICENSING

