

ITFDC HOME EVALUATION - 2017

Provider: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

\* CCS, please note that items on the Home Evaluation form which could not be observed during Home Evaluation visits should be reviewed with each ECCE and checked or marked as reviewed (R)\*

**Developmentally Appropriate Learning Environment**

Daily activities are planned to provide a wide variety of activities each day to promote each child's social, emotional, physical, and intellectual development which include:

- Reading daily \_\_\_\_\_
- Music daily \_\_\_\_\_
- Outdoor activities (weather permitting) \_\_\_\_\_
- Exercise Daily \_\_\_\_\_
- Arts & Crafts daily \_\_\_\_\_
- Child-related displays are displayed on the walls \_\_\_\_\_
- Children's artwork and projects are displayed at eye level \_\_\_\_\_
- Designated child care area provides each child with adequate space (recommended 35 square feet per child) to allow free movement and active play indoors & outdoors) \_\_\_\_\_
- Space is well arranged with two or more play areas clearly defined. \_\_\_\_\_
- Space or materials are available for developmental tasks such as crawling, balancing, climbing, swinging, jumping, playing ball, etc. \_\_\_\_\_
- Toys are organized to allow and promote independent use by children \_\_\_\_\_
- Lids on toy boxes or containers are removed or locked \_\_\_\_\_

EACH FAMILY CHILD CARE HOME HAS AT LEAST THE FOLLOWING:

- 5 Board Books \_\_\_\_\_
- 5 Puzzles (one of which may be a shape sorting toy/block shape box) \_\_\_\_\_
- Blocks \_\_\_\_\_
- Art Supplies (crayons, paper, play dough) \_\_\_\_\_
- Cause & Effect Toys (busy box) \_\_\_\_\_
- Stacking Toys \_\_\_\_\_
- Musical Toys \_\_\_\_\_
- Balls \_\_\_\_\_
- Supplies for Dramatic Play \_\_\_\_\_
  - Dress up Clothes \_\_\_\_\_
  - Puppets \_\_\_\_\_
  - Home Living Area toys/activities \_\_\_\_\_
- Infant Toys (rattles, links) \_\_\_\_\_
- Child Sized Furniture (i.e.: table and chairs, floor cushions) \_\_\_\_\_
- Climbing portions of indoor slides & climbing equipment over 18+high are not over bare floor. If over 18+carpeting alone is NOT a resilient surface unless installed over unitary shock-absorbing padding. \_\_\_\_\_
- Viewing of TV or other media is limited to 30 minutes a day and w/parent's permission. Only programs for children are allowed. Provider uses media sources (i.e.: TV, Internet) as an educational experience and joins children in viewing. Child care children should not be exposed to more TV. \_\_\_\_\_

**Child Care Area - Interior**

- Home is well lit and has good ventilation \_\_\_\_\_
- Walls are clean and there is no evidence of peeling paint \_\_\_\_\_
- Floors and rugs are clean and in good repair \_\_\_\_\_
- Furniture is clean and in good condition \_\_\_\_\_
- No evidence of insects or rodents \_\_\_\_\_
- House plants are not accessible to children \_\_\_\_\_
- All electrical outlets are covered \_\_\_\_\_

- All shelves are secured to walls. \_\_\_\_\_
- Tables, chairs, TVs, equipment, etc. in home are positioned so that they **cannot** be toppled (OR must be fastened to the wall.) \_\_\_\_\_
- Furniture or household equipment is either protected by gates or positioned in a way that children cannot climb and reach hazardous materials. \_\_\_\_\_
- Cabinets that might endanger a child's safety must be locked \_\_\_\_\_
- All wires are out of reach of children (The children's access to the wires should be fully blocked or the wires should be moved far away from children) \_\_\_\_\_
- Stair rails/deck posts have no more than gap of 4" between them or from bottom \_\_\_\_\_
- All personal purses and backpacks are kept out of reach of children \_\_\_\_\_
- There is no standing water in reach of children \_\_\_\_\_
- There is an appropriate place to change and dispose of diapers \_\_\_\_\_
- Latex gloves, balloons, & empty plastic bags are out of reach of children \_\_\_\_\_
- Bleach Solution in spray bottle or disinfectant wipes available \_\_\_\_\_
- All cleaning supplies are not accessible to children \_\_\_\_\_
- All medicines are not accessible to children (kitchen, bathroom, child care areas) \_\_\_\_\_
- Garbage is removed daily from rooms occupied by children and removed from the premises at least once weekly, or more often as needed \_\_\_\_\_

**Child Care Area Notes:** \_\_\_\_\_

**Sleep and Resting Areas**

- There are age appropriate sleeping accommodations for each child \_\_\_\_\_
- There is documentation to verify all cribs in use are compliant w/the federal safety standards: 16CFR1219 (full size cribs) or 16CFR1220 (non full size cribs) \_\_\_\_\_
- There is a tightly fitting crib mattress with dimensions to match crib requirements \_\_\_\_\_
- There are snug-fitting sheets for each crib/ mattress (no blankets or loose bedding) \_\_\_\_\_
- Rest mats are at least 1" thick \_\_\_\_\_
- Occupied cribs, cots, rest mats, and beds are at least 12 inches apart \_\_\_\_\_
- Children under two do not use pillows, filled comforters or stuffed toys \_\_\_\_\_
- If child needs blanket and is under two years old, wearable blanket is used \_\_\_\_\_
- Mesh sided cribs (aka: pack-and-plays) cannot be used as play or sleeping space \_\_\_\_\_
- No bassinets or playpens \_\_\_\_\_
- No crib bumper pads \_\_\_\_\_
- No objects can be placed above cribs or lean on cribs when children are inside crib \_\_\_\_\_
- The crib sides should cover at least three-fourths of the child's height \_\_\_\_\_
- Napping children are visually checked at least every 15 minutes (\*see policies) \_\_\_\_\_
- Child who falls asleep in play space other than own crib, cot, mat or bed is moved to their designated sleeping space if the safety or comfort of the child is in question. \_\_\_\_\_
- Room used as sleeping area has 2 means of exit (at least 1 directly to the outdoors) \_\_\_\_\_
- Provider notifies ITFDC/CCS if a child needs special sleeping accommodation \_\_\_\_\_

**Nap Area Notes:** \_\_\_\_\_

**Kitchen and other food areas**

Kitchen used by children \_\_\_\_ Kitchen used by provider only (off limits) \_\_\_\_

- ABC fire extinguisher is in the kitchen area & within sight \_\_\_\_\_
- All kitchen cabinets that might endanger a child's safety are locked \_\_\_\_\_
- Refrigerator at 40 degrees - use of refrigerator thermometer \_\_\_\_\_
- All sharp objects, (knives, aluminum foil boxes) are not accessible to children \_\_\_\_\_
- Kitchen trash/soiled diapers in covered, plastic lined, washable container \_\_\_\_\_
- Small electric appliances are unplugged when not in use \_\_\_\_\_
- Materials that burn easily are not kept near stove surface \_\_\_\_\_
- No excessive grease around stove, oven, exhaust fans \_\_\_\_\_
- Large water filters are inaccessible to children \_\_\_\_\_

**Kitchen Notes:** \_\_\_\_\_

**Bathroom**

- The bathroom shall be kept clean. \_\_\_\_\_
- The bathroom has liquid soap (bar soap is not used) and paper towels \_\_\_\_\_
- All cabinets that contain hazardous material are locked. \_\_\_\_\_
- Hot water does not exceed 120 F (can be checked w/meat thermometer) \_\_\_\_\_
- Storage racks are secured to the wall \_\_\_\_\_
- Door cannot be locked from inside or there is a key to unlock it \_\_\_\_\_

**Bathroom Notes:** \_\_\_\_\_

**Window Safety**

Windows provide a secondary means of escape from a burning home and children may have to rely on a window to escape in a fire. Falling out of windows is also a very real danger to young children.

- Each room used by children has at least one window which is not painted or nailed shut \_\_\_\_\_
- Windows are not opened more than 5 inches from the bottom OR side on high floors \_\_\_\_\_
- All windows have secure screens \_\_\_\_\_
- Hanging items, including but not limited to, window blinds, curtain cords, appliance cords, and ropes are out of reach of children \_\_\_\_\_
- If child care is conducted in basement of home, w/no walk-out door and the windows are small, approval from the Fire Dept. will be necessary \_\_\_\_\_

**Safety gates**

- Safety gates are used to properly ensure that children cannot access stairs and other areas that can endanger child's safety. \_\_\_\_\_
- No accordion expansion gates are used \_\_\_\_\_
- Children under age 2 and children over age 2 who are not developmentally ready to climb or descend stairs without supervision shall not have access to stairs. \_\_\_\_\_
- Pressure-mounted gates are not used as protective barriers at the **top** of stair openings. Only hardware-mounted gates and hardware-mounted walk-through gates are acceptable at top of stairs. (see policies) \_\_\_\_\_
- If there is NOT a gate at stair openings then stairs are not accessible to children \_\_\_\_\_

**Gates Notes:** \_\_\_\_\_

**Fire Safety**

- Fire extinguisher in kitchen area is replaced every 6 years \_\_\_\_\_
- There are battery smoke detectors on each level in the home \_\_\_\_\_
- Batteries in smoke detectors are checked monthly on each level in the home \_\_\_\_\_
- Batteries in smoke detectors are changed every 6 months on each level of home \_\_\_\_\_
- Carbon Monoxide Detector (if gas heat or appliances) is required. CPSC recommends it be located near the sleeping area \_\_\_\_\_
- Fireplaces/wood stoves are not used when children are in the home \_\_\_\_\_
- Fireplaces/wood stoves are inspected annually by a qualified professional & safety certification/documentation is available \_\_\_\_\_
- Lint trap is cleaned before/after using dryer \_\_\_\_\_
- Fuse box & circuit breakers are accessible \_\_\_\_\_
- Nothing is leaned against electrical panel, water heater, furnace & materials that burn easily (including flammable liquids) are kept at least 3 feet away from such sources of heat \_\_\_\_\_
- Matches and lighters are always kept out of reach of children \_\_\_\_\_
- Firearms are kept in secure locked containers and stored unloaded \_\_\_\_\_
- Firearm ammunition is locked in a separate container from the firearms \_\_\_\_\_
- Portable fans and heaters are out of the reach of children \_\_\_\_\_
- Exit routes are free of obstruction \_\_\_\_\_

**Fire Safety Notes:** \_\_\_\_\_

**Emergency Preparedness**

- There are appropriate first aid supplies. (Refer to Emergency Preparedness Plan) \_\_\_\_\_
- There are emergency preparedness supplies. (Refer to Emergency Preparedness Plan) \_\_\_\_\_

**Emergency Preparedness Notes:** \_\_\_\_\_

**Pets**

- Dogs and/or cats in the home have current immunizations-see certificate \_\_\_\_\_
- Monkeys, ferrets, reptiles, birds of the parrot family or wild or dangerous animals are not in areas accessible to children. \_\_\_\_\_
- Animals that have shown aggressive behavior are not kept in the home or on grounds \_\_\_\_\_
- Animal litter boxes, toys, food & water dishes are not accessible to children \_\_\_\_\_
- **There are no pit bulls, Rottweilers, or a mixed breed dog with one of these breeds** \_\_\_\_\_

**Pet Safety Notes:** \_\_\_\_\_

**Exterior of the House and Outdoor Areas**

**Child Care Home**

- Home exterior has visible house numbers \_\_\_\_\_
- Inside doors unlock on both sides \_\_\_\_\_
- Deadbolt locks unlocked if key removed, key in place if locked \_\_\_\_\_

**Outdoor Areas**

Provider uses only COMMUNITY PLAYGROUND: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ SOMETIMES

- All outdoor sheds and storage units are securely locked \_\_\_\_\_
- Outside play area has no hazards- including but not limited to machines, tools, trash, tree roots, standing water, animal feces, and construction materials. \_\_\_\_\_
- An appropriate fence is installed if the yard is on a street with a speed limit of more than 25 MPH \_\_\_\_\_
- Outside play structures are in good repair and are anchored securely (does not apply to some portable playground equipment i.e. Little Tikes.) \_\_\_\_\_
- Stationary play equipment that has a designated play surface more than 18+high and/or has moving parts that children sit or stand on can be placed on grass, but not placed on concrete, asphalt, dirt, or any other hard surface \_\_\_\_\_
- Play equipment is placed at least 6 feet away from the outside edges of other play structures or obstacles such as house/tree/pole/car/building/fence/rocks \_\_\_\_\_
- Swing hooks are completely closed on swings \_\_\_\_\_
- All protruding bolts/screws on play equipment are covered with plastic caps \_\_\_\_\_
- Sand boxes are securely covered when not in use \_\_\_\_\_
- Children are never outside without adult supervision \_\_\_\_\_
- **Providers do not have swimming pools** \_\_\_\_\_
- No trampolines are used by or accessible to daycare children \_\_\_\_\_
- Wading pools are not permitted for water play . sprinklers are permitted \_\_\_\_\_
- New providers do not have trampolines \_\_\_\_\_
- New providers do not have swimming pools \_\_\_\_\_

**Outdoor Notes:** \_\_\_\_\_

**Complete files on each child are maintained by the provider, including:**

(child name or initials)									
Signed financial agreement									
Complete/ Signed Emergency Medical Authorization									
Developmental History Form									
Current USDA enrollment form									
Signed MAT form									
Virginia State Information Form/ Physical									

**Best Business Practices**

- There is a working landline phone in the home. \_\_\_\_\_
- There is an outgoing message that is in English and professional. \_\_\_\_\_
- Voice mail messages are answered within 24 hours. \_\_\_\_\_

**Each provider has and displays:**

- Current ITFDC welcome letter \_\_\_\_\_
- Current business license \_\_\_\_\_
- Record of Daily Attendance (**document attendance within 30 minutes of arrival**) \_\_\_\_\_
- Fire escape plan (is practiced monthly) \_\_\_\_\_
- Monthly fire drill log (fire drills are logged in monthly) \_\_\_\_\_
- Emergency Preparedness Plan (review the Emergency Plan) \_\_\_\_\_
- Emergency Telephone Numbers \_\_\_\_\_
  - 911 \_\_\_\_\_
  - Address and phone number of the family child care home \_\_\_\_\_
  - Poison Control \_\_\_\_\_
  - Emergency Contact Provider \_\_\_\_\_
  - Parent phone numbers & emergency contact information for all, current daycare children \_\_\_\_\_

**If participating in USDA Food Program,**

- USDA poster %Building the Future+ \_\_\_\_\_
- FNS forms and USDA training certificate \_\_\_\_\_
- Type of baby formula offered in the home \_\_\_\_\_
- ECCE must complete and sign demographic form \_\_\_\_\_
- ECCE must complete and sign a current, blank MAT form \_\_\_\_\_
- Sign New Provider Contract \_\_\_\_\_
- Sign New Agency Agreement \_\_\_\_\_
- Sign Provider Handbook Acknowledgement Form (if changes) \_\_\_\_\_
- 16 hours of professional development provider & substitute) \_\_\_\_\_
- Current CPR and First Aid trainings (every 2 years for all caregivers) \_\_\_\_\_
- Current MAT training (every 3 years )(recommended) \_\_\_\_\_
- Current TB (every 2 years ) for all household members & caregivers \_\_\_\_\_
- Current CHR, CPS, SD for all household members/caregivers over 18 (every 3 years) \_\_\_\_\_
- Complete a CPS for all household members over age 14 \_\_\_\_\_
- Complete a telephone interview for household member turning 18 \_\_\_\_\_
- Complete a reference for household member turning 18 \_\_\_\_\_
- Obtain tax id number (if used) for ITFDC database \_\_\_\_\_
- ALL PROGRAM POLICIES (Page 6) HAVE BEEN REVIEWED. \_\_\_\_\_
- Emergency procedures when the ECCE is unavailable to provide care \_\_\_\_\_

**Corrective Action Plan:** \_\_\_\_\_

**Reminders for Child Care Specialists**

1. Audit providers file to make sure we have all documentation for each family member **as well as annual provider contract and agency agreement. (Make sure all blanks and dates are completed.)**
2. Update the narrative section of the provider profile with any current information; Include a date when updating the narrative of the provider profile.
3. Remind providers to submit a copy of tax return to be considered for USDA Tier 1C status.
4. ECCE is given a copy of the completed Home Evaluation.

***WHEN IN DOUBT- ASK!! We are here for you!!***

## ITFDC Program Policies

- Children eat, play and sleep only in safe areas, as reviewed and approved by ITFDC.
- Changes or additions to rooms used for child care must be inspected by Child Care Specialist.
- Children are cared for by ITFDC approved providers and/or approved assistants/ substitutes ONLY
- Providers can care for no more than 3 children under the age of 12 month at a time
- Providers, assistants, and substitutes understand and follow the ITFDC Point System.
- Children must always be within your sight or sound supervision
- No person smokes around children indoors or outdoors
- The provider is not to leave the children alone to prepare meals.
  - Children do not have access to high decks, porches, lofts, or balconies
  - No small items (choking size) are in reach of infants and toddlers
  - Infant walkers are not to be used
  - Door jumpers are not to be used
  - Laundry and dishwasher pods are kept out of reach of children
  - E-cigarettes are not accessible to children
  - Infant carriers, when occupied, are not left on high surfaces such as counter tops or tables, beds, etc.
  - Infant carrier seats, swings, and high chairs are used according to the manufacturer's instructions and when occupied by a child, a safety strap shall be used and securely fastened.
  - Napping children must be visually checked at least every 15 minutes.
  - A baby monitor is used if the caregiver is not in the room with the child or in a room adjacent to where the child is sleeping.
  - **Nothing but the baby is in the crib** (no blankets, bottles, toys, quilts, pillows, bumper pads, etc.) A child over age two may have a blanket.
  - Swaddling is not permitted.
  - If providing nighttime care, caregivers remain awake until all children are asleep and sleep on the same floor level as the children in care.
  - The temperature in all inside areas occupied by children is not less than 65°F.
  - When the temperature of inside areas occupied by children exceeds 80°F, then inaccessible fans or other cooling systems are used.
  - Children do not wear coats or hats with strings
  - Children do not wear jewelry (If pierced ears, then only small (i.e. stud) earrings)
  - Breast milk and/or formula is not heated in the microwave
  - Pit bulls, Rottweilers, or a mixed breed dog with one of these breeds are not permitted in the home.
  - When provider answers the door, uses the bathroom, etc. children are NOT left unattended (i.e.: BRING children with you and/or place children in safe, separate cribs)
  - When children are present, providers are NOT allowed to use any objects/ equipment/ machinery (such as, but not limited to, treadmills, irons, sewing machines, mowing machines or any objects that can cause a burn if touched by a child) that can endanger children.
  - Children are not held by provider while provider is using stove
  - Gates or walk-through gates must be hardware mounted to walls/ banisters at top of stair openings and open toward the landing (not the stairs.)
  - Providers MUST ensure that young children do NOT have access to the stairs.
  - If required repairs are indicated on the fireplace inspection form, provider is responsible for correcting any safety related repairs and following up with a fire marshall, county fire safety division or building code offices if needed
  - Reviewed handouts on shaken baby syndrome, abuse and neglect and sexual abuse.
  - If a parent does not bring their child to child care and does not notify you, please give them an hour to show up beyond the scheduled time, and then call them to determine why the child is not in care. If the parent or emergency person cannot be reached, leave a voicemail, send a text and/or email. If you are not able to reach anyone, call the office and we will check further.
  - **Completed annual training on powerpoint.**
  - Provider reviews & follows the Standards for Licensed Family Day Homes with the Interpretation Guidelines found at-[http://www.dss.virginia.gov/facility/child\\_care/licensed/fdh/index.cgi](http://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi)
  - *Please note that ITFDC exceeds some of the Standards for Licensed Family Day Homes.*

□ For more details, please consult with CCS or ITFDC.

**Provider Signature** \_\_\_\_\_

**Date Home Evaluation Completed** \_\_\_\_\_