

ITFDC HOME EVALUATION - 2020

Provider: _____

Inspected By: _____ Date: _____

* Inspector will note items on the Home Evaluation form which could not be observed during Home Evaluation visits and that were only reviewed with ECCE by marking the item 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-themed displays are observed (e.g. posters, stickers, ceiling decor) _____
- 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. _____
- A quiet area is accessible and available to comfort children _____
- 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 _____
- Balls _____
- Art Supplies (crayons, paper, play dough, finger paint) _____
- Stacking Toys _____
- Musical Toys (instruments, shakers) _____
- Cause & Effect Toys (busy box) _____
- Home Living Area toys / Other Supplies for Dramatic Play _____
- Dress up Clothes _____
- Hand or Finger Puppets _____
- 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 (*see policies) _____
- Viewing of TV & other media is not more than 30 minutes per day and is only with parent permission. Only educational/ children's programs are viewed. Provider joins in viewing. _____

Child Care Area - Interior

- The area is lighted with natural or electric lighting for children's safety and comfort. _____
- The inside temperature for all areas occupied by children is no lower than 65°F and a cooling system is used when inside temperature exceeds 80°F. _____
- 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 _____
- Tables, chairs, TVs, equipment, etc. in home are positioned so that they **cannot** be toppled (OR must be fastened to the wall.) _____
- All shelves are secured to walls. _____

Child Care Area – Interior (Cont.)

- Cabinets that might endanger a child's safety must be locked _____
- Any wires in child care area must be fully blocked or wires are moved far away from children _____
- Hanging items, including but not limited to, window blinds, curtain cords, appliance cords, and ropes are out of reach of 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 & dispose of diapers (changing pad/Gloves) _____
- Latex gloves, balloons, & empty plastic bags are out of reach of children _____
- All medicines are not accessible to children (kitchen, bathroom, child-care areas) _____
- All cleaning supplies are not accessible to children _____
- Bleach Solution in spray bottle or disinfectant wipes is available _____
- Garbage is removed daily from rooms occupied by children and removed from the premises at least once weekly, or more often as needed _____

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 _____
- If child care is conducted in a basement with no walk-out door and the windows are small, approval from the Fire Dept. will be necessary _____

Safety gates

- Gates are used to ensure children cannot access stairs or areas that can endanger 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. _____
- Only hardware-mounted gates and hardware-mounted walk-through gates are acceptable at top of stairs. Pressure-mounted gates are not used at the **top** of stair openings. (see policies) _____
- If there is NOT a gate at stair openings then stairs are not accessible to children _____

Sleep and Resting Areas

- There are age appropriate sleeping accommodations for each child _____
- Each crib's manufacturer must certify in a Children's Product Certificate that the crib complies with the standards: 16CFR1219 (full size) or 16CFR1220 (non full size) _____
- 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 the age of 2 years 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 _____

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 _____

Kitchen and other food areas: Kitchen used by children ___ Kitchen used by provider (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 foot operated, 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 _____

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

- Children are never outside without adult supervision _____
- All outdoor sheds and storage units are securely locked _____
- Outside play area has no hazards- including but not limited to machines, tools, tree roots, standing water, trash, animal feces, and construction materials. _____
- An appropriate fence is installed if yard is on a street with speed limit more than 25 MPH _____
- Outside play structures are in good repair. _____
- Stationary play structures are securely anchored (not applicable to portable equipment) _____
- 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 _____
- Materials for sand and water play are available (shovel, bucket, kinetic sand) _____
- Sand boxes are securely covered when not in use _____
- Wading pools are not permitted for water play . sprinklers are permitted _____
- Providers do not have swimming pools _____
- No trampolines are used by or accessible to daycare children _____

Pets

- Dogs and/or cats in the home have documentation of current rabies vaccinations _____
- 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 _____

Emergency Preparedness

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

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 that it is 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 ft. 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 _____

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. _____
- Review provider web page _____

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 _____
- Emergency procedures when the ECCE is unavailable to provide care _____

IF PARTICIPATING IN USDA FOOD PROGRAM, PROVIDER DISPLAYS:

- USDA poster %Building the Future+ _____
- FNS forms and USDA training certificate _____
- Type of baby formula offered in the home _____
- The menu for the current week shall be posted in an area accessible to parents _____
- ECCE must have on file a record of their current liability insurance (NOT displayed) _____
- ECCE must maintain up-to-date records for each enrolled child. _____
- 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 Fingerprinting, CPS, SD for all household members/ caregivers over 18 (every 5 years) _____

- Complete a CPS for all household members over age 14 _____
- Complete a telephone interview for household member turning 18 _____
- Complete a reference when a household member turns 18 _____
- ALL OF THE FOLLOWING PROGRAM POLICIES HAVE BEEN REVIEWED: _____

ITFDC Program Policies

- Children eat, play and sleep only in safe areas, as reviewed and approved by ITFDC. Any 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
- Provider/ Assistant/ Substitute understands and follows ITFDC Point System (*see approval letter)
- Children must always be within your sight or sound supervision
- When provider answers the door, uses the bathroom, prepares a meal, etc. children are NOT left unattended (i.e.: BRING children with you and/or place children in safe, separate cribs)
- Children are not held by provider while provider is using stove
- 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
- 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.) Only if over age two years child may have blanket.
- Swaddling is not permitted.
- Bottle propping is not permitted (if child cannot hold their own bottle, provider will hold for them.)
- Breast milk and/or formula is not heated in the microwave.
- If providing nighttime care, caregivers remain awake until all children are asleep and sleep on the same floor level as the children in care.
- Children do not wear coats or hats with strings
- Children do not wear jewelry (If pierced ears, then only small (i.e. stud) earrings.
- Pit bulls, Rottweilers, or dogs with mixed breed of one of these breeds are not permitted in the home.
- No person smokes around children indoors or outdoors
- E-cigarettes are not accessible to children
- Laundry and dishwasher pods are kept out of reach of children
- 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.
- 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 stairs.
- Balloons are not permitted in the child care
- When tricycles, scooters, 2-wheelers, rollerblades are used children wear helmets
- If indoor slide or climber is over 18" high, it is installed over unitary shock-absorbing padding.
- If required repairs are indicated in a fireplace inspection, provider is responsible for correcting any safety issues and following up with a fire marshall, county fire safety division or building code offices, if needed
- 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.
- Subs/assistants have MAT training if provider has MAT training if staying alone with children
- Sworn Statements and Fingerprinting are required PRIOR to new family members moving into the home
- Safety check list is used each morning before the children come to care (Check list document, as distributed in Safety class, will be reviewed and provided with Home Evaluation.)

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

PLEASE NOTE THAT ITFDC EXCEEDS SOME OF THE STANDARDS FOR LICENSED FAMILY DAY HOMES

Provider Signature _____ Date Home Eval Completed _____

Reminders for Child Care Specialists

1. CCS will audit provider's file annually to make sure we have all documentation for each family member **as well as annual provider contract and agency agreement. (Complete all blanks and dates.)**
2. CCS will update the narrative section of the provider profile with any current information and with date.
3. CCS will remind providers to submit a copy of tax return to be considered for USDA Tier 1C status.
4. ECCE will be given a copy of the completed Home Evaluation.
5. ECCE will be given a copy of current liability insurance when the policy is renewed.
6. ECCE will be given handouts on shaken baby syndrome, abuse and neglect, and sexual abuse for review
7. ECCE will complete annual provider training either on-line (webinar) or via a graded paper quiz.
8. Obtain tax id number (if used) for ITFDC database
9. Arlington County providers will submit a copy of Arlington license, annually
10. Remind new providers (when starting with a child) to apply for business license:
 - **Fairfax County:** <https://www.fairfaxcounty.gov/taxes/forms>
 - **Arlington County:** <https://family.arlingtonva.us/family-day-care-homes/>
 - **Prince William County:** <http://www.pwcecondev.org/taxes>
 - **Loudoun County:** <https://www.loudoun.gov/1552/Business-License-Tax>
 - **City of Alexandria:** to care for more than 4 day care children, business personal property tax return. Application is available mid-March and due May 1st online at <https://www.alexandriava.gov/BusinessTax>.