

**Facility Based License Exempt
Self-check list**

Walk through each room of the building. Look from ceiling to floor, in any cabinet that can open, etc. and look for the following items.

The Environment:

- Is the space neat, clear and safe; free of major clutter or stacked items that could fall on a child (including clear paths to doors/exits)
- Heavy shelves or cabinets that could be climbed and easily tipped are secured to the wall or floor
- No visibly dirty areas (sinks, bathrooms, floors, eating areas, etc.)
- No construction or remodeling hazards (including saws or other tools)
- No fire and electrical hazards (any frayed or exposed wiring, overloaded extension cords, etc.) – use outlet covers (unless school age; then exempt)
- No blind cords looped and dangling; low hanging indoor clothesline
- Guns/weapons/ammunition are locked and inaccessible
- Windows are protected and safe; screens to allow air flow and keep bugs out
- No loose/flaking paint that the child could ingest (check window sills, doors, outside of building, etc.)
- No lead paint or asbestos concerns
- Gates on bottom/top of stairs (for children that are younger than 3 years old)
- Trampolines (small indoor individual use)
- Empty plastic bags (grocery bags/trash bags) must be out of reach for children under 3 years of age
- Anything that says “Keep out Of Reach of Children” on the label needs to be locked up or on a shelf high enough that the children cannot reach it (including, but not limited to: soaps, lotions, anything toxic, flammable, tobacco products, etc.)
- Safe and working heating systems
- Working smoke detectors on each level
- Portable electric space heaters:
 - Be out of reach of children
 - Have UL or ETL certificates on their label
 - Used per manufacturers’ instructions
- At least one working toilet and one working sink (and toilets are connected to a working sewage system)
- Outside play structures are not on cement, tar or other very hard surface
- There is a fence if the outside area is near a busy road or dangerous area (including a body of water)
 - If there is a fence, it keeps children from climbing over, under, or through it
- If there is a pool, it is inaccessible unless the adult is supervising the child(ren)
- No standing water (wading pools, in buckets or pails, tired, etc.)
- No pesticides being used while children are present

Paperwork for children

- All children have registration and emergency info forms on file for their first day
- Up to date immunization record (or notarized exemption)

Emergency Preparedness

- Working telephone
- Plan covers all 9 required procedures
- Practicing drills per rule

Medication

- Written parent permission to administer medication
- Are the medications in their original container with prescription?
- Maintain a log when medication is given
- All medication must be:
 - Out of reach of children
 - Labeled with the child's name
 - Kept in the original containers
- All lifesaving meds (inhalers, Epipens, insulin) must be immediately accessible in case the child should need it (Suggestion: inside: always keep in the same unlocked place and maybe put them in a little bag that you can bring outside with you, etc.)

Prevention and Control of Infectious Diseases

- Hand washing (before and after meals; after diaper changes) with warm running water and liquid soap
- Ensure food served is not spoiled
- Check diapers regularly and change as needed
- Diaper changing area:
 - Not near the kitchen/food prep area
 - Near a hand washing sink
 - On a surface you can sanitize after each use
- Diaper trash should be removed daily to trash cans outside
- Disinfect bathroom weekly or when visibly soiled
- Children's bedding washed weekly or when soiled