

# Health and Safety Checklist for Early Care and Education Programs:

Based on *Caring for Our Children*  
National Health and Safety Performance Standards,  
Third Edition

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*Developed by the California Childcare Health Program  
Funded by the UCSF School of Nursing  
2014; Updated January, 2018*

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Developed by the California Childcare Health Program (CCHP)  
University of California San Francisco (UCSF) School of Nursing  
2014

The UCSF CCHP Health and Safety Checklist Development Team is grateful to the many individuals who shared their expertise and spent considerable time developing this Checklist.

**DEVELOPMENT TEAM:**

UCSF School of Nursing, Department of Family Health Care Nursing; Abbey Alkon RN, PHP, MPH, PhD, Professor; Bobbie Rose RN, BSN, Child Care Health Consultant; Mimi Wolff MSW, Project Coordinator; Alicia Ross-Beck RN, PNP, Research Assistant

**ADVISORY COMMITTEE:**

Susan S. Aronson MD, FAAP, PA Chapter of the American Academy of Pediatrics, Early Childhood Education Linkage System (ECELS) Pediatric Advisor  
Danette Swanson Glassy MD, FAAP, Co-Chair *Caring For Our Children National Health and Safety Performance Standards, Guidelines for Early Care and Education Programs, 3rd Edition (CFOC3)*, Steering Committee  
Richard Fiene PhD, Director, Research Institute for Key Indicators  
Barbara U. Hamilton MA, Early Care and Education Specialist/U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau  
Jonathan B. Kotch MD, MPH, Research Professor, University of North Carolina, Chapel Hill Gillings School of Global Public Health  
Marilyn J. Krajicek EdD, RN, FAAN, Professor, University of Colorado, Denver School of Nursing; Director, National Resource Center for Health and Safety in Child Care and Early Education (NRC)  
Jacqueline Quirk RN BSN, Project Coordinator, North Carolina (NC) Child Care Health and Safety Resource Center  
Ann Kaskel RN, BSN, Child Care Health Consultation Program Specialist, First Things First, Arizona (AZ)

**ADDITIONAL REVIEWERS FROM NRC:**

Betty Geer DNP, RN, CPNP, Healthcare Professional  
Jean M. Cimino MPH, CFOC3 Content Manager  
Linda Satkowiak ND, RN, CNS, NCSN, Child Care Health and Safety Nurse Consultant

**PILOT STUDY**

We would like to thank the many ECE programs in Arizona, North Carolina and California for their participation in the pilot testing of the Checklist.

**PILOT STUDY CHILD CARE HEALTH CONSULTANTS:**

Karen Hoffman BAE, ADN, RN, Child Care Nurse Consultant Supervisor, Maricopa County Department of Public Health, AZ  
Amy Petersen RN, BSN, Child Care Health Consultant, Wake County Human Services, NC  
Belinda Davis RN, BSN, Child Care Health Consultant, Pima County Health Department, AZ  
Terri Walls RN, BSN Child Care Health Consultant, Funded by: Craven Smart Start, Inc., NC

We would also like to thank the child care health consultants, child care health advocates and other health and safety experts who participated in the online survey to identify CFOC3 standards to include in the Checklist.

**GRAPHIC DESIGN:** Mara Gendell, California Childcare Health Program

**FUNDING:** This study was funded by the School of Nursing at the University of California, San Francisco.

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## Based on *Caring for Our Children* National Health and Safety Performance Standards, Third Edition

Child Care Center: \_\_\_\_\_

Classroom: \_\_\_\_\_

Classroom type (infant/toddler, preschool): \_\_\_\_\_

Date: (month/day/year) \_\_ \_\_/ \_\_ \_\_/ \_\_ \_\_ \_\_ \_\_

Observer Name: \_\_\_\_\_

Time Begin: \_\_ \_\_: \_\_ \_\_ AM/PM

Time End: \_\_ \_\_: \_\_ \_\_ AM/PM

### Ratings:

| Code | Meaning                   | Definition   |
|------|---------------------------|--|
| 1    | Never                     | None of the components of the item are met.  |
| 2    | Sometimes                 | Less than or 50% ( $\leq 50\%$ ) of the components in the item are met.                                      |
| 3    | Usually                   | More than 50% ( $> 50\%$ ) but less than 100% of the components in the item are met.                         |
| 4    | Always                    | Every component in the item is met (100%).   |
| NA   | Not Applicable            | The item is not applicable (NA) to the classroom/program. Explain why it is rated NA in the 'notes' section. |
| N Op | No Opportunity to Observe | There was no opportunity (N Op) to observe this item. Explain why it is rated N Op in the 'notes' section.   |

### Notes:

- An asterisk (\*) means you may need to talk to the director or a staff member to ask where to find an item or product.
- At the end of each subscale there is a space to list and rate other related standards and/or regulations that may apply.
- When a field/box is shaded grey, the rating choice is not an option.

*This checklist does not cover all health and safety concerns or replace each child care program's responsibility to meet local, state, and federal health and safety requirements.*

## FACILITIES: Emergencies, Medications, Equipment and Furnishings

### Emergencies

|   | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|---|-------|-----------|---------|--------|----------------|----------------|
| 1. A sign-in/sign-out system tracks who (other than children) enters and exits the facility. It includes name, contact number, purpose of visit (for example, parent/guardian, vendor, guest, consultant) and time in and out. ( <a href="#">Std. 9.2.4.7</a> ) | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 2. Phone numbers to report child abuse and neglect (Child Protective Services) are clearly posted where any adult can easily see them. ( <a href="#">Std. 3.4.4.1</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 3. Phone number for the Poison Center is posted where it can be seen in an emergency (for example, next to the phone). ( <a href="#">Stds. 5.2.9.1, 5.2.9.2</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 4. Fire extinguishers are inspected annually. Check date on fire extinguisher tag. ( <a href="#">Std. 5.1.1.3</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 5. Each building or structure has at least two unobstructed exits leading to an open space at the ground floor. ( <a href="#">Std. 5.1.4.1</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 6. A smoke detector system or alarm in working order is in each room or place where children spend time. ( <a href="#">Std. 5.2.5.1</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 7. *Carbon monoxide detectors are outside of sleeping areas. ( <a href="#">Std. 5.2.9.5</a> )   | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 8. *First aid supplies are well-stocked in each location where children spend time. ( <a href="#">Std. 5.6.0.1</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 9. *First aid supplies are kept in a closed container, cabinet or drawer that is labeled. They are stored out of children's reach and within easy reach of staff. ( <a href="#">Std. 5.6.0.1</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 10. *A well-stocked first aid kit is ready for staff to take along when they leave the facility with children (for example, when going on a walk, a field trip or to another location). ( <a href="#">Std. 5.6.0.1</a> )  | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:  |       |           |         |        |                |                |
|   | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |

## Medications

|   | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|---|-------|-----------|---------|--------|----------------|----------------|
| 11. *Medications are stored in an organized fashion and are not expired. They are stored at the proper temperature, (for example, in the refrigerator or at room temperature according to instructions) out of children's reach and separated from food. ( <a href="#">Std. 3.6.3.2</a> ) | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 12. *Over-the-counter medications are in the original containers. They are labeled with the child's name. Clear written instructions from the child's health care provider are with the medication. ( <a href="#">Stds. 3.6.3.1, 3.6.3.2</a> )  | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 13. *Prescription medications are in their original, child resistant container, labeled with child's name, date filled, prescribing health care provider's name, pharmacy name and phone number, dosage, instructions and warnings. ( <a href="#">Stds. 3.6.3.1, 3.6.3.2</a> )            | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:  |       |           |         |        |                |                |
|   | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |

## Equipment and Furnishings — Indoors and Outdoors

|   |   |   |   |   |    |      |
|---|---|---|---|---|----|------|
| 14. There is fresh air provided by windows or a ventilation system. There are no odors or fumes (for example, mold, urine, excrement, air fresheners, chemicals, pesticides.) ( <a href="#">Stds. 5.2.1.1, 3.3.0.1, 5.2.8.1</a> )   | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 15. Windows accessible to children open less than 4 inches or have window guards so that children cannot climb out. ( <a href="#">Std. 5.1.3.2</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 16. There are no unvented gas or oil heaters or portable kerosene space heaters. ( <a href="#">Std. 5.2.1.10</a> )  | 1 |   |   | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 17. Gas cooking appliances are not used for heating purposes. Charcoal grills are not used indoors. ( <a href="#">Std. 5.2.1.10</a> )   | 1 |   |   | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 18. Portable electric space heaters are not used with an extension cord and are not left on when unattended. They are placed on the floor at least three feet from curtains, papers, furniture and/or any flammable object and are out of children's reach. ( <a href="#">Std. 5.2.1.11</a> ) | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 19. All electrical outlets within children's reach are tamper resistant or have safety covers attached by a screw or other means that cannot be removed by a child. ( <a href="#">Std. 5.2.4.2</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 20. All cords from electrical devices or appliances are out of children's reach. ( <a href="#">Stds. 4.5.0.9, 5.2.4.4</a> )   | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |

Equipment and Furnishings — Indoors and Outdoors — *Continued*

|   | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|---|-------|-----------|---------|--------|----------------|----------------|
| 21. There are no firearms, pellet or BB guns, darts, bows and arrows, cap pistols, stun guns, paint ball guns or objects manufactured for play as toy guns visible. ( <a href="#">Std. 5.5.0.8</a> )  | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 22. Plastic bags, matches, candles and lighters are stored out of children’s reach. ( <a href="#">Stds. 5.5.0.7, 5.5.0.6</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 23. There are no latex balloons (inflated, underinflated, or not inflated) or inflated objects that are treated as balloons (for example, inflated latex gloves) on site. ( <a href="#">Stds. 6.4.1.5, 6.4.1.2</a> )  | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 24. Bathtubs, buckets, diaper pails and other open containers of water are emptied immediately after use. ( <a href="#">Std. 6.3.5.2</a> )  | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 25. Children do not play in areas where there is a body of water unless a caregiver/teacher is within an arm’s length providing “touch supervision”. Bodies of water include tubs, pails, sinks, toilets, swimming pools, ponds, irrigation ditches and built-in wading pools. ( <a href="#">Std. 2.2.0.4</a> )   | 1     |           |         | 4      | NA             | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 26. Hot liquids and food (more than 120°F) are kept out of children’s reach. Adults do not consume hot liquids in child care areas. ( <a href="#">Std. 4.5.0.9</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 27. Equipment and play areas (including water play areas) do not have sharp points or corners, splinters, glass, protrusions that may catch a child’s clothing (for example, nails, pipes, wood ends, long bolts), flaking paint, loose or rusty parts, small parts that may become detached or present a choking, aspiration, or ingestion hazard, strangulation hazards (for example, straps or strings), or components that can snag skin, pinch, or shear or crush body tissues. ( <a href="#">Stds. 5.3.1.1, 6.2.1.9, 6.3.1.1</a> )        | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 28. All openings in play or other equipment are smaller than 3.5 inches or larger than 9 inches. There are no rings on long chains. ( <a href="#">Stds. 6.2.1.9, 5.3.1.1</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 29. All openings in play or other equipment are smaller than 3/8 of an inch or larger than 1 inch. ( <a href="#">Std. 6.2.1.9</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 30. Climbing equipment is placed over and surrounded by a shock-absorbing surface. Loose fill materials (for example, sand, wood chips) are raked to maintain proper depth/distribution. Unitary shock-absorbing surfaces meet current ASTM International standards and/or CPSC Standards. <a href="http://www.astm.org/Standards/F2223.htm">http://www.astm.org/Standards/F2223.htm</a> <a href="http://www.cpsc.gov//PageFiles/122149/325.pdf">http://www.cpsc.gov//PageFiles/122149/325.pdf</a> ( <a href="#">Std. 6.2.3.1, Appendix Z</a> ) | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 31. Fall zones extend at least six feet beyond the perimeter of stationary climbing equipment. ( <a href="#">Std. 6.2.3.1</a> )   | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 32. Equipment and furnishings are sturdy and in good repair. There are no tip-over or tripping hazards. ( <a href="#">Std. 5.3.1.1</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |

Equipment and Furnishings — Indoors and Outdoors — *Continued*

|   | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|---|-------|-----------|---------|--------|----------------|----------------|
| 33. There is no hazardous equipment (for example, broken equipment, lawn mowers, tools, tractors, trampolines) accessible to children. ( <a href="#">Std. 5.7.0.4</a> , <a href="#">6.2.4.4</a> )   | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 34. Open sides of stairs, ramps, porches, balconies and other walking surfaces, with more than 30 inches to fall, have guardrails or protective barriers. The guardrails are at least 36 inches high. ( <a href="#">Std. 5.1.6.6</a> )  | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>  |       |           |         |        |                |                |
| 35. Children one year of age and older wear helmets when riding toys with wheels (for example, tricycles, bikes) or using any wheeled equipment (for example, rollerblades, skateboards). Helmets fit properly and meet CPSC standards. Children take off helmets after riding or using wheeled toys or equipment. ( <a href="#">Std. 6.4.2.2</a> ) | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>  |       |           |         |        |                |                |

Equipment and Furnishings — Outdoors Only

|  |   |   |   |   |    |      |
|--|---|---|---|---|----|------|
| 36. Children play outdoors each day. Children stay inside only if weather poses a health risk (for example, wind chill factor at or below minus 15°F, heat index at or above 90°F). ( <a href="#">Std. 3.1.3.2</a> )     | 1 | 2 | 3 | 4 |    | N Op |
| <b>NOTES</b>   |   |   |   |   |    |      |
| 37. Outdoor play areas are enclosed with a fence or natural barriers that allow caregivers/teachers to see children. Openings in fences and gates are no larger than 3.5 inches. ( <a href="#">Std. 6.1.0.8</a> )        | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>   |   |   |   |   |    |      |
| 38. Enclosures outside have at least two exits, one being remote from the building. ( <a href="#">Std. 6.1.0.8</a> )   | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>   |   |   |   |   |    |      |
| 39. Each gate has a latch that cannot be opened by children. Outdoor exit gates are equipped with self-closing, positive latching closure mechanisms that cannot be opened by children. ( <a href="#">Std. 6.1.0.8</a> ) | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>   |   |   |   |   |    |      |
| 40. Shade is provided outside (for example, trees, tarps, umbrellas). Children wear hats or caps with a brim to protect their faces from the sun if they are not in a shaded area. ( <a href="#">Std. 3.4.5.1</a> )      | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>   |   |   |   |   |    |      |
| 41. Broad spectrum sun screen with SPF of 15 or higher is available for use. ( <a href="#">Std. 3.4.5.1</a> )  | 1 |   |   | 4 |    |      |
| <b>NOTES</b>   |   |   |   |   |    |      |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:   |   |   |   |   |    |      |
|  | 1 | 2 | 3 | 4 |    | N Op |
| <b>NOTES</b>   |   |   |   |   |    |      |

## SUPERVISION: Interaction, Physical Activity, and Nutrition (Eating and Drinking)

### Interaction and Physical Activity

| Age   | Maximum Child: Staff Ratio | Maximum Group Size | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|---|----------------------------|--------------------|-------|-----------|---------|--------|----------------|----------------|
| ≤12 months  | 3:1                        | 6                  |       |           |         |        |                |                |
| 13-35 months  | 4:1                        | 8                  |       |           |         |        |                |                |
| 3-year-olds   | 7:1                        | 14                 |       |           |         |        |                |                |
| 4-year-olds   | 8:1                        | 16                 |       |           |         |        |                |                |
| 5-year-olds   | 8:1                        | 16                 |       |           |         |        |                |                |
| 42. Ratios: Indoors: Time (hour/min): ____ / ____<br>Ages of children observed: (check all that apply)<br>≤12 months    13-35 mo    3 years    4 years    5 years<br># of children ____ # of staff ____ child/staff ratio: ____:____ (Std. 1.1.1.2) For Family<br>Child Care Programs, see CFOC3 Stds. <a href="#">1.1.1.1</a> , <a href="#">1.1.1.2</a>  |                            |                    | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 43. Ratios: Outdoors: Time (hour/min): ____ / ____<br>Ages of children observed: (check all that apply)<br>≤12 months    13-35 mo    3 years    4 years    5 years<br># of children ____ # of staff ____ child/staff ratio: ____:____ (Std. 1.1.1.2)<br>For Family Child Care Programs, see CFOC3 Stds. <a href="#">1.1.1.1</a> , <a href="#">1.1.1.2</a> |                            |                    | 1     |           |         | 4      |                | N Op           |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 44. Caregivers/Teachers directly supervise children by sight and hearing at all times. This includes indoors, outdoors and when children are sleeping, going to sleep or waking up. (Std. 2.2.0.1)  |                            |                    | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 45. Caregivers/Teachers encourage positive behavior and guide children to develop self-control. Caregivers/Teachers model desired behavior. "Time out" is only used for persistent, unacceptable behavior. (Std. 2.2.0.1)   |                            |                    | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 46. Caregivers/Teachers support children to learn appropriate social skills and emotional responses. There are daily routines and schedules. (Std. 2.2.0.6)   |                            |                    | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 47. There is no physical or emotional abuse or maltreatment of a child. There is no physical punishment or threat of physical punishment of a child. (Std. 2.2.0.9)   |                            |                    | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 48. Caregivers/Teachers do not use threats or humiliation (public or private). There is no profane or sarcastic language. There are no derogatory remarks made about a child or a child's family. (Std. 2.2.0.9)  |                            |                    | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 49. Children are not physically restrained unless their safety or that of others is at risk. (Std. 2.2.0.10)  |                            |                    | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 50. Physical activity/outdoor time are not taken away as punishment. (Std. 2.2.0.9)   |                            |                    | 1     |           |         | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |
| 51. Children engage in moderate to vigorous physical activities such as running, climbing, dancing, skipping and jumping. All children (including infants) have opportunities to develop and practice gross motor and movement skills. (Std. 3.1.3.1)   |                            |                    | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>  |                            |                    |       |           |         |        |                |                |



Interaction and Physical Activity — *Continued*

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| 52. There are structured or adult-led physical activities and games that promote movement for children. ( <a href="#">Std. 3.1.3.1</a> ) | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:                                     |       |           |         |        |                |                |
|  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |

Nutrition: Eating and Drinking

|   |   |   |   |   |    |      |
|---|---|---|---|---|----|------|
| 53. Individual children’s food allergies are posted where they can be seen in the classroom and wherever food is served. ( <a href="#">Std. 4.2.0.10</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 54. Children two years of age and older are served skim or 1% milk. ( <a href="#">Std. 4.9.0.3</a> )  | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 55. Drinking water is available, indoors and outdoors, throughout the day for children over six months of age. ( <a href="#">Std. 4.2.0.6</a> )   | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 56. A variety of nourishing foods is served at meals and snacks. Nourishing foods include fruits, vegetables, whole and enriched grains, protein and dairy. ( <a href="#">Std. 4.2.0.3</a> )  | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 57. Foods that are choking hazards are not served to children under four years of age. This includes hot dogs and other meat sticks (whole or sliced into rounds), raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, rice cakes, marshmallows, spoonfuls of peanut butter or chunks of meat larger than can be swallowed whole. ( <a href="#">Std. 4.5.0.10</a> ) | 1 |   |   | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 58. Children are always seated while eating. ( <a href="#">Std. 4.5.0.10</a> )  | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 59. Food is not used or withheld as a bribe, reward or punishment. ( <a href="#">Std.2.2.0.9</a> )  | 1 |   |   | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:  |   |   |   |   |    |      |
|   | 1 | 2 | 3 | 4 |    | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |

## SANITATION: Personal Hygiene, Food Safety/Food Handling, Environmental Health

### Personal Hygiene — Handwashing

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| 60. Situations or times that children and staff should perform hand hygiene are posted in all food preparation, hand hygiene, diapering and toileting areas. ( <a href="#">Std.3.2.2.1</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 61. Handwashing Procedures — <i>Staff</i><br><ul style="list-style-type: none"> <li>- Moisten hands with water and apply soap (not antibacterial).</li> <li>- Rub hands together into a soapy lather for 20 seconds.</li> <li>- All hand surfaces are washed including fronts and backs and between fingers from wrists to finger tips.</li> <li>- Hands are rinsed with running water and dried with a paper or single use cloth towel.</li> </ul> ( <a href="#">Std. 3.2.2.2</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 62. Handwashing Procedures — <i>Children</i><br>Children wash their hands or have their hands washed.<br><ul style="list-style-type: none"> <li>- Moisten hands with water and apply soap (not antibacterial).</li> <li>- Rub hands together into a soapy lather for 10 to 20 seconds.</li> <li>- All hand surfaces are washed including fronts and backs and between fingers from wrists to finger tips.</li> <li>- Hands are rinsed with running water and dried with a paper or single use cloth towel.</li> </ul> ( <a href="#">Std. 3.2.2.2</a> ) | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 63. Caregivers/Teachers help children wash their hands when children can stand but cannot wash their hands by themselves. Children's hands hang freely under the running water either at a child level sink or at a sink with a safety step. ( <a href="#">Std. 3.2.2.3</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 64. Adults and children only use alcohol-based hand sanitizers as an alternative to handwashing with soap and water if hands are not visibly soiled. Hand sanitizers are only used for children over 24 months with adult supervision. ( <a href="#">Stds. 3.2.2.2, 3.2.2.3</a> )  | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |

## Personal Hygiene — Toothbrushing

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| 65. When toothbrushes are present, they are not worn or frayed. Fluoride toothpaste is present. ( <a href="#">Std. 3.1.5.1</a> )   | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 66. *Except in the case of children who are known to brush their teeth twice a day at home, caregivers/teachers brush children's teeth or monitor tooth brushing activities at least once during the hours that the child is in child care. ( <a href="#">Std. 3.1.5.1</a> ) | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |

## Food Safety/Food Handling

|   |   |   |   |   |    |      |
|---|---|---|---|---|----|------|
| 67. The food preparation area of the kitchen is separate from eating, play, laundry, toilet, bathroom and diapering areas. No animals are allowed in the food preparation area. ( <a href="#">Std. 4.8.0.1</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 68. The food preparation area is separated from child care areas by a door, gate, counter or room divider. ( <a href="#">Std. 4.8.0.1</a> )   | 1 |   |   | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 69. There is no home-canned food or food in cans without labels. Food from dented, rusted, bulging or leaking cans is not used. ( <a href="#">Std. 4.9.0.3</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 70. Meat, fish, poultry, milk and egg products are refrigerated or frozen before use. Refrigerators have a thermometer and are kept at 41°F or lower. ( <a href="#">Std. 4.9.0.3</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 71. Meat product labels state they are from government-inspected sources and/or dairy product labels state that they are pasteurized. ( <a href="#">Std. 4.9.0.3</a> )  | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 72. All fruits and vegetables are washed thoroughly with water prior to use. ( <a href="#">Std. 4.9.0.3</a> )   | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 73. Store bought fruit juice labels state the juice is pasteurized. Fruit and vegetable juices squeezed on-site are squeezed just prior to serving. ( <a href="#">Std. 4.9.0.3</a> )  | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 74. Food surfaces (for example, dishes, utensils, dining tables, high chair trays, cutting boards) and/or objects intended for the mouth (for example, pacifiers and teething toys) are sanitized. A dishwasher is used or an EPA registered sanitizer is used according to label instructions for sanitizing. ( <a href="#">Std. 3.3.0.1</a> ) | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |

## Environmental Health

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| 75. Kitchen equipment is clean and in working order. Food surfaces are in good repair and free of cracks and crevices. Food surfaces are made of non-porous, smooth material and are kept clean and sanitized. ( <a href="#">Std. 4.8.0.3</a> )                    | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 76. There are no cracks or holes in walls, ceilings, floors or screens. ( <a href="#">Std. 5.2.8.1</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 77. There is no clutter, trash, water damage or standing water. Leaking pipes and pest breeding areas are not on site. ( <a href="#">Std. 5.2.8.1</a> )  | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 78. Objects and surfaces are kept clean of dirt, debris and sticky films. ( <a href="#">Std. 3.3.0.1</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 79. Hard, non-porous surfaces soiled with potentially infectious body fluid (for example, toilets, diaper changing tables, blood spills) are disinfected. An EPA registered disinfectant is used according to label instructions. ( <a href="#">Std. 3.3.0.1</a> ) | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 80. There are disposable gloves available for handling blood and blood containing body fluids. ( <a href="#">Std. 3.2.3.4</a> )  | 1     |           |         | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 81. *Infectious waste (for example soiled diapers, blood) and toxic waste (for example, used batteries, fluorescent light bulbs) are stored separately from other waste. ( <a href="#">Stds. 5.2.7.6, 5.2.9.1</a> )  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 82. Sanitizing and disinfecting are not done when children are nearby. ( <a href="#">Std. 3.3.0.1</a> )  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 83.*Pesticides are not applied when children are present. ( <a href="#">Std. 5.2.8.1</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 84. *Toxic substances are stored in the original, labeled containers. Safety Data Sheets (SDS) are on site for each toxic substance/chemical. ( <a href="#">Std. 5.2.9.1</a> )   | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 85. *Toxic substances are inaccessible to children and in a locked room or cabinet. Bleach solutions are labeled with contents and date mixed. ( <a href="#">Stds. 5.2.9.1, 5.2.8.1, 3.2.3.4, Appendix J</a> )   | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:   |       |           |         |        |                |                |
|  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |

## POOLS, SPAS and HOT TUBS

Does this program have a pool, spa or hot tub or other water hazard?

Yes: If yes, complete the items below. No: If no, go to the Infants and Toddlers Section.

This facility has the following water hazards: (check all that apply)

Swimming Pool Hot Tub Stationary Wading Pool Pond Other\_\_\_\_\_

| Developmental Levels  |  | Child: Staff Ratios |  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|---|--|---------------------|--|-------|-----------|---------|--------|----------------|----------------|
| Infants   |  | 1:1                 |  |       |           |         |        |                |                |
| Toddlers  |  | 1:1                 |  |       |           |         |        |                |                |
| Preschoolers  |  | 4:1                 |  |       |           |         |        |                |                |
| School-age Children   |  | 6:1                 |  |       |           |         |        |                |                |
| 86. Ratios: Ages of children observed: (check all that apply)<br>≤12 months    13-36 mo    3 years    4 years    5 years    5+ years<br>Location _____ Time of Day (hour/min): ____/____<br># of children ____ # of staff ____ child/staff ratio: ____:____ (Std. 1.1.1.5)  |  |                     |  | 1     |           |         | 4      |                | N Op           |
| <b>NOTES</b>  |  |                     |  |       |           |         |        |                |                |
| 87. All outdoor water hazards are enclosed with a fence at least 4-6 feet high that comes within 3½ inches from the ground. Exits and entrances around bodies of water have self-closing, positive latching gates or doors. The locking devices are a minimum of 55 inches from the ground or floor. (Stds. 6.1.0.6, 6.3.1.1) |  |                     |  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>  |  |                     |  |       |           |         |        |                |                |
| 88. When not in use, in-ground and above-ground swimming pools, spas, hot tubs or wading pools are covered with a safety cover. The cover meets the ASTM International standards. (Std. 6.3.1.4)  |  |                     |  | 1     |           |         | 4      | NA             | N Op           |
| <b>NOTES</b>  |  |                     |  |       |           |         |        |                |                |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:  |  |                     |  |       |           |         |        |                |                |
|   |  |                     |  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>  |  |                     |  |       |           |         |        |                |                |

## INFANTS and TODDLERS: Personal Relationships, Diapering, Injury Prevention

Are there children under 36 months of age in this program?

Yes: If yes, complete the items below. No: If no, you have completed the Checklist.

Infants and Toddlers — Personal Relationships

|   |  |  |  |   |   |   |   |  |  |
|---|--|--|--|---|---|---|---|--|--|
| 89. Caregivers/Teachers smile, talk, touch, hold, sing and/or play with children during daily routines, such as diapering, feeding and eating. (Std. 2.1.2.1) |  |  |  | 1 | 2 | 3 | 4 |  |  |
| <b>NOTES</b>  |  |  |  |   |   |   |   |  |  |
| 90. Caregivers/Teachers comfort children who are upset. Caregivers/Teachers are aware of and respond to children's feelings. (Std. 2.1.2.1)                   |  |  |  | 1 | 2 | 3 | 4 |  |  |
| <b>NOTES</b>  |  |  |  |   |   |   |   |  |  |

## Infants and Toddlers — Diapering

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| <p>91. Caregivers/Teachers follow diaper changing procedures below:</p> <ul style="list-style-type: none"> <li>- Caregiver/Teacher has one hand on the child at all times.</li> <li>- Non-absorbent paper liner, large enough to cover the changing surface from the child's shoulders to beyond the child's feet, is used.</li> <li>- Clothing is removed or otherwise kept from contact with the contents of the diaper during the change.</li> <li>- Child is cleaned of stool and urine, front to back, with a fresh wipe for each swipe.</li> <li>- Soiled diapers are placed in a plastic-lined, covered, hands-free can.</li> <li>- If reusable cloth diapers are used, soiled diaper is put in a plastic bag or into a plastic-lined, hands-free covered can.</li> <li>- A fresh wipe is used to clean the hands of the caregiver and another fresh wipe to clean the hands of the child before putting on a new diaper and dressing the child.</li> <li>- The child's hands are washed according to the procedure in item #62 before returning the child to a supervised area.</li> <li>- Diaper changing surface is cleaned and disinfected with an EPA registered disinfectant after each diaper change.</li> <li>- Disinfectant is put away, out of children's reach.</li> <li>- Caregivers'/Teachers' hands are washed after diapering procedure is complete according to the procedure in item #61. (<a href="#">Std. 3.2.1.4</a>, <a href="#">3.2.3.4</a>)</li> </ul> | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| <p>92. Current diaper changing procedures as listed in item #91 are posted in the diaper changing area(s). (<a href="#">Std. 3.2.1.4</a>)</p>  | 1     | 2         | 3       | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |

## Infants and/or Toddlers — Injury Prevention

|  |   |   |   |   |    |  |
|--|---|---|---|---|----|--|
| <p>93. Strings, cords, ribbons, ties and straps long enough to encircle a child's neck are out of children's reach. (<a href="#">Std. 3.4.6.1</a>)</p>   | 1 | 2 | 3 | 4 |    |  |
| <b>NOTES</b>   |   |   |   |   |    |  |
| <p>94. The following are not within children's reach: small objects, toys, and toy parts that have a diameter less than 1¼ inch and a length between 1 inch and 2¼ inches; balls and toys with spherical, egg shaped, or elliptical parts that are smaller than 1¾ inches in diameter; toys with sharp points and edges; plastic bags; Styrofoam® objects; coins; rubber or latex balloons; safety pins; marbles; magnets; foam blocks, books, or objects; latex gloves; bulletin board tacks or glitter. (<a href="#">Std. 6.4.1.2</a>)</p> | 1 | 2 | 3 | 4 |    |  |
| <b>NOTES</b>   |   |   |   |   |    |  |
| <p>95. Securely installed guards (for example, gates) are at the top and bottom of each open stairway where infants and toddlers are in care. (<a href="#">Std. 5.1.5.4</a>)</p>   | 1 | 2 | 3 | 4 | NA |  |
| <b>NOTES</b>   |   |   |   |   |    |  |
| <p>96. Children over 12 months of age who can feed themselves are actively supervised by a caregiver/teacher. The caregiver/teacher is within arm's reach of the child's high chair or feeding table or is seated at the same table. (<a href="#">Std. 4.5.0.6</a>)</p>  | 1 | 2 | 3 | 4 | NA |  |
| <b>NOTES</b>   |   |   |   |   |    |  |
| <p>97. Foods that are choking hazards are not served to toddlers. Food for toddlers is served in pieces ½ inch or smaller. (<a href="#">Std. 4.5.0.10</a>)</p>   | 1 | 2 | 3 | 4 | NA |  |
| <b>NOTES</b>   |   |   |   |   |    |  |

Infants and/or Toddlers — Injury Prevention — *Continued*

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply: |       |           |         |        |                |                |
|  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |

**INFANTS ONLY: Activity, Sleep, Safety, Nutrition**

Are there infants under 12 months of age in this program?

Yes:        If yes, complete items below No:        If no, you have completed the Checklist.

Infants Only — Activity, Sleep, Safety

|   |   |   |   |   |    |      |
|---|---|---|---|---|----|------|
| 98. Sunscreen is not applied to infants younger than six months. Infants younger than six months are not in direct sunlight. ( <a href="#">Std. 3.4.5.1</a> )   | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 99. Infants have supervised tummy time while awake at least once each day. ( <a href="#">Std. 3.1.3.1</a> )   | 1 | 2 | 3 | 4 |    | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 100. Infants are not seated more than 15 minutes at a time except during meals. ( <a href="#">Std. 3.1.3.1</a> )  | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 101. All infants are placed to sleep on their backs, in a crib, on a firm mattress, with a tightly fitting sheet. Only one infant is placed in each crib. ( <a href="#">Std. 3.1.4.1</a> )  | 1 | 2 | 3 | 4 |    | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 102. Soft or loose bedding and other objects are kept away from sleeping infants and are not in safe sleep environments (for example, not in cribs). This includes bumpers, pillows, positioners, blankets, quilts, bibs, diapers, flat sheets, sheepskins, toys and stuffed animals. One-piece blanket sleepers may be used for warmth. ( <a href="#">Std. 3.1.4.1</a> )   | 1 | 2 | 3 | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 103. The room temperature where infants sleep is comfortable for a lightly clothed adult. ( <a href="#">Std. 3.1.4.1</a> )  | 1 |   |   | 4 |    |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 104. Infants who fall asleep any place that is not a crib are moved and placed to sleep on their backs in a crib. Examples of places where infants may not be left to sleep are car seats, high chairs, swings, infant seats, beanbag chairs and futons. ( <a href="#">Std. 3.1.4.1</a> )   | 1 |   |   | 4 |    | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 105. *Cribs meet the current guidelines approved by CPSC and ASTM International standards. Crib slats are spaced no more than 2 3/8 inches apart. The crib has a firm mattress that is fitted so that no more than two fingers can fit between the mattress and the crib side in the lowest position. Cribs with drop sides are not used. Cribs are placed away from window blinds or draperies. ( <a href="#">Std. 5.4.5.2</a> ) | 1 | 2 | 3 | 4 | NA |      |
| <b>NOTES</b>  |   |   |   |   |    |      |
| 106. Infants mobile enough to potentially climb out of a crib sleep on cots or mats. ( <a href="#">Std. 5.4.5.2</a> )   | 1 | 2 | 3 | 4 | NA | N Op |
| <b>NOTES</b>  |   |   |   |   |    |      |

## Infants Only — Nutrition

|  | Never | Sometimes | Usually | Always | Not Applicable | No Opportunity |
|--|-------|-----------|---------|--------|----------------|----------------|
| 107. Bottles or containers with mother's milk are labeled with the infant's full name, date and time the milk was expressed. Mother's milk is stored in the refrigerator or freezer. ( <a href="#">Std. 4.3.1.3</a> )  | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 108. Bottles of formula prepared from powder or concentrate or ready-to-feed formula are labeled with the child's full name and the time and date of preparation. ( <a href="#">Std. 4.3.1.5</a> )   | 1     | 2         | 3       | 4      | NA             |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 109. If caregivers/teachers warm bottles and infant foods, bottles are warmed under running warm tap water or by placing in a container of water no warmer than 120°F. Bottles and infant foods are not thawed or warmed in microwave ovens. The temperature of warmed milk does not exceed 98.6 F. ( <a href="#">Stds. 4.3.1.3, 4.3.1.9</a> ) | 1     | 2         | 3       | 4      |                |                |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 110. Infants are not fed solid foods sooner than four months of age (preferably six months of age). Introductory foods are single ingredient. ( <a href="#">Std. 4.3.1.11</a> )  | 1     |           |         | 4      | NA             | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 111. Infants who are learning to feed themselves are actively supervised by a caregiver/teacher. Infants are seated within arm's reach of caregiver/teacher at all times while being fed or eating. ( <a href="#">Std. 4.5.0.6</a> )   | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| 112. Foods that are choking hazards are not served to infants. Food for infants is served in pieces ¼ inch or smaller. ( <a href="#">Std. 4.5.0.10</a> )   | 1     |           |         | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |
| List and rate other federal, state, local and/or accreditation standards/regulations that may apply:   |       |           |         |        |                |                |
|  | 1     | 2         | 3       | 4      |                | N Op           |
| <b>NOTES</b>   |       |           |         |        |                |                |