

Department of Human Services

Regulation Checklist

- ☒ Children should be supervised at ALL times by a staff person who can see, hear, & assess
- ☒ Each child should be paired with a staff person and their whereabouts should be known
- ☒ Child's allergies or special dietary needs should be posted (written note in child's file)
- ☒ The total number of children in the classroom should be known by staff at all times
- ☒ Ratios to be maintained- INF 1 to 4, YT 1 to 5, OT 1-6, PRE 1 to 10, YSA 1-12, OSA 1-15
- ☒ During rest time as long as children are on mats ratios are YT 1-10, OT-1-12, PRE 1-20
- ☒ Mats/Cribs should be placed at least 2 feet apart on 3 sides- No blankets/pillows in cribs
- ☒ Infants to be placed down to sleep in their cribs on their back even if they can roll.
- ☒ Changing procedure to be followed on each diaper change (post on wall)
- ☒ Dirty diapers are to be placed directly into a lined garbage can (not bagged first)
- ☒ All garbage cans for diapering must have a lid and be hands free-accessed by foot pedal
- ☒ Changing tables to be cleaned with soap and water and disinfected after each use
- ☒ Disinfectant/ sanitizer emptied daily and a fresh batch made (ineffective after 24 hrs)
- ☒ All cleaning bottles (soap, sanitizer, and disinfectant) must have a label with contents
- ☒ Handwashing for staff and child after toileting/diapering, before & after eating
- ☒ Handwashing signs to be posted above each sink, toilet, and diaper changing area
- ☒ Hot water temp not to exceed 100 degrees from classroom sinks
- ☒ Water available to children if outdoors more than 1 hour and indoors as requested
- ☒ Indoor air temp should be between 65 and below 82 degrees
- ☒ Daily outdoor time provided when weather & wind chill is above 25 & below 90 degrees
- ☒ Second floor windows should not be able to open more than 6 inches
- ☒ First Aid kits: soap, variety of band aids, tweezers, gauze pads, tape, scissors, & gloves
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- ☑ Travel first aid kit = same items plus water bottle & updated emergency contact forms
- ☑ First Aid kits should be inaccessible to children
- ☑ Evacuation Routes should be posted in the classroom
- ☑ All classroom exits doors must be unobstructed (nothing blocking the path)
- ☑ Emergency Numbers (Hospital, Police, Fire, Ambulance, & Poison Co.) posted by phones
- ☑ Daily Schedules must be posted in a noticeable location
- ☑ All cleaning materials, sunscreen, diaper creams, hand sanitizers must be locked away
- ☑ Cleaning materials in original container or effectively labeled with contents
- ☑ All arts and craft materials must be labeled non-toxic
- ☑ All learning materials and furniture to be in good repair-no rips or tears
- ☑ Dirtied toys or furnishings to be sanitized before put back into classroom
- ☑ All pillows and soft furnishings should be free of holes and stains
- ☑ Floors, walls, ceilings (indoor & outdoor) should be clean, in good repair, & hazard free
- ☑ No peeled paint or plaster in indoor or outdoor areas
- ☑ All personal items (purses, bags) should be kept in a locked cabinet
- ☑ No classroom materials less than 1 inch in diameter to avoid choking hazards
- ☑ No plastic bags or Styrofoam allowed near children. Should be inaccessible
- ☑ High chairs must have a safety strap and all children should be strapped in while inside
- ☑ All wet wipes should be kept in original hard plastic container if not locked up
- ☑ All fridges must have a thermometer which reads 45 degrees or below
- ☑ All food items must be marked to say "Date Opened" and "Expiration Date"
- ☑ All expired food must be discarded immediately
- ☑ All cups, bottles and food items must be labeled with the child's name
- ☑ Any food prep knives or other potentially hazardous kitchen tools must be locked away
- ☑ All rest mats should be free of tears or rips and should be in good condition
- ☑ Use gloves- plastic gloves to serve food and latex free gloves for diapering