

IDHS Child Care Assistance Program
 Health and Safety Standards Monitoring Tool:
License Exempt Child Care Center
 October 2018

Child Care Program Information

Center Name _____
 Center Address _____
 Center phone # _____ CCMS # _____
 Center Contact _____
 Ages Served: _____ Center Capacity: _____ # of Staff: _____ # of classrooms _____
 Monitor's Name _____
 Date of Visit _____

The CCR&R License Exempt Monitor is a mandated reporter. If any abuse or neglect causing children to be in imminent danger is observed, they are required to stop the visit and call the DCFS hotline. 800-25-ABUSE (800-252-2873)

Based on the License Exempt (LE) Monitor's observations and discussion with the provider, the LE Monitor will indicate if the standard is met or not met. Not applicable (NA) or Not observed (NO) should only be used if that option is available for that standard.

1. Administration and Records		Met	Not Met	NA	NO
1A	Written verification from DCFS of program's license exempt status and type of exemption (dated no more than 2 years ago).				
1B	Program maintains staff records, which shall include but not limited to, background clearances, required health & safety training completion, etc.				
1C	Program maintains a written record on each child which shall include the first and last name of the child, name(s), address and phone number of the child's parent(s); emergency contact information, written authorization for medical care; health record, including immunizations; and the schedule/ number of hours each child is served.				
1D	Program shall have a clearance from the IL State Fire Marshal.				

2. Building and Physical Location Safety		Met	Not Met	NA	NO
2A	Indoor Safety				
2.A.1	Paint and plaster is not chipping or peeling off the walls or woodwork of the center.				
2.A.2	Exit doors are operable and clear from obstruction.				
2.A.3	Safety plugs or protective covers are in all electrical outlets/sockets that are accessible to children.				
2.A.4	Electrical cords and all window blind cords within children's reach are inaccessible or secured.				
2.A.5	Hazardous materials are stored in their original containers and are locked up and/or out of reach of children. This includes, but is not limited to medications, cleaning materials, pesticides, etc.				
2.A.6	Ask provider if there is a peace officer or other adult who must possess a handgun as a condition of employment. <input type="checkbox"/> YES / <input type="checkbox"/> No If yes, answer 2A6a & b; if no move to 2.B.1				
2.A.6.a	Handguns are prohibited on the premises of the center except in the possession of peace officers or other adults who must possess a handgun as a condition of employment. The licensee shall post a "no firearms" sign, as described in Section 65(d) of the Firearm Concealed Carry Act [430 ILCS 66/65(d)], in a visible location where parents pick up children.				
2.A.6.b	Unlawful firearms are prohibited and any firearm, other than a handgun in the possession of a peace officer or other person as provided in subsection (a)(17), shall be kept in a disassembled state, without ammunition, in locked storage in a closet, cabinet, or other locked storage facility inaccessible to children. Ask the provider if this practice is being followed. [Met (yes) / Not met (no)] Provider's initials:				
2B	Outdoor Safety Ask if there is an outdoor play area on the premises? Yes / No If yes, proceed to 2.B.1 & 2 If no, ask if there is a close by outdoor area the provider uses.				
2.B.1	Outdoor area of the property is free of hazards and animal feces, broken glass, sharp edges, nails or other items that can injure children.				
2.B.2	Barriers are used to restrict children from unsafe areas. Such areas include, but are not limited to swimming pools, open drainage ditches, wells or holes.				
3. Emergency Preparedness and Disaster Response		Met	Not Met	NA	NO
3A	There is a working telephone.				
3B	A list of emergency telephone numbers (e.g., police, poison control, etc.) is posted near the telephone and/or in plain sight.				
3C	A first aid kit is available consisting of adhesive bandages, scissors, thermometer, non-permeable gloves, Poison Control Center telephone number (1-800-222-1222 or 1-800-942-5969), sterile gauze pads, adhesive tape, tweezers and mild soap.				
3D	Program has an emergency plan (e.g., exit plan, plan to notify parents, etc.).				
3E	Program has a written list of any/all allergies for each child, if applicable.				

4. General Health		Met	Not Met	NA	NO
4A	Infectious Disease Prevention & Control				
4.A.1	Proper handwashing procedures are followed by both the staff and the children.				
4.A.2	The environment is cleaned and sanitized daily.				
4.A.3	The staff uses disposable gloves for various activities (i.e., food prep, diapering, assisting w/toileting, handling emergencies/accidents).				
4B	Nutrition <i>Ask if the provider currently participates in a USDA food program. <input type="checkbox"/> YES <input type="checkbox"/> NO</i>				
4.B.1	Meals and snacks are provided to each child and are well balanced and nutritional. As applicable, meals and snacks are planned around children's food allergies or other special requests in accordance with a plan developed by both the parent and provider.				
4.B.2	Food prep and serving areas are clean and sanitized after each use. Area(s) are also free of any hazards, such as but not limited to, sharp objects, dangerous appliances, etc.,				
4C	Physical Activity				
4.C.1	Children are given an opportunity for safe, uninterrupted outdoor play most days.				
4.C.2	There are materials for outdoor play (e.g., bikes, riding toys, balls, books, etc.).				
4.C.3	There are materials for indoor play (e.g., blocks, cars, dolls).				
4D	Administration of Medication				
4.D.1	Medication is kept locked and/or out of reach of children.				
4.D.2	Provider has written parent's permission to administer medication - including prescription and over-the counter.				
4.D.3	Provider keeps a log of medication given to each individual child.				
5. Transportation (Only for programs providing transportation)		Met	Not Met	NA	NO
5A	Program has written permission to transport children, and makes families aware of when, where, and how children are transported.				
5B	Only appropriately insured and licensed vehicles will be used to transport children.				
5C	Drivers have appropriate license(s) to operate vehicle and have undergone all required background checks.				
5D	Children are never left unattended in vehicles.				

6. Infant Supplement (Only for programs serving infants)		Met	Not Met	NA	NO
6A	Infants sleep alone in a crib or bassinette.				
6B	Infants are placed on their backs to sleep.				
6C	Cribs are free of crib bumpers, pillows/blankets, and stuffed animals/toys.				
6D	Cribs meet current safety standards.				
6E	There is a designated diapering area.				

Comments and Observations

Standard 1	
Standard 2	
Standard 3	
Standard 4	
Standard 5	
Standard 6	