

**License Exempt Family/Friend/Neighbor
Self-check list**

Walk through each room of the home. 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 bureaus 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
- 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 (wood stoves are gated off, etc.)
- 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, is it 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 two drills two-times per year
 - Documenting your drills

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

SIDS Prevention and Safe Sleeping Practices

- Infants up to 12 months of age shall be placed on their backs to sleep in a crib or playpen
- Infants older than 3 months of age shall not be swaddled or placed in a restrictive or weighted sleep suit
- Cribs and playpens:
 - In good repair, no peeling paint, rough edges, etc.
 - No more than 2 3/8 inches between slats
 - No missing, loose, or broken parts (screws, brackets, etc.)
 - No tears or holes in mesh walls of playpens, etc.
- Cribs and playpens shall have properly (snug) fitting sheets which do not have excess fabric or compress the mattress
- Cribs and playpens used by infants up to 12 months of age shall not have bumpers, pillows, blankets or any other soft items or toys
- Mattresses shall:
 - Be in good repair, not have rips, etc.
 - Fit the crib or playpen so that the space between the mattress and crib/playpen is not more than 2 adult fingers wide
- Electronic monitors may be used with written/signed permission from parents
 - Ensure monitors can be easily heard (if there is nap music, make sure it is not too loud and the base of the monitor should not be next to the speaker ideally)