

DEPARTMENT OF HUMAN SERVICES
ARLINGTON COUNTY CHILD CARE SERVICES
2100 WASHINGTON BOULEVARD, 3RD FLOOR
ARLINGTON, VIRGINIA 22204-2010
(703) 228-1685 OFFICE • (703) 228-1172 FAX

FAMILY DAY CARE HOME – SELF ASSESSMENT GUIDE

This self-assessment guide is designed to help you evaluate your family day care home. By using this, you can find problems and then correct them yourself. This guide contains some of the most common problem areas found by licensing staff when they make visits.

Read each statement and check Met, Not Met, or N/A for the answer that best describes your family child care home.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing specialist visits, they may look at more than just what is in this guide.

You should review the family child care regulations for all of the requirements.

SAFETY OF YOUR HOME

- | MET | NOT MET | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 Home is clean and neat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 Fireplaces, woodstoves, and heaters are screened. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 Home has a fire extinguisher and smoke alarm and both work. (The fire extinguisher must be Type: 2A:10BC) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 Home has a working phone. (a landline - not a cell phone) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 Emergency phone numbers, including poison control are close to the phone. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 Children cannot get to anything that could poison them. Known poisons are locked up. Cleaning supplies and detergents are stored out of reach of children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 All guns and any other weapons are not loaded and are locked up and kept away from children. Bullets for all guns are locked and stored away from the guns. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 Medicines are kept where children cannot get to them. This includes medicines in bathroom cabinets. |

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- 9 Outdoor play areas are fenced. If not fenced, someone is with the children at all times when they are outside.
- 10 Stairs have gates to keep infants and toddlers from falling.
- 11 Swimming pools, spas, hot tubs, fish ponds and any similar bodies of water are covered or fenced. The cover or fence has been seen and approved by the licensing agency. (The fence must be at least 5 feet high)
- 12 Smoking is not permitted while children are in care.
- 13 Driver's license is current.
- 14 Toys and play things are safe, clean and are right for the age of the children playing with them. There are enough toys for all the children.
- 15 Food or breast milk brought by each child's parent, is labeled with the child's name and stored in the refrigerator when required.
- 16 Baby walkers, bouncers, and jumpers are not used for children in care and are kept where children can't get to them.

RECORDS NEEDED

It is important that you keep records somewhere together in your home so you can get to them quickly. Licensing workers will ask to see your records when they visit and parents may want to change or add to information they gave you on their child or children.

MET NOT MET N/A

- 1 You have liability insurance (*for all homes with 4 or more children*)
- 2 If you don't have liability insurance you have a statement from each parent saying they know you do not have liability insurance (*for all homes with less than 4 children*)

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- 3 There is an emergency information and medical care consent form for each child.
- 4 Emergency disaster plan is on hand. Fire drills and disaster drills are done at least every 6 months. *All drills must be recorded on a Fire Drill Log.*
- 5 There is a list of all children being cared for.
- 6 Pediatric CPR and First Aid card is valid and proof that health care training has been taken.
- 7 Medical, TB Screening, Criminal record clearance and child abuse index checks have been done for all adults in the home.
- 8 You have proof of property ownership.
-If own or buying home, this is a copy of the deed or property tax statement.
-If renting or leasing, this is a copy of the lease or rental agreement.
- 11 Parents are told about their right to complain.
- 12 Copies of licensing reports and substantiated complaints are available for parent review.
- 13 Parents have been told that you are caring for the additional children.
- 14 Property owner/landlord has given written permission to operate a Family Child Care Home.

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CARE AND SUPERVISION

- | MET | NOT MET | N/A | | |
|--------------------------|--------------------------|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | There are no more children than the license allows. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | Assistant caregiver is present when required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Children are supervised at all times. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Children are not spanked, slapped, hit or prevented from eating, sleeping, or going to the bathroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 | Children who are sick are cared for in a place away from children who are not sick. |

IMMUNIZATIONS

- | MET | NOT MET | N/A | | |
|--------------------------|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | All children in care have been immunized. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | Immunizations are current for all children in care. |

ITEMS NOT REQUIRED BY REGULATIONS BUT WILL MAKE YOUR HOME SAFER FOR CHILDREN

- | MET | NOT MET | N/A | | |
|--------------------------|--------------------------|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | Drawers and cabinets with liquor, plastic bags, and sharp things, such as knives, or small things that children may swallow, are locked. |

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- 2 Covers are placed in all unused electrical outlets if they are where children can reach.
- 3 Throw rugs are backed with a nonskid material.
- 4 Children should use disposable paper towels.
- 5 Hot water is between 105 and 120 degrees. Any hotter can cause serious burns.
- 6 Hands are washed after each diaper change. This is to protect you and your family as well as the children.
- 7 Children's hands are washed after using the bathroom, before eating and when dirty.
- 8 Rooms that are "off limits" to children are locked or have door knob covers.

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