

Daily Self-inspection Checklist for School-based Child Care Programs

Use this checklist to make sure your child care program is in compliance with Article 43 of the New York City Health Code. Routinely review the questions on this checklist to make sure that you can answer yes (**Y**) to all of them. If you answer no (**N**) to any question, refer to the health code to resolve the compliance issue. This checklist covers many, but not all, requirements for school-based child care programs. For a complete description of all requirements described in Article 43, visit nyc.gov/health/healthcode.

	Y/N		Y/N
Staffing and Child Supervision		Do staff on-site have the required, up-to-date criminal justice and child abuse clearances? §43.13(c)	
		Does your program have the required staff-to-child ratios? §43.09(a), §43.09(b)	
		Do qualified staff have a clear line of sight of all the children at all times? §43.09(a), §43.09(b)	
		Does your program have at least one staff person present who is certified in CPR and first aid, and at least one staff person present who is trained in administering emergency medications? §43.07(b)(4)	
Safety and Health		Do you have an up-to-date, comprehensive written safety plan on-site? §43.07(a)	
		Do you have on-site, required medical records, including immunization records and documentation of medical exams, of all the children in your care? §43.17(d)	
		Do you keep a daily attendance record of all the children in your care? §43.19(a)	
		Do you check daily on the health of all the children in your care? §43.19(b)	
		Do you have an adequate area to separate children who are sick? §43.07(b)(4)	
		Do you keep a written emergency evacuation plan, with emergency and general contact information, on-site? §43.07(b)(8)	
Safety and Health		Do you have at least two unexpired epinephrine auto-injectors with retractable needles on-site that are stored away from the children and have not expired? §43.21(c)(1)	
		Do you have a complete first aid kit that is accessible but out of the children's reach? §43.21(d)	
		Do you maintain an incident log of illnesses, accidents, epinephrine administrations, and sustained injuries in a form approved by the New York City Department of Health and Mental Hygiene? §43.21(e)	
Hygiene Practices		Do staff and the children in your care wash their hands thoroughly after visiting the toilet, after diaper changing, after contact with any child who is sick, after playing outdoors and before handling food? §43.20(a)	
		Are there clearly posted handwashing signs at each toilet and at each sink in the child care service area? §43.20(b)	
		Do you prohibit smoking of tobacco or other substances in all child care service areas, both indoors and outdoors? §43.20(g)	
Maintenance		Are all indoor and outdoor areas clean and in good repair? §43.01(g)(16)	
		Are all furnishings clean, in good repair and secured or anchored to prevent tipping over? §43.23(c)	
		Are hallways, stairs and exits clear of obstacles at all times? §43.01(g)(7)	

	Y/N		Y/N
Maintenance		Are approved window guards present in all windows except the fire-escape windows? §43.24(b)	
		Is the outdoor play equipment well-maintained and free of hazards? §43.01(g)(16)	
		Are radiators equipped with adequate protected guards? §43.22(d)	
Fire Safety		Are cleaning products, such as detergent and bleach, stored in a place that is not accessible to the children? §43.01(g)(8)	
		Do all exits have clear and visible exit signs posted? §43.22(a)	
		Do you have working, unexpired and inspected fire extinguishers? §43.22(b)	
Fire Safety		Are the facility and its property free of electrical, chemical, mechanical and other hazards? §43.22(e)	
		Do you have working carbon monoxide and smoke detectors with clear and loud alarms? §43.22(f)	
Food Safety		Is all served food prepared and stored safely (according to Article 81 of the Health Code)? §43.01(g)(11)	
		Is milk stored below 41 degrees Fahrenheit and used by the expiration date? §81.09(a)	
		Are dry foods stored in insect-proof and rodent-proof containers? §81.24(a)	
		Are utensils, dishes and other materials used in food preparation cleaned and sanitized after use or discarded? §81.29	

