

DAILY SELF-INSPECTION CHECKLIST FOR GROUP CHILD CARE PROGRAMS

This checklist will help make sure your child care program is in compliance with Article 47 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. This checklist covers many, but not all, requirements for group child care programs. For a complete description of all requirements described in Article 47, visit nyc.gov/health and search for **Health Code**.

	Y/N		Y/N			
Staffing and Child Supervision	Does your program have a qualified Education Director on-site during child care hours? §47.13		Safety and Health	Do you have at least two epinephrine auto-injectors with retractable needles on-site that are stored away from the children and have not expired? §47.29		
	Are the number of children present NOT more than the capacity number on your permit? §47.05			Do you have a complete first aid kit that is accessible but out of the children's reach? §47.29		
	Do staff on-site have the required qualifications? §47.13, §47.15, §47.17			Do you maintain a medication administration log? §47.31		
	Do staff on-site have the required, up-to-date criminal justice and child abuse clearances? §47.19			If your program is approved to administer medication, do you have a medication storage area that is clean and not accessible to the children, with refrigerated medications kept separate from foods? §47.31		
	Does your program have the required staff-to-child ratios? §47.23			Hygiene Practices	Do your 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? §47.35	
	Does a qualified staff person have a clear line of sight of all the children at all times? §47.23				Do handwashing sinks have liquid soap dispensers and paper towels or sanitary dryers that are accessible to the children? §47.43g	
	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? §47.23, §47.29				Are there clearly posted handwashing signs at each toilet and at each sink in the child care service area? §47.35	
Safety and Health	Do you have an up-to-date, comprehensive written safety plan on-site? §47.11		Are disposable covers used in the diaper changing areas, and are they changed after each use? §47.43			
	Do you have on-site, required medical records, including immunization records and documentation of medical exams, of all the children in your care? §47.25		Is there a diaper disposal container next to the diaper changing area; does it have a tight-fitting lid and plastic liners; and is disinfectant provided? §47.43			
	Do you keep a daily attendance record of all the children in your care? §47.27		Do staff who are changing diapers wear disposable gloves? §47.43			
	Do you check daily on the health of all the children in your care? §47.27					
	Do you have an adequate area for keeping separate children who are sick? §47.27					
	Do you keep a written emergency plan, with emergency and general contact information, on-site? §47.29					

	Y/N		Y/N		
Hygiene Practices	If you have potties in the toilet areas, are they properly washed and disinfected after each use? §47.43		Food Safety	Is drinking water always available and accessible to the children, and if used, is the bubbler fountain well-maintained? §47.61	
	Is there a change of clothes available so that any child who soils clothing may be changed? §47.35			Is all served food prepared and stored safely (according to Article 81 of the Health Code)? §47.61	
	Do you have a clean sheet and Health Department-approved cot or other sleeping arrangement for each child who spends more than four hours in your care? §47.55			Is milk stored below 41 degrees Fahrenheit and used by the expiration date? §47.61	
	Do you prohibit smoking of tobacco or other substances in all child care service areas, both indoors and outdoors? §47.35			Are dry foods stored in insect-proof and rodent-proof containers? §47.61	
Maintenance	Do you prohibit smoking of tobacco or other substances in all child care service areas, both indoors and outdoors? §47.35		Are utensils, dishes and other materials used in food preparation cleaned and sanitized after use or discarded? §47.61		
	Are all indoor and outdoor areas clean and in good repair? §47.47, §47.49		Child Development	Do your program's activities promote the physical, intellectual and emotional well-being of the children in your care? §47.67	
	Are all furnishings clean and in good repair? §47.55			Do you have a behavior-management policy posted? Are hitting, threatening and humiliating the children prohibited? Are the children comforted when in distress? §47.67	
	Are trash and garbage stored in rodent-proof containers with tight-fitting lids? §47.49			Do you maintain a written, daily schedule that includes indoor and outdoor activities, meals, rest periods and opportunities for learning? §47.67	
	Is the facility free of rodents, insects and other pests, and free of conditions that may attract pests? §47.51			If your program cares for infants, do you provide a safe sleep environment, and place infants on their backs to sleep? §47.67	
	Are hallways, stairs and exits clear of obstacles at all times? §47.41			Physical Activity	Does your program provide at least 60 minutes of daily physical activity for children 12 months and older, of which at least 30 minutes is structured and guided for children 3 years and older? §47.71
	Are approved window guards present in all windows except the fire-escape windows? §47.41		Is the play equipment age-appropriate and designed to support physical and motor development? §47.71		
	Are entrances and exits monitored and secured? §47.41		Do you have daily, scheduled outdoor play (except when the weather is bad)? Are the children dressed appropriately when playing outdoors? §47.71		
	Is the outdoor play equipment well-maintained and free of hazards? §47.47		Do you prohibit television and video viewing for children under 2 years, and do you limit viewing to 30 minutes of educational programming per week for children 2 years and older? §47.71		
Fire Safety	Are cleaning products, such as detergent and bleach, stored in a place that is not accessible to the children? §47.49		Do you make sure that the children do not sit without physical activity for more than 30 minutes at a time, except during scheduled rest or naptime? §47.71		
	Do all exits have clear and visible exit signs posted? §47.59				
	Do you have working, unexpired and inspected fire extinguishers? §47.59				
	Are the facility and its property free of electrical, chemical, mechanical and other hazards? §47.59				
Do you have working carbon monoxide and smoke detectors with clear and loud alarms? §47.59					