



## Fundamental Care & Quality for Registered Family Child Care Homes Check List

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_ Registration Expiration Date: \_\_\_\_\_

Number of children present  Number of children enrolled

All background screenings are complete and current for all members of the

household: Yes  No

# 1. INDOOR SPACE AND FURNISHINGS

## A. Amount of Space for Children

Relates to the usable space for every child, including infants. Usable space means space in which a child can crawl, walk, play and have activities without encountering obstacles. Inaccessible space such as that taken up by a coffee table, a teacher's desk or TV console cannot be included as useable child care space.

- \_\_\_\_\_ **Adequate** - at least 40 Sq. Ft.
- \_\_\_\_\_ **Needs Improvement** - at least 35 Sq. Ft.
- \_\_\_\_\_ **Inadequate** - less than 35 Sq. Ft.

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

## B. Clean and Well Maintained Space

All surfaces within, and related to, the child care space is clean and sanitized daily, and after messy activities or any incident that soils or otherwise contaminates those surfaces. Toys, child care equipment and materials related to the child care environment are complete (ex. puzzles have all pieces, toys have all parts, etc.) and in good working order, clean, and undamaged.

- \_\_\_\_\_ **Adequate** - All surfaces and equipment clean and in good repair
- \_\_\_\_\_ **Needs Improvement** - Some surfaces and equipment need cleaning and/or repair
- \_\_\_\_\_ **Inadequate** - All surfaces need cleaning and/or repair

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

## C. Amount of Furniture

1. Enough child sized table space to accommodate the number of children currently enrolled
2. Enough child sized chairs to accommodate the number of children currently enrolled
3. An area rug of not less than 10 Sq. Ft
4. Enough low open shelves to accommodate toys and games for the children
5. Accommodations for each child belongings

- \_\_\_\_\_ **Adequate** - Provider has all of the above furniture
- \_\_\_\_\_ **Needs Improvement** - Provider has at least items 1, 2, & one or two more items on the list
- \_\_\_\_\_ **Inadequate** - Provider does not have items 1 or 2

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
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Score 10	Score 5	Score 0
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**D. Furniture Clean and Well Maintained**

All furniture to be used by children under care is clean, safe and does not need repair.

- \_\_\_\_\_ **Adequate** - All furniture is clean and in good repair
- \_\_\_\_\_ **Needs Improvement** - Most furniture is clean and in good repair
- \_\_\_\_\_ **Inadequate** - Most furniture needs to be cleaned, repaired, or replaced and can cause harm or may affect the health of children under care

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
Score 10	Score 5	Score 0

**E. Space Free of Hazardous Materials**

1. Electrical outlets covered at all times
2. Electrical cords not accessible at any times
3. Indoor area free of litter, nails, glass, and other hazards
4. Cleaning supplies and flammable, poisonous, toxic or hazardous materials are labeled and locked away at all times
5. Knives or sharp tools are stored in a location not accessible to a child
6. Stove top is not accessible to children and the oven is locked

- \_\_\_\_\_ **Adequate** - In compliance with all of the above items
- \_\_\_\_\_ **Needs Improvement** - In compliance with at least 5 of the above items
- \_\_\_\_\_ **Inadequate** - In compliance with fewer than 4 of the above items

**IMPORTANT: IF ONE OF THESE ITEMS IS OUT OF COMPLIANCE THE CORRECTIONS ARE DUE IMMEDIATELY AND A FORMAL REPORT TO DCF AND THE COALITION MUST BE SENT THE SAME DAY OF THE OBSERVATION.**

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
Score 10	Score 5	Score 0

**F. Bathroom Area is Clean and Well Maintained**

The bathroom area that is used by children is clean and safe and does not need repair. The following items are available, accessible, clean and in good repair:

1. Toilet
2. Sink
3. Toilet paper (on individual roll holder)
4. Liquid soap
5. Paper towels
6. Step stool
7. Hands-free trash can

\_\_\_\_\_ **Adequate** - All (1, 2, 3, 4, 5, 6 & 7) items are available, accessible, clean and in good repair

\_\_\_\_\_ **Needs Improvement** - Most (1, 2, 3, 4, & 5) items are available, accessible, clean and in good repair

\_\_\_\_\_ **Inadequate** - Items 1,2,3,4 & 5 are not accessible, clean and in good repair

Adequate	Needs Improvement	Inadequate
Score 10	Score 5	Score 0

## G. Diapering Area is Clean and Well Maintained

Items to be checked:

1. Diapering area is clean
2. Safe to be used for infants and toddlers
3. Does not needs repair
4. Surface of the changing area must be impermeable
5. Sanitized after each diaper is changed; solution stay on surface more than 10 seconds
6. Bleach and water solution used to sanitize changing table
7. Diapers disposed of in a hands-free covered can
8. No materials placed on changing surface at any time.

\_\_\_\_\_ **Adequate** - All items

\_\_\_\_\_ **Needs Improvement** - 1, 2, 3,4,5,6 & 8

\_\_\_\_\_ **Inadequate** - 1, 2, 3, 4, or 5 are not met.

Adequate	Needs Improvement	Inadequate
Score 10	Score 5	Score 0

## 2. CHILD CARE ENVIRONMENT

### A. Lesson Plans Posted and Followed

1. Current lesson plans are posted
2. All domains of child development are included
3. Plans show developmentally appropriate activities for each age group
4. Lesson plans are dated in ink
5. There is evidence of the lesson plans being followed

\_\_\_\_\_ **Adequate** - complies with all of the above items

\_\_\_\_\_ **Needs Improvement** - 1, 2, 3 & 5 are followed

\_\_\_\_\_ **Inadequate** - 1, 3, or 5 are not followed.

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**B. Schedule Posted and Followed**

1. A balanced schedule is posted and is followed
2. A pictorial schedule is posted for children to see and understand (when appropriate)
3. The written schedule resembles what the child experiences on a given day
4. Transitions between activities do not require children to wait longer than 3 minutes without being actively engaged
5. The schedule includes a minimum of 1 hour of daily outside play

- \_\_\_\_\_ **Adequate** - complies with all of the above items  
 \_\_\_\_\_ **Needs Improvement** - complies with items # 1, 3, 4 & 5  
 \_\_\_\_\_ **Inadequate** - Does not complies with items # 1, 3, 4, or 5

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**C. Toys Clean and Well Maintained**

All toys to be used by children under care are clean, safe and in good repair

- \_\_\_\_\_ **Adequate** - All toys are clean and in good repair  
 \_\_\_\_\_ **Needs Improvement** - Most toys are clean and in good repair  
 \_\_\_\_\_ **Inadequate** - Few toys are clean and in good repair

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**D. Amount of Developmentally Appropriate Toys for Each Age Group**

Each age group represented has access to at least 3 toys related to each domain of child development

- \_\_\_\_\_ **Adequate** - each age group represented has access to at least 3 toys related to each domain of child development  
 \_\_\_\_\_ **Needs Improvement** - each age group represented, has access to at least 2 toys related to each domain of child development.  
 \_\_\_\_\_ **Inadequate** - each age group represented has access to less than 2 toys related to each domain of child development.

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

### E. Materials Used by Children are Accessible

All children in care have accessibility to toys and materials for their age most time of the day. Accessibility means toys must be in reach and able to be used.

\_\_\_\_\_ **Adequate** - All toys and materials are accessible 90% time.

\_\_\_\_\_ **Needs Improvement** - All toys and materials are accessible 75% of the time

\_\_\_\_\_ **Inadequate** - All toys and materials are accessible for less than 75% of the daily schedule

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

### F. Children are Free to Choose from a Variety of Activities

Children are active, not passive learners. Children are able to make choices.

All children have the opportunity to make their own choices to play with the materials, areas and friends they want to. The provider has a variety of activities to offer.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities
- Activity Choice chart

\_\_\_\_\_ **Adequate** - Most of the time (90% of the time)

\_\_\_\_\_ **Needs Some Improvement** - Sometimes (minimum of 70% of the time)

\_\_\_\_\_ **Inadequate** - Rare (Less than 70 % of the time)

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

### G. Safe Sleep Environment for Infants

Babies always sleep on their backs. Babies must be safe in their crib without pillows, stuffed animals, toys, etc.

\_\_\_\_\_ **Adequate** - Always

\_\_\_\_\_ **Needs Improvement** - 90% of the time

\_\_\_\_\_ **Inadequate** - Less than 90 % of the time

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

### H. Infants are out of Cribs, Playpens, Carriers, Infant Seats while awake

Non-mobile infants are placed in view of other children and periodically moved to allow for social interaction (This is observed during waking hours.) Babies have a safe and textured environment in which to explore. Opportunities for floor/ tummy time for non-mobile infants and mobile infants that crawl or walk must be provided.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities

\_\_\_\_\_ **Adequate** - 90% of the time  
 \_\_\_\_\_ **Needs Improvement** - at least 70% of the time  
 \_\_\_\_\_ **Inadequate** - Less than 70 % of the time

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**Full score will be recorded if no infants are in care**

**I. Provider Talks to Children frequently during the day.**

Provider’s voice is calm, responds to children’s questions with meaningful answers, talks with children about what they are doing and asks open ended questions.

Examples: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **Adequate** - 90% of the time  
 \_\_\_\_\_ **Needs Improvement** – 70% of the time  
 \_\_\_\_\_ **Inadequate**- Less than 70 %

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**J. Provider Reads to Children in Large Group and in Small Groups Every Day.**

Developmentally appropriate books are read to children in large groups and in small groups every day.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations

- Activities

\_\_\_\_\_ **Adequate** - Provider reads to children every day in large and small groups  
 \_\_\_\_\_ **Needs Improvement** - Provider reads to children every day in small groups and at least 4 days a week in large group  
 \_\_\_\_\_ **Inadequate** - Provider reads to children 4 or less days a week in small groups and less than 4 days a week in large group

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**K. Fine and Gross Motor Activities are Planned and Implemented**

Evidence of developmentally appropriate activities for both fine and gross motor activities are planned and executed every day.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities (inside/outside)
- Displays
- Portfolio

\_\_\_\_\_ **Adequate** - Planned and executed every day of the week  
 \_\_\_\_\_ **Needs Improvement** - Planned and executed at least 3 days a week  
 \_\_\_\_\_ **Inadequate** - Planned and executed less 3 days a week

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**L. Art activities Planned and Implemented**

Art center has enough developmentally appropriate materials for children to freely express themselves. Children are allowed to do so during the daily routine.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities
- Art work posted
- Portfolios

\_\_\_\_\_ **Adequate** - Materials accessible. Evidence of art expressions displayed in the classroom. Activities are implemented at least 5 days a week  
 \_\_\_\_\_ **Needs Improvement** - Materials accessible. Evidence of art expressions displayed in the classroom and activities implemented at least 4 days a week  
 \_\_\_\_\_ **Inadequate** - Less than 4 implemented activities and/or inaccessibility of materials

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**M. Music Activities Planned and Implemented**

Music center has enough developmentally appropriate materials for children to freely express themselves. Children are allowed to do so during the daily routine.

Evidence can be found in:

- o Lesson plans
- o Schedules
- o Observations
- o Activities
- o Number of Musical Instruments
- o CD's & CD player

\_\_\_\_\_ **Adequate** - Musical instruments accessible and activities implemented for at least five days a week

\_\_\_\_\_ **Needs Improvement** - Musical instruments accessible and activities implemented for at least four days a week

\_\_\_\_\_ **Inadequate** - Less than four activities implemented and/or inaccessibility of musical instruments

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**N. Block Activities Planned and Implemented**

3 sets of age appropriate blocks and 3 different sets of age appropriate accessories are available for the children to freely build and play. Children are allowed to do so during the day.

Evidence can be found in:

- o Lesson plans
- o Schedules
- o Observations
- o Activities

\_\_\_\_\_ **Adequate** - Block and block accessories are accessible and activities planned for at least three days a week

\_\_\_\_\_ **Needs Improvement** - Block and block accessories are accessible and activities planned for at least two days a week

\_\_\_\_\_ **Inadequate**- Block and block accessories are accessible and activities planned for less than two days a week

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**O. Dramatic Play Activities are Planned and Implemented**

Twenty five (25) pieces of age appropriate dramatic toys and equipment are accessible for the children to freely dramatize and play. Children are allowed to do so during the day.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities

\_\_\_\_\_ **Adequate**- Dramatic toys and equipment are accessible and activities planned at least three days a week

\_\_\_\_\_ **Needs Improvement**- Dramatic toys and equipment are accessible and activities planned at least two days a week

\_\_\_\_\_ **Inadequate** – Dramatic toys and equipment are accessible and activities planned less than two days a week

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**P. Math and Science Activities are Planned and Implemented**

Six (6) age appropriate Math and Science books, six (6) materials and six (6) games are accessible for the children to experiment and play. Children are allowed to do so during the day.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities

\_\_\_\_\_ **Adequate** - Math and Science materials are accessible and activities planned for every day

\_\_\_\_\_ **Needs Improvement** - Math and Science materials and equipment are accessible and activities planned at least three days a week

\_\_\_\_\_ **Inadequate** - Math and Science materials and equipment are accessible and activities planned for less than three days a week

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**Q. Sand and Water Activities Planned and Followed**

Equipment and materials (sand and water containers with sand and water toys) are present.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities

\_\_\_\_\_ **Adequate** - Equipment and materials are present and developmentally appropriate activities are implemented at least three times each week

\_\_\_\_\_ **Needs Improvement** - Equipment and materials are present and developmentally appropriate activities are implemented twice each week

\_\_\_\_\_ **Inadequate** - Equipment and materials are present and developmentally appropriate activities are implemented less than twice each week

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

#### **R. Provider and Children Follow Personal Hygiene Procedures**

1. Provider and children wash their hands before and after each meal or snack
2. Provider and children wash their hands before and after diapering or use of toilet
3. Provider and children wash their hands when coming from outside
4. Provider and children wash their hands before and after messy activities or sand and water play
5. Provider and children use liquid soap and water to wash their hands

\_\_\_\_\_ **Adequate** - All of the above items are observed

\_\_\_\_\_ **Needs Improvement** - Most of the above items (1, 2, 3 & 4) are observed

\_\_\_\_\_ **Inadequate** - Items 1, 2, 3 and/or 4 are not observed

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

#### **S. The Use of TV and Computer is Limited to a Half an Hour Daily**

The TV and/or computer is used the amount of time specified above and the programs are developmentally appropriate for the age of children in care. No violence or sex related programs are allowed.

If the programs children are watching on TV or using on the computer are not developmentally appropriate check **Inadequate**.

\_\_\_\_\_ **Adequate** - Half hour or less of TV is available to children

\_\_\_\_\_ **Needs Improvement** - 45 minutes of TV is available to children

\_\_\_\_\_ **Inadequate** - More than 45 minutes of TV is available to children

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

### 3. OUTDOOR PLAY AREA

#### A. Amount of Space for Children to Walk, Run, Play and Jump

- \_\_\_\_\_ **Adequate** - 50 Sq. Ft. or more per child  
 \_\_\_\_\_ **Needs Improvement** - At least 45 sq. feet per child  
 \_\_\_\_\_ **Inadequate** - Less than 45 sq. feet per child

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

#### B. Play Area is Clean and Well Maintained

All surfaces within and related to the play area space are clean. The toys, play area equipment and materials related to the child care environment are kept complete clean, and undamaged.

- \_\_\_\_\_ **Adequate** - All surfaces and equipment are clean and in good repair  
 \_\_\_\_\_ **Needs Improvement** - 80% of all surfaces /equipment are clean and in good repair  
 \_\_\_\_\_ **Inadequate** - Less than 80% of all surfaces are clean and in good repair

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

#### C. Amount of Toys for Outside Play

- \_\_\_\_\_ **Adequate** - At least 3 age appropriate toys or materials available for each child  
 \_\_\_\_\_ **Needs Improvement** - At least 2 age appropriate toys or materials available for each child  
 \_\_\_\_\_ **Inadequate** - less than 2 age appropriate toys or materials available for each child

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

#### D. Protective Surface in Fall Areas

- \_\_\_\_\_ **Adequate** - 9 or more inches in all fall areas higher than 18 inches  
 \_\_\_\_\_ **Needs Improvement** - At least 8 inches in all fall areas higher than 18 inches  
 \_\_\_\_\_ **Inadequate** - less than 8 inches in all fall areas higher than 18 inches

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**E. Planned Activities for Outdoor Play**

Evidence of developmentally appropriate outdoor play activities are planned and executed every day.

Evidence can be found in:

- Lesson plans
- Schedules
- Observations
- Activities

- \_\_\_\_\_ **Adequate** - Planned and executed twice daily
- \_\_\_\_\_ **Needs Improvement** - Planned and executed at least every day
- \_\_\_\_\_ **Inadequate** - Planned and executed less than five times a week

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**F. Provider is Involved With Children’s Games**

Provider supervises and interacts with children during outdoor games and activities.

- \_\_\_\_\_ **Adequate** - 90% of the time
- \_\_\_\_\_ **Needs Improvement** - 60% of the time
- \_\_\_\_\_ **Inadequate** - Less than 60 % of the time

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

**4. NUTRITION**

**A. Meals are Served According to Children Needs**

All children are satisfied during activity time and routines, not asking for food or drinks. If requested provider makes arrangements to satisfy child or children. Breakfast, snacks and lunch are less than 2 ½ hours apart.

Evidence can be found in:

- Schedule
- Observation
- Menus

\_\_\_\_\_ **Adequate** - No meal is served more than 2½ hours apart and additional food/drink is given as requested

\_\_\_\_\_ **Needs Improvement** - Meals are served 2½ hours apart and extra drinks are given but not food

\_\_\_\_\_ **Inadequate** – Does not comply with the above schedule

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

## **B. Food is Balanced, Nutritious and Portions are Sufficient**

Food served follows the guidelines of the food pyramid, child care food program, and/or the DCF food program. The menu is posted.

\_\_\_\_\_ **Adequate** - Always

\_\_\_\_\_ **Needs Improvement** - 80% of the time

\_\_\_\_\_ **Inadequate** – less than 80% of the time

<b>Adequate</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
<b>Score 10</b>	<b>Score 5</b>	<b>Score 0</b>

## **Score and Improvement Plans for 2010-2011**

**330 to 221**            **Adequate.**    Offer the Let's Get Licensed Program

**220 - 111**            **Needs Improvement.** Action plan including attending at least one curriculum training, one health and safety and one make-and-take program and completion of Fundamental Care Review with documented evidence of a sufficient point improvement to be sent to ELCOC within 90 days of the review.

**110 and less.**        **Inadequate.** Provider placed on Provisional Status. Action plan including attending at least one curriculum training program, one health and safety, one make-and-take and one DAP training and completion of Fundamental Care Review with documented evidence of a sufficient point improvement to be sent to ELCOC within 90 days of the review.

### **Notes:**

Documentation may include:

Copies of training certificates, pictures, receipts, forms, paper work, lesson plans, schedules, menus, etc.

All Action Plans will be reviewed and a follow-up assessment will take place twice each year.



