

Site: _____ Teacher _____ Manager _____											
Ex. Director: Dr. Kathy Guajardy		Date: ____/____/____		AM		Noon		End of Day		Comments	
		Yes	No	Yes	No	Yes	No				
Child and Staff Ratios											
Child and Staff Ratio maintained (1 caregiver to 4 infants/toddlers) (48a)											
All Children are directly supervised at all times (48e)											
Program has a written policy to correct inadequate ratios (48f)											
Naptime/Rest Periods											
Children's faces and head are free from covering (53c(4))											
Cots/Cribs are spaced a minimum of three feet apart											
An activity is provided for awake children after 30 minutes of rest (53f)											
Count number of children											
Check different rest areas to ensure no child left behind											
Health & Safety											
All equipment and materials are safe for children and free of sharp edges (63i)											
Hazardous articles and cleaning equipment are inaccessible to children (100e,f)											
Children's medications are locked, have a current prescription and are in the original container (88)											
Medication has child's name, dosage, expiration date, frequency, route and duration (88)											
Outlets and cable wires are covered and out of reach of children (101)											
Food											
Children eat promptly when they sit down (79g)											
Meals are served during regular mealtimes according to CACFP guidelines (78a)											
Food personnel and staff wear aprons or smocks, food gloves, and hair restraints while in the kitchen and while serving or preparing food or bottles (98f)											
Personal Hygiene											
Caregivers wash hands before and after each child care duty (98)											
Toilet paper is dispensed at each toilet and paper towels are dispensed in a sanitary manner (113)											
Building Maintenance											
Premises in clean, neat, orderly, and sanitary conditions (99i)											
Staff											
Written attendance records (45) (Attendance book, CACFP Attendance)											
Infant/Toddler Program Activities											
A daily record sheet is maintained for each child (122a)											
Infant/Toddler Food											
Children wash hands before and after meals											
Bottles are labeled with name, date, and time prepared (135g)											
Caregivers wash their hands before feeding children (134i, 140B)											
Adults sit at the table to supervise toddler meals (140m)											
Breast milk procedure followed: sterile bottle/bag, single serving size, stored @ 41 degrees F, labeled with child's name, date, and time collected (136)											
Breast milk is used within 48 hours of the time expressed (136 f)											
Appropriate food served to infants and toddlers (139/140)											
Rest Periods for Infants											
Crib bedding changed when soiled or daily at minimum (1410)											
Floor coverings is easily cleaned (143d)											