

Site: _____		Teacher _____		Manager _____						
Ex. Director: Dr. Kathy Guajardo	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)										