

Site: _____		Teacher _____		Manager _____			
Ex. Director:	Dr. Kathy Guajardy	Date:	____/____/____	AM	Noon	End of Day	Comments
				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)							