



Indoor Environment

- All electrical outlets are covered. Safety plugs do not fit into a toilet paper tube.
- Adult scissors, kitchen shears and other sharp or pointed objects are stored out of the reach and out of sight of children (not on the counter, tables, etc.).
- Tables and chairs are not stacked while children are present.
- Furniture and equipment are in good repair (check for broken toys, accessories, etc.). Hardware in furniture/equipment is recessed and securely fastened. Furniture has no sharp edges at a child's eye level.
- Plastic containers used for toys are checked for cracks/sharp edges.
- Small magnets that could be swallowed are not used by children under 6 years old.
- To minimize the risk of lead-contaminated toys: the CPSC website www.cpsc.gov is checked for recalled toys; non-brand toys, toys from discount shops/private vendors, old toys, toys with chipping paint, and costume jewelry are not accessible to children.
- For children under 3 years of age, strings/cords on toys are 12" or shorter; straps on hats and guitars are removed; purses/bags have short straps or are tied to prevent strangulation.
- For children under 3 years of age, toys/objects are larger than 1¼" in diameter and 2¼" in length. Round objects are 1¼" or larger. Use toilet paper tube to measure.
- Window cords are tied up/out of reach to prevent strangulation.
- Uncooked red kidney beans are not accessible to children.
- Water that may be in direct contact with children is no more than 120 degrees F.
- Button batteries are not accessible to children.
- Staff members check each classroom to look for safety hazards and to make sure supplies are stocked before the children arrive.
- Homemade playdough is dated and discarded after one week. The table is sanitized before/after using any modeling material (playdough, clay, play foam, putty, etc.). Children wash their hands before/after use.
- Hot liquids/food are kept out of the reach of children.
- Providers do not step over gates. Never if carrying a child.
- Climbing equipment (including slides) indoors is 18" or lower in height. Equipment is placed in an open area to provide a clear fall zone. Equipment is not placed on concrete or other hard surfaces.
- No plastic bags, foam, or Styrofoam objects are accessible to children under 3 years of age.
- All art supplies state they conform to ASTM D 4236. For best practice, all art supplies have the "AP" seal from the ACMI. See www.acmiart.org for more information.

Yes	No	N/A	Notes

Indoor Environment Continued

There are working latches or safety locks on doors to places that are off limits to children.

Balloons/latex gloves are not accessible to children under 8 years old.

Adult purses, bags and diaper bags are out of reach of children.

Floors are kept dry. Rugs are secure. Toys are picked up after use to prevent tripping/falls. Floors are kept vacuumed and clean.

Furniture is arranged to provide optimal supervision and to allow for clear exits in case of an emergency.

Tall furniture (over 4 feet) is secured to the wall.

Heavy toys/items are stored on lowest shelf.

Items are not stored on top of shelves.

Electrical cords on equipment and appliances are not frayed; cords are secured and/or out of children's reach. This includes phone/iPad chargers.

There are no indoor poisonous plants. See www.poison.org for list of poisonous and non- poisonous plants.

Finger-pinch protection devices are installed wherever doors are accessible to children.

Restrictive equipment is only used for a maximum of 15 minutes, two times per day.

Staples, push pins, thumb tacks are not used to display items within reach of children in infant/toddler rooms.

Safety straps are always used when a child is placed in a piece of equipment (ex. highchairs, swings, Bumbo chairs, etc.), and adjusted to fit each child.

Fans are kept out of the reach of children.

Water tables are emptied and sanitized daily.

Water beads are not accessible to children under 3 years of age

Yes

No

N/A

Notes

Outdoor Environment

Outdoor areas are maintained and are clean and safe; no trash, broken equipment/toys, sharp objects, splinters, glass, animal waste present. Areas are checked daily before children arrive or go outside.

First aid kit, tissues, hand sanitizer and garbage are available.

Outdoor stationary playground equipment is stable and anchored. Equipment does not wobble or tip when shaken or used.

No objects or obstructions are under or around equipment where children might fall.

Climbing equipment is a maximum height for age. One foot of height per year of age of child. (ex. 3 feet for 3-year-olds). Recommended maximum height is 5 feet for children under 5 years of age.

All pieces of outdoor playground equipment over 18" in height are placed over at least 9" of protective surfaces (sand, wood chips, mulch, or approved rubber mats).

All play equipment surfaces are smooth, splinter-free, free from loose-fill materials and dry.

Protective surfaces (sand, wood chips, mulch, or approved mats) under outdoor playground equipment extend at least 6 feet beyond the perimeter of the equipment.

All fixed outdoor playground equipment has a minimum of 6 feet clearance space from walkways, buildings and other structures that are not used as part of play activities.

Openings/spaces on outdoor playground equipment, fences, decks, and handrails are either less than 3½" or greater than 9" wide. If space between slats/railings is 3½" or greater around elevated decks, a protective barrier (ex: netting, lattice, etc.) is used.

The outdoor play area is enclosed with a fence or natural barrier that allows observation of children.

Outdoor fences/barriers have at least two exits.

Outdoor fences/barriers have self-closing gates with self-latching mechanisms that cannot be opened by children.

There are no poisonous plants, trees with berries/seeds/thorns, or mushrooms that could be ingested. See www.poison.org for list.

No water is left standing in buckets or tubs. Wading pools are emptied when not in use and placed upside down.

Sheds are kept locked.

There are no frayed cables, worn ropes, and no chains that could pinch. Ropes are attached on both ends.

Riding toys, wagons, and strollers are in good repair (screws tightened, safety belts working and used, adjusted to fit child.)

Helmets are worn when children use riding toys or wheeled equipment (bikes, trikes, skateboards, scooters, etc.). Helmets are removed when children are no longer using riding toys or wheeled equipment. Helmets are not worn by children under one year of age.

Yes

No

N/A

Notes

Sanitation

Bleach solution or EPA registered product is used for sanitizing & disinfecting and used according to manufacturer's instructions.

If bleach solution is used, it is mixed daily.

Surface/item is cleaned with soap and water if visibly soiled before applying sanitizer or disinfectant.

Chemicals are not sprayed around children.

All surfaces/items are dry before using.

Cleaning products are labeled and stored in their original containers (except bleach solution). Cleaning products and other hazardous products are in locked cabinets or in high cabinets/ places out of children's reach. Cleaning products are kept separate from food and medication in cabinets.

Non-mouthed toys are washed with soap and water weekly.

Mouthed toys are sanitized daily. Toys are washed with soap and water before applying the sanitizer or sanitized in a dishwasher. Toys are dry before use.

Handwashing

A sturdy step stool is provided if needed to ensure children can safely reach the sink for handwashing.

Liquid/foam soap, running water, and disposable towels are always accessible for handwashing. If cloth towels are used, they are separate for each child and used only once before laundering.

Used paper towels are placed in an uncovered garbage.

Recommended handwashing procedures are posted at all handwashing sinks.

Staff review the recommended handwashing procedure with children often and supervise/coach when able.

Providers clean their hands at least at the following times: before bottle/food prep and service, before/after eating, after diapering, after toileting, after handling body fluids (first aid, handling mouthed toys, wiping noses, etc.), after being outside, before/after administering medication, after handling animals/animal food/items, after using chemicals, after handling garbage, when visibly dirty, after applying sunscreen or insect repellent.

Children clean their hands at least at the following times: upon arrival, before/after eating, after diapering/toileting, before/after water play/play dough, after playing outside, after blowing/wiping their nose, after sand play, when visibly dirty, after handling animals/animal food/items, after applying sunscreen or insect repellent.

Hand sanitizers are used only by adults and children over 24 months. Diaper wipes are used to clean hands of children under 24 months.

Hand sanitizers are kept out of reach of children and used with close supervision. Alcohol content is 60% or higher. Hand sanitizer does not contain methyl alcohol/methanol.

Bathroom sinks are disinfected before children wash their hands before eating.

Yes

No

N/A

Notes

Oral Health

All children (over 35 months) brush their own teeth or have their teeth brushed for 2 minutes at least once a day.

Toothbrushes are labeled with child's name and stored properly (bristles up, open to air, not touching, away from toilet.)

Each child has their own toothpaste. If tube of toothpaste is shared, it is placed on a disposable barrier instead of directly on each toothbrush. Toothpaste is not required.

If toothpaste is used, a smear is used for children under 3 years; a pea size amount is used for children 3 years and older.

Toothbrushing is done at a sink that is not used for diapering/toileting or is disinfected before use.

Toothbrushes are replaced every 3 months and if child has had case of strep throat.

A sturdy step stool is provided if needed to ensure children can safely reach the sink for toothbrushing.

Children are closely supervised when toothbrushing.

Healthy Practices

Children are taken outside daily unless weather conditions are extreme.

Windows are opened daily for fresh air.

Children and providers practice proper cough/sneeze etiquette.

Coats and other personal items are stored separately without touching.

Pacifiers are labeled, stored open to air, and separate from diapering area. Pacifiers are cleaned with soap and water, not with chemicals. Nipple is free from tears and fluid.

No chemical air fresheners are used (ex. plug-ins, sprays, diffusers, candles, etc.)

No aerosols are used.

Food Preparation / Eating

No perishable food/beverage is left out of the refrigerator for more than two hours.

Food preparation and eating areas, including counters, tabletops, and highchair trays are cleaned/sanitized before and after food prep/meals. Floors are cleaned/swept after meals/ snacks.

Disposable utensils and Styrofoam cups/dishware are not used with infants/toddlers.

Food is not placed directly on the table or highchair tray. Food is placed on a disposable barrier (ex. napkin) or on dishware. Paper napkins are not used for infants.

Refrigerators have a thermometer and are equal to or less than 40 degrees F. Thermometers are checked daily.

Yes

No

N/A

Notes

Food Preparation / Eating

A current weekly menu of all food and beverages served in the program is posted.

Children under 4 years old are not served food that causes choking. Food is cut into ¼" pieces for infants, ½" for toddlers.

Children are closely supervised and always in sight when they are eating.

Infants are held when given a bottle or within reach. Bottles are never propped. If not held, the infant's head is elevated, and infant can hold his/her bottle.

The sink used for bottle/food prep/service is not used for diapering/toileting or is disinfected before use.

Water used for bottles/drinking is from a sink not used for diapering/toileting, disinfected sink, or bottled water.

All bottles are labeled with the child's name and time prepared/warmed.

Unfinished bottles are discarded after feeding. 1 hour for formula; 2 hours for breastmilk.

Microwaves are not used to heat bottles or infant food.

Breastmilk is heated separately from other bottles in individual containers of warm water or bottle warmer.

The temperature of bottles and food are tested before serving to children.

Children sit when eating or drinking.

If highchairs are used, safety straps are always used and adjusted to fit the child. Tray snaps securely in place.

Water bottles are emptied and washed daily.

Diapering / Toileting

Diapers/Pull-ups are visually checked at least every 2 hours.

Diaper-changing surface is water-resistant, non-absorbent, and free of cracks/tears.

Diaper-changing surface is disinfected after each use.

Soiled diapers are directly disposed of in a plastic bag or in a separate covered garbage. Individual plastic bag is tied and placed in a covered garbage.

Children are not allowed to stand on the diapering surface.

Barrier (mat, diaper pad, paper, etc.) is placed on floor for child to sit on when re-dressing instead of directly sitting on the floor with a bare bottom.

Soiled clothing is placed in a plastic bag after changing and stored for parent pick-up.

Diaper ointment/creams are stored out of the reach of children. Diaper powder is not recommended to use.

Diapering procedure is posted and followed.

Yes

No

N/A

Notes

Diapering / Toileting Continued

Providers always keep hand on child and never step away from child during diapering.

Providers are aware when children use the toilet independently; providers stay close by in case a child needs assistance.

Providers monitor bathroom(s) to ensure supplies are stocked, toilet seats are unsoiled, and toilets are flushed.

Bathroom is safety proofed if children use the bathroom independently.

Medication Administration

Medications are stored out of the reach and sight of children; medications are in their original container and labeled with the child's name.

Over-the-counter medications are given with written instructions and permission from the child's parent/guardian (to reduce the likelihood of a parent lawsuit, it is recommended to obtain written instructions and permission from a health care provider and the child's parent/guardian). Medication is given according to the instructions on the label.

Prescription medication is given with written instructions and permission from a health care provider and the child's parent/guardian. The label on the prescription medication can serve as the written instructions and permission from the health care provider.

Written parental permission is obtained before applying any product to a child. Examples of over-the-counter products: sunscreen, insect repellent, diaper cream/ointment, lotion, etc.

Sleeping / Napping

All infants under 12 months are placed completely flat on their backs for sleep.

Infant sleep permission forms are posted in the infant room for staff to see.

Infants sleep only in safety approved cribs/pack n plays with a tight-fitting firm mattress (for pack n plays, only the manufacturer's pad is used), mattress/pad lays flat and meets on all 4 corners of frame, not in any other equipment (swing, bouncer, car seat, etc.).

No soft bedding/items are accessible to infants under 12 months in their sleeping area.

Infants' heads/faces are always uncovered.

Infants are not swaddled and swaddle sleep sacks are not used once an infant shows signs of attempting to roll.

Bibs, hooded clothing, necklaces (including teething), headbands and hats are removed.

Infants do not sleep with blankets. *Written parental permission required to use blanket.

Pacifiers are not clipped to clothing or attached to stuffed items.

Properly fitting fitted sheets are used for cribs and pack n plays. Mattress/pad maintains shape when fitted sheet is used. If the sheet doesn't fit properly, the pack n play is used without a sheet.

Yes

No

N/A

Notes

Sleeping / Napping Continued

Sheets are laundered weekly, sooner if soiled. If crib/pack n play is used for more than one child, sheets are changed between users, or the pad is cleaned with soap and water if a sheet is not used in a pack n play.

Infant monitor is used if provider is unable to remain in the same room with the children when sleeping. All infants are visually checked every 10-15 minutes.

Cribs/pack n plays are spaced 2 feet apart if infant can pull up to standing. 2-foot aisles are provided and kept clear. For best practice, cribs/pack n plays are spaced 3 feet apart.

Weighted items (blanket, vest, sleep sack, stuffed item, etc.) are not allowed.

Sleep sacks are not allowed once a child is no longer in a crib/pack n play.

Nap mats/cots are spaced 3 feet apart, separated by a solid barrier, or alternated head to feet.

Nap items are stored separately for each child.

Nap items (blankets, pillows, stuffed toys) are laundered weekly, sooner if soiled.

Infants do not use blankets. Written parental permission is required to use blanket. If allowed, blankets are placed only nipple high.

Nap mats/cots are cleaned with soap and water daily if not labeled, weekly if labeled, between children. Disinfected if soiled with blood, vomit, or urine/poop.

Special Needs

All children with diagnosed special health needs have a current care plan signed by a health care provider and parent/guardian, as well as a release of information form signed by parent/guardian. *Licensing allows a care plan be signed by a parent.

Each care plan is reviewed by all staff and renewed at least yearly.

Emergency medication (ex. EpiPen) and equipment along with the child's care plan are always available at the child care program and when the child is taken off site during child care hours. All staff know where items are kept.

Emergency medication is stored out of reach of children and unlocked to ensure quick administration. A copy of the care plan is always kept with the emergency medication for reference.

All staff are aware of children with special needs. Children's pictures are posted to ensure identification.

Yes	No	N/A	Notes
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Emergency Preparedness

Emergency disaster plan is posted.

Fire evacuation cribs are available.

An operating flashlight is available for use in case there is a power failure. Extra batteries are available if needed.

Emergency procedures/map are posted for fire and tornado in each classroom. Practice drills are held and recorded each month.

Lockdown and lockout procedures are posted and all staff are aware of procedures.

There is a working telephone easily accessible (preferable in each room). Parents' and other emergency numbers are up-to-date and posted by the phone.

Children wear shoes at all times in case of fire/emergency evacuation.

First aid kit available in each room and appropriately stocked. Kit is portable so it can be taken outside/on field trips.

First aid kit and phone are taken outside or on a field trip in case of an emergency.

Emergency preparedness kit (diapers, food, activities, etc.) is stocked and ready to go in case of an emergency.

Yes	No	N/A	Notes

Adapted from: CCHP Health and Safety Checklist – Revised, CCHP, 2005.

Child Care Health & Safety Daily Checklist, Early Childhood Center Indiana Institute on Disability and Community Quality Inclusive Child Care Checklist, CCHP, 2008.

CFOC, 4th Edition, 2019

Form provided by Child Care Aware® of North Dakota Health & Safety Specialists.

Revised January 2025

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