## **Identifying Information**

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| PROGRAM’S LEGAL NAME           | County           |
| PROGRAM DBA, IF ANY           |  Regional Office          |
| SITE ADDRESS & SITE PHONE NUMBER       | INSPECTED BY      |
| AGES SERVED[ ]  0-2 years [ ]  5-12 years [ ]  3 years [ ]  13+ years[ ]  4 years **Total capacity:** | Date      /       /       | ARRIVAL TIME     :            | [ ]  AM [ ]  PM | DEPARTURE TIME     :            | [ ]  AM[ ]  PM |
| REASON(S) FOR INSPECTION[ ]  Initial [ ]  Follow up[ ]  Complaint [ ]  Other (specify):      [ ]  Enhanced requirements  |

1. Observe all areas utilized by the child care program, including classrooms, playgrounds, gym, dining room, bathroom, etc. In the table below, identify each area observed and account for all caregiving staff who are present and all children present, by age group.

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| **Classroom Number/****Area** | **Names of Caregiving Staff**  |
|  |  | **Ages** | **# Of Children** |
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| ***Note:*** *Violations of health and safety requirements are recorded in Group Health and Safety Checklist.*  |

1. Notes:

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## **Attendance**

1. A provider must maintain daily attendance records. Such records must be kept current and accurate, be completed when a child arrives and departs and include:
	1. The date of attendance
	2. Arrival and departure times
	3. Notation of full day absences

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|  | **Yes** | **No** |
| 1. Are the attendance records maintained daily?
 | [ ]  | [ ]  |
| 1. Are the attendance records current (up-to-date)?
 | [ ]  | [ ]  |

* 1. **Group Enrollment Health and Safety Requirements**

For each item that is not in compliance, the inspector must record in the “observations” section what exactly the inspector observed that constitutes a violation and statements made by the on-site director regarding the violation.

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| **Requirement** | **Compliant?** |
| There must be two separate and remote ways to escape in an emergency. |  Yes [ ]  No [ ]  |
| Rooms for children must be well-lit and well-ventilated. Heat, ventilating and lighting equipment must be adequate for the protection of the health of the children. |  Yes [ ]  No [ ]  |
| Adequate and safe water supply and sewage facilities must be provided and comply with State and local laws. Hot and cold running water must be available and accessible at all times.  |  Yes [ ]  No [ ]  |
| Paint and plaster must be in good repair and there must be no danger of children putting paint or plaster chips in their mouths or of it getting into their food. |  Yes [ ]  No [ ]  |
| Stairs, railings, porches and balconies must be in good repair. |  Yes [ ]  No [ ]  |
| Buildings systems and equipment must be kept in good repair and operate as designed.  |  Yes [ ]  No [ ]  |
| Evacuation drills must be conducted at least monthly with the children during the hours that the children are in care. The provider must maintain a written record of the evacuation drills on-site.  |  Yes [ ]  No [ ]  |
| Operating carbon monoxide detectors and smoke alarms must be located and operating in accordance with New York State Uniform Fire Prevention and Building Code or other applicable fire prevention and building codes when the Uniform Code of New York State is not applicable.  |  Yes [ ]  No [ ]  |
| Children must never be left unsupervised or in the care of persons who are not authorized to supervise the children.  |  Yes [ ]  No [ ]  |
| A director or person who is knowledgeable about the program’s operation and policies and is designated to act on the behalf of the director must be present on-site at all times during the program’s hours of operation.  |  Yes [ ]  No [ ]  |
| Electronic monitoring devices may not be used as a substitute for supervision of children who are awake.  |  Yes [ ]  No [ ]  |
| Electronic monitoring devices may be used to transmit images of children in common rooms, hallways and play areas only.  |  Yes [ ]  No [ ]  |
| Bathrooms and changing areas must remain private and free of electronic monitoring devices. |  Yes [ ]  No [ ]  |
| The child’s caretaker and each employee and volunteer of the provider must be notified if electronic monitoring devices are used.  |  Yes [ ]  No [ ]  |
| Suitable precautions must be taken to eliminate any conditions in areas accessible to children that pose a safety hazard.  |  Yes [ ]  No [ ]  |
| All potentially hazardous materials, which include but are not limited to, matches, lighters, medicine, drugs, alcohol, cleaning materials, detergents, aerosol cans and other poisonous or toxic materials must be inaccessible to children and stored in their original containers, and used in a way that they will not contaminate play surfaces, food or food preparation areas, or constitute a hazard to children.  |  Yes [ ]  No [ ]  |

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| Barriers must be used to restrict children from unsafe areas, which include, but are not limited to, swimming pools, bodies of water, open drainage ditches, wells, holes, wood and coal burning stoves, fireplaces and permanently installed gas space heaters. |  Yes [ ]  No [ ]  |
| Where child care is provided on floors above the first floor, windows on floors above the first floor must be protected by barriers or locking devices to prevent children from falling out of the windows. |  Yes [ ]  No [ ]  |
| Protective caps, covers or permanently installed obstructive devices must be used on all electrical outlets that are accessible to young children.  |  Yes [ ]  No [ ]  |
| Firearms and ammunition must be securely stored and inaccessible to children while care is being provided. |  Yes [ ]  No [ ]  |
| There must be either a working telephone or immediate access to one. Emergency telephone numbers for the fire department, local or State police or sheriff’s department, poison control center and ambulance must be posted conspicuously or readily accessible.  | Yes [ ]  No [ ]  |
| The use of, or being under the influence of alcohol or drugs is prohibited while children are in care. Children must not be exposed to persons using drugs or alcohol while in care. The use of, or being under the influence of, a controlled substance is prohibited while children are in care unless the controlled substance is prescribed by a health care provider, is being taken as directed and does not interfere with the person’s ability to provide child care services.  | Yes [ ]  No [ ]  |
| Smoking and vaping are prohibited in indoor areas while children are in care or in vehicles while children are being transported. Children must not be exposed to smoke or vapors from vaping in outdoor areas.  | Yes [ ]  No [ ]  |
| The child care site must be free of vermin. | Yes [ ]  No [ ]  |
| Exposure or access to any materials that are developmentally inappropriate for the age of children in care is prohibited. Such materials include, but are not limited to, sexually and illicitly graphic materials, drug paraphernalia, and other printed or digital materials or content.  | Yes [ ]  No [ ]  |
| Sleeping arrangements for infants through 12 months old require that the infant be placed flat on his or her back to sleep, unless medical information from the child’s health care provider is presented by the caretaker that shows that arrangement is inappropriate for that child. | Yes [ ]  No [ ]  |
| Cribs, bassinets and other sleeping areas for infants through 12 months old must include an appropriately sized fitted sheet, and must not have bumper pads, toys, stuffed animals, blankets, pillows, wedges or infant positioners. Wedges or infant positioners will be permitted with medical documentation from the child’s health care provider. | Yes [ ]  No [ ]  |
| Providers and staff must take steps to prevent a child’s exposure to the foods to which the child is allergic. | Yes [ ]  No [ ]  |
| A child must never be left unattended in any motor vehicle or other form of transportation. | Yes [ ]  No [ ]  |
| Each child must board or leave a vehicle from the curb side of the street.  | Yes [ ]  No [ ]  |
| All children must be secured in child safety seats properly installed per manufacturer’s recommendations, or with safety belts, appropriate for the age of the child in accordance with the requirements of the New York State Vehicle and Traffic Law.  | Yes [ ]  No [ ]  |

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| Drivers transporting children must be 18 years old or older and hold a current valid license to drive the class of vehicle they are operating.  | Yes [ ]  No [ ]  |
| Any motor vehicle, other than a public form of transportation, used to transport children must have a valid registration and inspection sticker.  | Yes [ ]  No [ ]  |
| Children in care may not be transported in a vehicle built to hold more than 10 passengers, including the driver, unless the vehicle: meets the National Highway Traffic Safety Administration definition of a school bus or a multifunction school activity bus; complies with the National Highway Traffic Safety Administration Federal Motor Vehicle Safety Standards applicable to a school bus or multifunction school activity bus; and is inspected per New York State Department of Transportation rules and regulations.  | Yes [ ]  No [ ]  |
| Safe, suitable care to children that is supportive to the children’s physical, intellectual, emotional and social well-being must be provided.  | Yes [ ]  No [ ]  |
| Acceptable techniques and approaches must be used to discipline and to manage children’s behavior.* The use of corporal punishment is prohibited. The term corporal punishment means punishment inflicted directly on the body including but not limited to, physical restraint, spanking, biting, shaking, slapping, twisting or squeezing; demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures; and compelling a child to eat or have in the child’s mouth soap, hot spices, irritants, or the like.
* Methods of discipline, interaction or toilet training that frighten, demean, or humiliate children are prohibited.
 | Yes [ ]  No [ ]  |
| A director of a child care program, employees, and volunteers must be physically fit to provide child care and free of any psychiatric and emotional disorder that would preclude such person from providing care. | Yes [ ]  No [ ]  |
| A director of a child care program, employees, and volunteers must be free of any communicable disease, unless the individual’s health care provider has indicated that the presence of a communicable disease does not pose a risk to the health and safety of the children in care. | Yes [ ]  No [ ]  |
| The director must provide for themselves, and must obtain a medical statement from each employee and volunteer on forms furnished by the office. Such statement must be completed before the person begins providing care to children, must demonstrate that the person meets the requirements in clauses (a) and (b) of this subparagraph, and must be dated within 12 months preceding the date of application or hiring. | Yes [ ]  No [ ]  |

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| With the exception of children enrolled in Kindergarten or a higher grade in public or private school, child care shall not be provided to any child unless the provider has been furnished with a statement signed by a physician or other authorized individual who specifies that the child has received age- appropriate immunizations in accordance with the requirements of New York Public Health Law. A provider may provide child care to any child not immunized provided the child’s immunizations are in process and the caretaker gives the program specific appointment dates for required immunizations in accordance with the requirements of New York Public Health Law. Any child who is missing one or more of the required immunizations may be provided care if a physician licensed to practice medicine in New York State furnishes the program with a signed, completed medical exemption form issued by the New York State Department of Health or the New York City Department of Education. The medical exemption must be reissued annually.  | Yes [ ]  No [ ]  |
| A portable first aid kit must be accessible for emergency treatment. The first aid kit must be stocked to treat a broad range of injuries and situations and restocked as necessary. The first aid kit and any other first aid supplies are kept in a clean container or cabinet not accessible to children. | Yes [ ]  No [ ]  |
| Safety precautions relating to blood and other bodily fluids must be observed. | Yes [ ]  No [ ]  |
| All providers must have procedures in place to reduce the risk of infection. | Yes [ ]  No [ ]  |
| Each child must receive meals and snacks in accordance with the plan developed jointly by the child care provider and the child’s caretaker. | Yes [ ]  No [ ]  |
| Perishable food, milk and formula must be refrigerated. | Yes [ ]  No [ ]  |
| Heating infant formula, breast milk and other food items for infants in a microwave oven is prohibited. | Yes [ ]  No [ ]  |
| The child care provider must permit a child’s caretaker to have: unlimited and on demand access to such child; the right to inspect, on demand and at any time during the hours of operation of the facility, all parts of such facility used for child care or which could present a hazard to the health or safety of a child; unlimited and on demand access to the provider(s) caring for such child whenever such child is in care and during normal hours of operation; and unlimited and on demand access to written records concerning such child, except where such access to such records is otherwise restricted by law. | Yes [ ]  No [ ]  |
| Directors, employees and volunteers must be of good character and habits. | Yes [ ]  No [ ]  |
| Each child care provider must have on site a variety of supplies including food, water, first aid and other safety equipment to allow for the protection of the health and safety of children in the event caretakers are unable to pick up their children due to a local disaster. | Yes [ ]  No [ ]  |
| Each child care provider must have an emergency written plan that places primary emphasis on the safe and timely evacuation and relocation of children and meets the requirements set forth in clauses (a)-(i). | Yes [ ]  No [ ]  |
| Two shelter-in-place drills must be conducted annually during which procedures and supplies are reviewed. The children’s caretakers must be made aware of the drills in advance. | Yes [ ]  No [ ]  |
| A record of each shelter-in-place and evacuation drill conducted, using forms provided by the Office or equivalents, must be maintained on site. | Yes [ ]  No [ ]  |

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| Observations:       |