



**Child Care Center
Infant and Toddler Program
Selected Certification Checklist**

SAMPLE

**REMOVE THIS COVER
AND INSERT UNDER EACH SET
FOR WRITING BOARD**

SAMPLE

Child Care Center

Infant and Toddler Program Selected Certification Checklist

License No:

Date of Visit:

Expiration Date:

Licensing Specialist:

Phone No:

Ratio Option: Table 3A or Table 3B

In Comp.	Not In Comp.	N/A	Rule No.	Requirement
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RECORD KEEPING

Center Records

_____	_____	_____	0030(10)	Written health policies and procedures approved by HD or county health department that cover:
_____	_____	_____		Storage and handling of food;
_____	_____	_____		Diaper changing and disposal;
_____	_____	_____		Bathing infants;
_____	_____	_____		Care of bed linen;
_____	_____	_____		Serving formula, storage/handling of bottles, feeding infants; and
_____	_____	_____		Diaper changing procedure posted in the diaper changing area.
_____	_____	_____	0400(5)	Information on each child:
_____	_____	_____		Schedule of feeding;
_____	_____	_____		Types of food introduced and timetable for new foods;
_____	_____	_____		Toilet and diapering schedule;
_____	_____	_____		Sleep schedule;
_____	_____	_____		Child's way of communicating and being comforted; and
_____	_____	_____		Pertinent developmental and health history.

STAFFING

TABLE 3A				TABLE 3B			
(Six weeks – 23 months 1:4)				(Six weeks – 30 months)			
(24 months – 35 months 1:5)							
Ages/Class	Total Children	Teachers	Aides	Ages/Class	Total Children	Teachers	Aides

In Comp.	Not In Comp.	N/A	Rule No.	Requirement
_____	_____	_____	0130(1)	Required child/staff ratio met.
_____	_____	_____	0130(2)	Group size requirement met
_____	_____	_____	0130(4)	At least one teacher with each group of children.

Comments:

PHYSICAL SETTING

_____	_____	_____	0140(1)	Cribs deducted from capacity if applies.
_____	_____	_____	0170(1)	Protective barrier if bottom/top of stairways accessible to infants and toddlers.
_____	_____	_____	0180(4)	Cribs, cots, mats, and toys cleaned and sanitized.
_____	_____	_____	0180(6)	Handwashing: (O / D)
_____	_____	_____		Infants and children’s hands shall be washed with soap and warm running water after diaper changing.
_____	_____	_____	0190(5)	One toilet with training seat or child-size toilet, for every 10 toddlers. Existing facilities prior to July 15 th 2001 have one for every eight toddlers.
_____	_____	_____	0190(5)	Potty chairs not used;
_____	_____	_____		Handwashing sink in each each diaper changing area;
_____	_____	_____		Bathtub or other receptacle for bathing a child;
_____	_____	_____		Diaper changing table in or next to each activity and sleeping room; and
_____	_____	_____		Table has non-absorbent and easily-cleanable surface.
_____	_____	_____	0215(1)	Each infant has crib, porta-crib, or playpen that has:
_____	_____	_____		A clean, non-absorbent mattress that fits snugly;
_____	_____	_____		Covered by a sheet;
_____	_____	_____		No vertical slats more than 2 3/8" apart;
_____	_____	_____		Safety locks and latches;

PHYSICAL SETTING (cont)

_____	_____	_____		Crib bumpers if used, that are easily-cleanable, durable and safe;
_____	_____	_____		No restraining device used; and
_____	_____	_____		No wall or stacking cribs used.
_____	_____	_____	0215(2)	Other sleeping arrangements approved by the Division.
_____	_____	_____	0215(3)	Two feet between cribs when in use.
_____	_____	_____	0210(3)	Washable cot or mat for each toddler.
_____	_____	_____	0215(4)	High chairs have:
_____	_____	_____		A broad base to prevent tipping;
_____	_____	_____		A latch to keep a child from raising the tray; and
_____	_____	_____		Straps to prevent a child from sliding out.
_____	_____	_____	0215(5)	Clip-on chairs have straps.
_____	_____	_____	0215(6)	Adult-size chair available for each group of children.
_____	_____	_____	0215(8)	Infant walkers are not used.
_____	_____	_____	0215(9)	Car seats used for transportation use only.
_____	_____	_____	0215(10)	Baby equipment not substitute for stimulating experiences. (O / D)
_____	_____	_____	0180(5)	Equipment/toys cleaned and then sanitized after each use:
_____	_____	_____		Diaper changing tables;
_____	_____	_____		High chairs;
_____	_____	_____		Toys
_____	_____	_____		Pacifiers labeled, stored, sanitized after contamination, per sanitation instructions; and
_____	_____	_____		Sanitizing solution kept in diaper changing area.

Comments:

FOOD SERVICE

_____	_____	_____	0280(7)	When children under 12 months are served: Each child be fed on his/her own schedule; Written plan for mixing formula approved by environmental health specialist; Food provided by parents marked with child's name; No liquids other than milk, formula, water, and 100% fruit juice served; Solid foods selected from food groups specified in OAR 414-300-0270(2); Honey or foods containing honey not served to children under 12 months; Bottles not propped; and Infants up to six months old shall be held while bottle fed. Infants no longer being held for feeding, fed in a safe, comfortable manner.
_____	_____	_____	0280(9)(d)	Whole milk, skim milk, 1%, and 2% not served without written request by the child's parent(s) and written permission by a medical provider. (O / D)

Comments:

PROGRAM AND CARE OF CHILDREN

_____	_____	_____	0300(1)(a)	Infants allowed to follow own pattern of sleeping and waking.
_____	_____	_____	0300(1)(b)	Infants given opportunities to creep and crawl in safe, clean, warm, uncluttered area.
_____	_____	_____	0300(2)	Infants and toddlers receive physical contact and individual attention.
_____	_____	_____	0300(3)	Daily routines used as opportunities for language development, building child's self-esteem, and other learning experiences. (O / D)
_____	_____	_____	0300(4)	Encouraged to play with a variety of safe toys and objects.
_____	_____	_____	0300(6)	Infants put to sleep on their backs. (O / D)
_____	_____	_____	0300(7)	Given immediate attention to emotional and physical needs.
_____	_____	_____	0300(8)	Encouraged to develop self-help skills.
_____	_____	_____	0300(9)	Toddlers given opportunities to participate in: Activities encouraging creative expression through the arts; and
_____	_____	_____	0300(10)	Infants and toddlers have own activity area not used by older children at the same time.
_____	_____	_____	0330(3)	The guidance and discipline policy is designed to help develop self-control, self-esteem, and respect for others. (O / D)
_____	_____	_____	0330(6)	Positive statements or redirection of behaviors used to guide and discipline children.

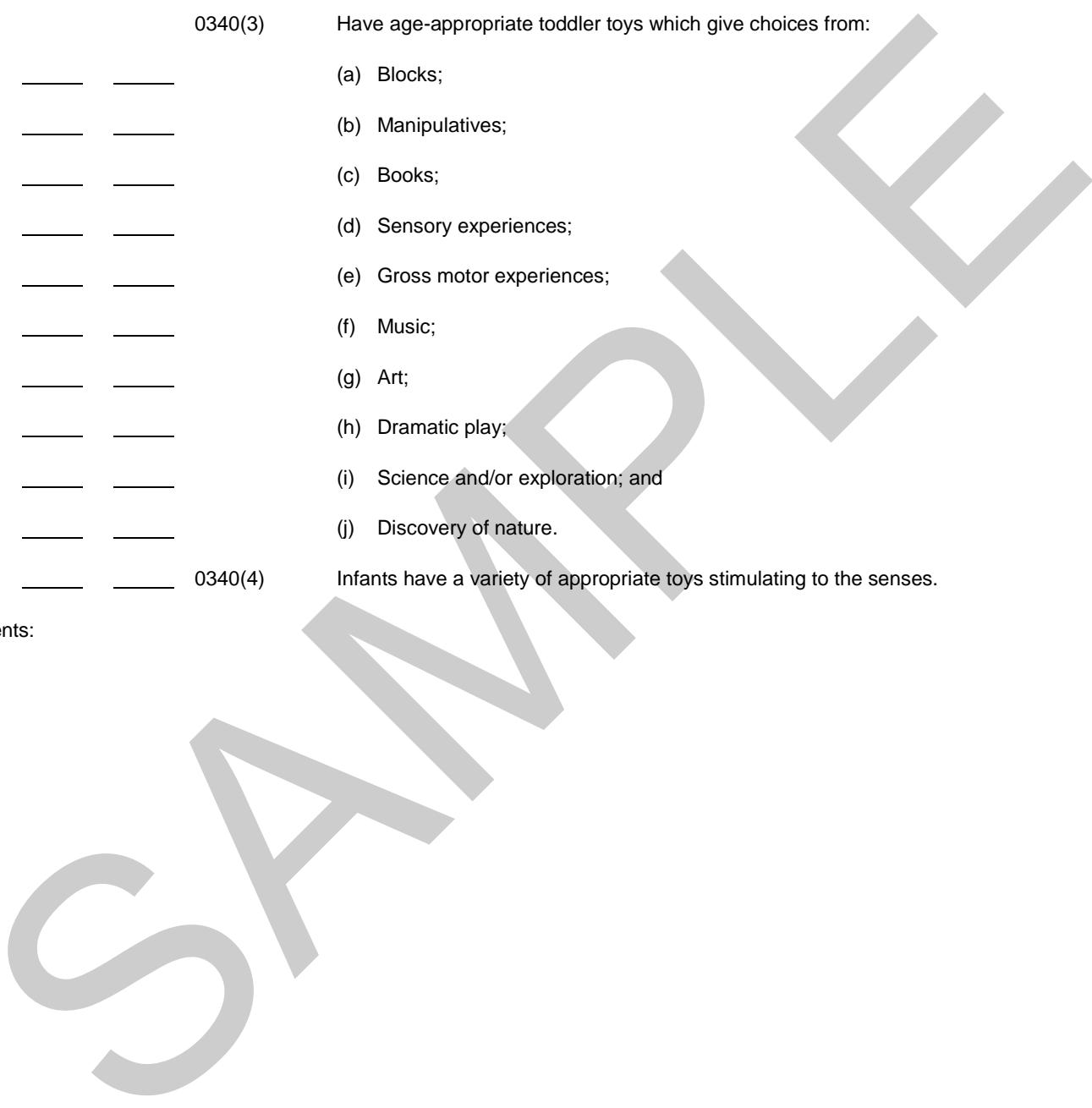
0340(2) Quantity and variety of play materials sufficient to:
Avoid excessive competition;
Provide a variety of choices; and
Meet the developmental needs of each group of children.

0340(3) Have age-appropriate toddler toys which give choices from:

- (a) Blocks;
- (b) Manipulatives;
- (c) Books;
- (d) Sensory experiences;
- (e) Gross motor experiences;
- (f) Music;
- (g) Art;
- (h) Dramatic play;
- (i) Science and/or exploration; and
- (j) Discovery of nature.

0340(4) Infants have a variety of appropriate toys stimulating to the senses.

Comments:



Signature Title/Position

Date

Licensing Specialist Signature

Date