

Off Year Visit Checklist

- New Child Care Emergency Plan
- Escape Plan
- Fire and Storm Drill Log
- Caregiver's Training
- Crib Safety Inspection Form(s)
- Children's files (specifically the Admissions and Arrangements form and immunization records for each child and any infant-specific forms, if applicable)
- Proper documentation/training on file for transporting, if applicable
- First Aid kit, which includes bandages, tape, scissors, sterile compress, ice bag or cold pack, thermometer, liquid soap and the first aid manual
- Water temp is ≤ 120 degrees F
- Environment is:
 - free of toxics and hazards
 - firearms and ammunition are locked and separate
 - stairs are safe and also inaccessible if 6-18 month olds are in care
- Toys and equipment are suitable for the ages in care and in good condition
- Appropriate diapering process: use a non-absorbent surface; bleach water solution or bleach alternative solution; diaper disposal container in the diapering area; toilet training items are clean, and clean diapers are inaccessible
- Appropriate handwashing techniques: caregiver's hands are washed after each diaper change or assisting with toileting and before meal prep; caregiver's hands are dried with a single-use towel; children's hands are washed prior to eating and after using the toilet; children have their own item to dry their hands with or use a single-use towel
- Review meals and snacks