

# Private Home Day Care Checklist – Best Practices

\*\*\*Adapted from the Day Nurseries Act, Ministry of Education, Province of Ontario

	POLICIES & PROCEDURES	YES	NO	COMMENTS
1	Written fire evacuation procedures.			
2	Policies and procedures for sanitary practices – reference Ottawa Public Health.			
3	Written protocol for serious occurrences.			
4	Written agreement with all client families.			
5	There is no smoking in the daycare home <u>at any time</u> (whether or not children are present); in the backyard, if children play in the backyard, whether or not children are present; in garage, front yard and driveway when children are present. (Smoke-Free Ontario Act, s.9(2)5)			
6	Written policies and procedures to reduce the risk of exposure to anaphylactic causative agents.			
7	Provider has an individual plan for each child with an anaphylactic allergy that includes emergency procedures in respect of the child.			
8	Everyone normally at the premises has received training from a physician or a parent on procedures to be followed if a child has an anaphylactic reaction.			
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	BEHAVIOUR MANAGEMENT	YES	NO	COMMENTS
1	Policies and procedures with respect to discipline, punishment and any isolation measures to be used.			
2	Corporal punishment is never used with any child			
3	Deliberate harsh or degrading measures that would humiliate a child or undermine his/her self-respect is never used.			
4	Children are never deprived of basic needs including food, shelter, clothing or bedding.			
5	Exits are not locked or permitted to be locked for the purpose of confining a child.			
6	A child who has been withdrawn from other children is never confined to a locked or lockable room or structure.			
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	<b>HEALTH, MEDICAL &amp; EMERGENCY SUPERVISION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1	Records kept of the daily attendance of each child enrolled.			
2	Landline or cell phone available as a means to obtain emergency assistance.			
3	Up to date list of telephone numbers that is accessible in an emergency including the number of the fire department.			
4	Up to date list of telephone numbers that is accessible in an emergency including the number of the nearest hospital.			
5	Up to date list of telephone numbers that is accessible in an emergency including the number of the nearest ambulance service.			
6	Up to date list of telephone numbers that is accessible in an emergency including the number of the nearest poison control centre.			
7	Arrangements made for ill child to be taken home by his/her parent; if this is not possible or where child requires immediate medical attention, child examined by a medical doctor or registered nurse.			
8	Readily available first aid kit and first aid manual.			
9	All drugs and medications are: stored in accordance with the instructions for storage on label.			
10	All drugs and medications are: administered in accordance with the instructions on the label and the written authorization of the child's parents.			
11	All drugs and medications are: inaccessible to children at all times.			
12	One person is in charge of all drugs and medications. Drugs and medications are dealt with by that person or his/her designate in accordance with written procedures established by a legally qualified medical practitioner or registered nurse.			
13	Caregiver may permit child to carry asthma or emergency allergy medication in accordance with a written procedure established by MD or registered nurse.			
14	Drug or medication administered only where a parent gives written authorization and schedule of administration that sets out times the drug or medication is to be given and amounts to be administered.			
15	A drug or medication is administered to a child only from the original container or package which is labelled with: the child's name, name of drug or medication, dosage of drug or medication, date of purchase, instructions for storage and administration.			
16	Every dog and cat kept on the premises is inoculated against rabies.			
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	<b>NUTRITION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1	Each infant under 1 year of age is fed according to written instructions from a parent.			
2	Parent supplied container of food and/or drink is labelled with the child's name.			
3	All food or drink is stored, prepared and served as to retain maximum nutritive value and prevent contamination.			
4	Meals provided for each child one year of age or over to comply with Ottawa Public Health guidelines.			
5	Nutritious between meal snacks, provided for each child one year of age or over, that promote good dental health and will not interfere with a child's appetite for meal time.			
6	Each child one year of age or older in attendance for 6 hours or more is offered food according to Ottawa Public Health Guidelines.			
7	Menus are planned in consultation with the child's parents.			
8	Special dietary and feeding arrangements carried out according to the written instructions of a parent of a child.			
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	<b>PROGRAM</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1	Program of activities is varied and flexible and includes the following activities appropriate for the development levels of the enrolled children: -group and individual activities -activities to promote gross and fine motor skills, language and cognitive, social and emotional development -active and quiet play			
2	This program of activity (schedule) is made available at any time to any parent whose child is enrolled.			
3	Daily program is arranged so that: each child over 18 months of age and up to and including 5 years that is in attendance for 6 hours or more in a day has a rest period not exceeding two hours in length following mid-day meal.			
4	Daily program is arranged so that: each child under 30 months of age that is in attendance for six hours or more in a day is outdoors for play or sleep or both for up to two hours per day, weather permitting, unless a physician or parent of the child advises otherwise in writing.			

5	Daily program is arranged so that: a child under 44 months of age as of August 31 of the year who is unable to sleep during the rest period is not kept in bed longer than 1 hour and is permitted to engage in quiet activities.			
6	Daily program is arranged so that: a child 44 months of age or over and up to and including 67 months of age as of August 31 <sup>st</sup> of the year and who is unable to sleep during the rest period is permitted to engage in quiet activities.			
7	Daily program is arranged so that: the daily program includes outdoor play for each child over 30 months of age in attendance for 6 or more hours.			
8	There are no more than 5 daycare children (under the age of 10) in attendance at any one time.			
9	The number of children receiving care, including the children of the person in charge who are under 6 years of age, does not exceed 5.			
10	In addition to above, the number of children in each of the following groups is not exceeded at any one time: -two children with special needs Two children under 2 years of age Three children under three years of age One child with special needs and one child under two years of age.			
11	Every child in attendance is supervised by an adult at all times (An adult is a person 18 years of age or older).			
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	INSPECTIONS, BUILDING, EQUIPMENT & FURNISHINGS	YES	NO	COMMENTS
1	Temperature maintained at a level of at least 20 degrees Celsius			
2	Outdoor play is supervised according to plans agreed upon by caregiver and a parent of each child enrolled in the home.			
3	No child is permitted to play on a balcony unless an adult is present on the balcony.			
4	All poisonous and hazardous substances are inaccessible to children in attendance.			
5	All fire arms and ammunition are locked up and the key, if any, is inaccessible to children in attendance.			
6	Equipment and furnishings (both indoor and outdoor) are maintained in a safe and clean condition and kept in good repair.			

7	Indoor and outdoor play material and equipment is in sufficient numbers and suitable to meet the needs of children receiving care.			
8	For each child under 18 months of age, receiving care, there is a cradle, crib or playpen that complies with the Hazardous Products Act.			
9	For each child 18 months of age or older there is either a cot, crib, cradle or bed. (Cradles and cribs must comply with the standards contained in the Hazardous Products Act.)			
10	There is bedding for each child that stays in this private-home day care.			
11	If an enrolled child is transported in a vehicle by the caregiver, child seating and restraint systems used are: based on the birth date, age, height or weight of the child.			
12	If an enrolled child is transported in a vehicle by the caregiver, child seating and restraint systems used are: installed in accordance with the manufacturer's recommendations.			
13	If an enrolled child is transported in a vehicle by the caregiver, child seating and restraint systems used are: certified by Canadian Motor Vehicle Safety Standards (CMVSS)			
14	Working smoke alarms are installed near all sleeping areas at the location and on every story of the dwelling that does not have a sleeping area.			
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