



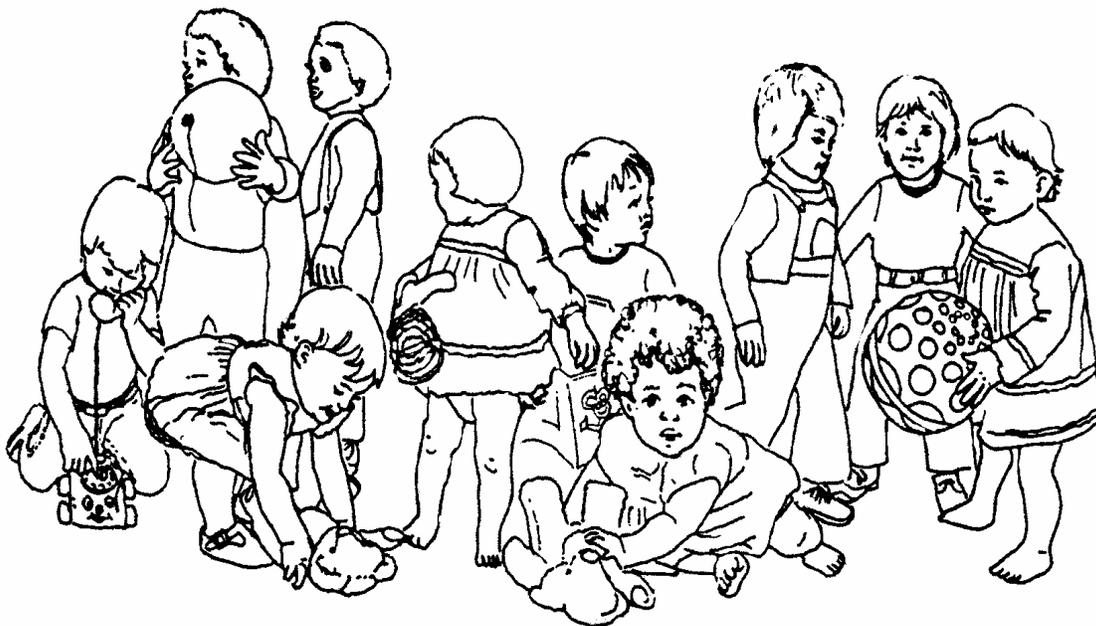
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Child Care Advocate Program

CHILD CARE CENTERS SELF-ASSESSMENT GUIDE



COMMUNITY CARE LICENSING DIVISION
“Promoting Healthy, Safe and
Supportive Community Care”



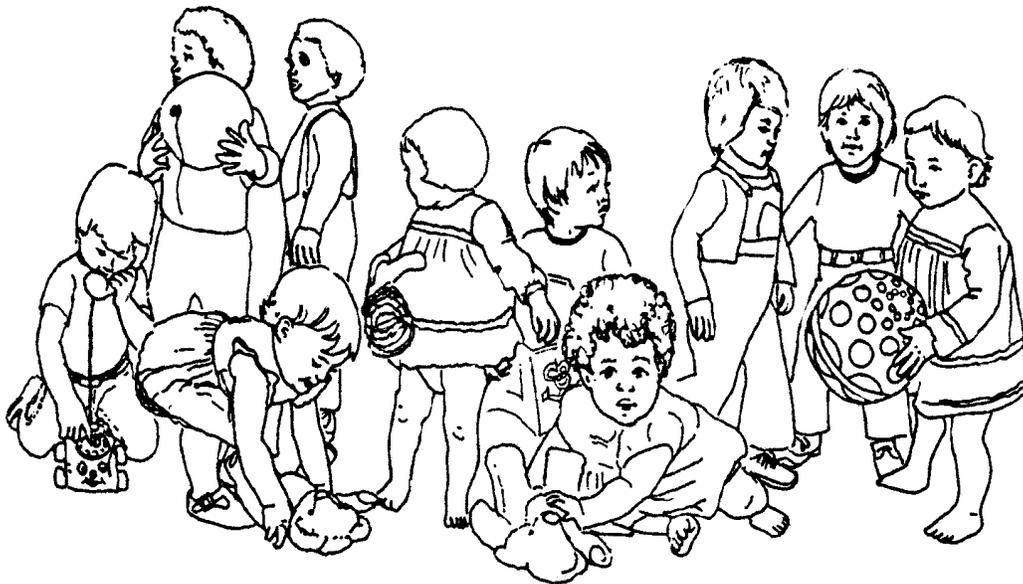
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Child Care Advocate Program

CHILD CARE CENTERS
SELF-ASSESSMENT GUIDE
ADMINISTRATIVE REQUIREMENTS



COMMUNITY CARE LICENSING DIVISION
“Promoting Healthy, Safe and
Supportive Community Care”

SELF-ASSESSMENT GUIDE CHILD CARE CENTERS

This self-assessment guide is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the child care center regulations for all of the requirements.

ADMINISTRATIVE REQUIREMENTS

NOT
MET MET

- | | | |
|-------|-------|--|
| _____ | _____ | 1. A written plan of operation is current and maintained on file. (101173)
-Statement of admission policies and procedures.
-Copies of Admission Agreements.
-Staffing plan, staff qualifications and duties. |
| _____ | _____ | 2. There is a current written disaster and mass casualty plan. (101174)
-Disaster drills are conducted every 6 months.
-Children and staff, including volunteers, are instructed on duties and responsibilities. |
| _____ | _____ | 3. Incident and Injury Reports are submitted as required. (101212)
-Within next business day: death, injury requiring medical treatment, unusual incident, epidemic outbreak, fire, etc. |
| _____ | _____ | 4. Licensing notified when new director hired. (101212)
-Within 10 working days.
-Qualifications submitted. |
| _____ | _____ | 5. Admission Agreements are complete and kept for all children and signed by parents/guardians within 7 days. (101219)
-Basic services, payment provisions, refund conditions, and parent's rights are included. |

**CHILD CARE CENTERS
ADMINISTRATIVE REQUIREMENTS (Continued)**

 NOT
MET MET

- 6. Personal Rights of each child kept. (101223)
-Personal Rights statement is posted and parents have been advised.
-Corporal punishment or confinement is not allowed.
- 7. Parents are immediately notified of illness or injury more serious than minor cuts and scratches. (101226)
-Children are isolated if ill.
-Emergency medical treatment is obtained when needed.
-Signed consent form and phone numbers of parents on file.
-First aid supplies are complete and accessible to staff.
- 8. A written plan has been developed and implemented regarding the administration of medications to children. (101226)
-Medications are centrally stored in original containers with unaltered labels and are not accessible to children.
-Written parental approval and instructions on file.
-Medications are returned to parent when no longer needed or child withdraws from center.
- 9. There is a written Sign-In and Sign-Out procedure. (101229.1)
-Sign-In/Out sheets are kept for one month.
- 10. Children are not left without the supervision of a teacher. (101229)
-Supervision includes visual observation at all times.
- 11. Administrator knows the requirements for providing care and supervision and how to comply with applicable laws and regulations (101215)
-Criminal record clearance on file.
-Health clearance on file.
- 12. Staff to child ratio is met at all times. (101216.3)
-1:12 teacher/child and 1:15 teacher/aide/child.
-1:6 adult/child when on field trips or water activity.
-2:18 optional staffing ratio (aide with 6 units).

SELF-ASSESSMENT GUIDE

**CHILD CARE CENTERS
ADMINISTRATIVE REQUIREMENTS (Continued)**

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MET MET

13. Personnel records are complete and on file for each employee. (101217)
 -Records are kept for 3 years.
14. There are a variety of daily activities designed to meet the needs of the children. (101230)
 -Children are allowed to nap without distraction.
15. Food is safe and of the quality and quantity to meet the children's needs. (101227)
 -Menus are posted.
 -Food is protected from contamination.
 -Food preparation area, equipment, dishes and utensils are sanitary.
 -Snacks include one serving from two or more food groups.
16. Facility license is valid and posted. (101156/101160)
17. Criminal record clearance on file for all staff. (101170)
18. Roster of children is current. (101221)
 -Name, address, phone number for parents.
 -Name and phone number of child's physician.
19. Licensing reports and substantiated complaint reports are available for public review. (Health and Safety Code 1596.859)
20. Waiver and exception requests have been submitted in writing. (101175)



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Child Care Advocate Program

CHILD CARE CENTERS SELF-ASSESSMENT GUIDE

STAFF RECORDS/QUALIFICATIONS REQUIREMENTS



COMMUNITY CARE LICENSING DIVISION
“Promoting Healthy, Safe and
Supportive Community Care”

SELF-ASSESSMENT GUIDE CHILD CARE CENTERS

This self-assessment guide is for staff records and qualifications and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

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STAFF-RECORDS/QUALIFICATIONS

NOT
MET MET

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|-------|-------|--|
| _____ | _____ | 1. Center has a director. (101215/101215.1)
-Administrative responsibility statement on file.
-Director or substitute is on site at all times. |
| _____ | _____ | 2. Director is qualified. (101215/101215.1)
-Qualifications submitted to licensing.
-Criminal record clearance obtained.
-Child Abuse Index Check obtained.
-Health clearance on file. |
| _____ | _____ | 3. Teachers are qualified. (101216/101216.1)
-Qualifications on file.
-Proof of enrollment in ECE/CD courses on file.
-Criminal record clearance obtained.
-Child Abuse Index Check obtained.
-Health clearance on file. |
| _____ | _____ | 4. Teacher Aides are qualified. (101216/101216.2)
-18 years of age, high school graduate, in accredited ROP program.
-Works under direct supervision of teacher.
-Criminal record clearance obtained.
-Child Abuse Index Check obtained.
-Health clearance on file. |

**SELF-ASSESSMENT GUIDE
CHILD CARE CENTERS
STAFF RECORDS/QUALIFICATIONS (Continued)**

NOT
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- _____ _____ 5. Volunteers are supervised by a teacher. (101216)
-Not included in staffing plan/ratio.
-Health statement signed and on file.
-Negative TB test on file.
- _____ _____ 6. Personnel records are complete and available for review. (101217)
-Records are kept for 3 years.
- _____ _____ 7. Duties of staff and volunteers are in writing and available for review.
(101217)



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Child Care Advocate Program

CHILD CARE CENTERS SELF-ASSESSMENT GUIDE

CHILDREN'S RECORDS REQUIREMENTS



COMMUNITY CARE LICENSING DIVISION
"Promoting Healthy, Safe and
Supportive Community Care"

SELF-ASSESSMENT GUIDE CHILD CARE CENTERS

This self-assessment guide is for children's records and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

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CHILDREN'S RECORDS REQUIREMENTS

MET NOT
 MET

- 1. Records are current and kept for each child. (101221)
- 2. Children's records are kept confidential. (101221)
- 3. Records are updated when needed. (101221)
 -Kept for 3 years upon termination of services.
- 4. Medical assessment is on file. (101220)
 -Special needs identified.
 -Medication needs included.
 -Ambulatory status included.
- 5. Immunizations are current. (101220.1)
 -No child was admitted without proof of up-to-date immunizations.
 -Against belief statement on file.
- 6. Unusual behavior or signs of illness is reported to the parent/guardian
 and noted in the child's record. (101226.3)



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Child Care Advocate Program

CHILD CARE CENTERS SELF-ASSESSMENT GUIDE

PHYSICAL PLANT REQUIREMENTS



COMMUNITY CARE LICENSING DIVISION
“Promoting Healthy, Safe and
Supportive Community Care”

SELF-ASSESSMENT GUIDE CHILD CARE CENTERS

This self-assessment guide is for the physical plant and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

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PHYSICAL PLANT REQUIREMENTS

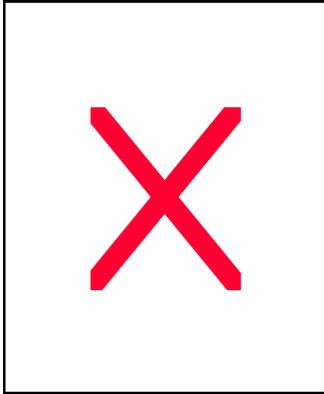
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1. Facility is clean, safe, sanitary and in good repair. (101238)
-Children protected from hazards; wading pools, swimming pools, disinfectants, poisons, and other items.
-Firearms are not allowed on or stored on the premises.
2. Outdoor activity space has at least 75 square feet per child based upon total licensed capacity. (101238.2/101239)
-Shaded areas for children are provided.
-Climbing equipment has resilient material underneath.
-Equipment is age appropriate and free from any hazards.
-Children are able to get to the playground safely.
-Playground is fenced.
-Hazardous materials are kept away from children.
-Sandboxes are inspected daily and are free of hazardous materials.
3. Indoor activity space has at least 35 square feet per child based upon total licensed capacity. (101238.3)
4. Drinking water is readily available both indoors and outdoors.
-Bottled water or portable water containers are used.
-Children are free to drink as they wish.

**SELF-ASSESSMENT GUIDE
CHILD CARE CENTERS
PHYSICAL PLANT (Continued)**

 NOT
MET MET

5. Fixtures, furniture, and equipment are adequate and well maintained. (101239)
-Temperature ranges between 68 and 85 degrees.
-Children with special needs have equipment or aids they need.
-Each child has their own towel and washcloth.
-Separate toilet and hand washing fixtures are available for ill children.
-Furniture and equipment is age appropriate.
6. Napping equipment is kept in good condition. (101239.1)
-Children's blankets/sheets are stored individually.
7. Children's clothing, personal belongings and/or bedding are individually stored. (101238.4)
-Storage space is available for play materials.
-Napping equipment is stored when not being used.
-Combustibles, cleaning equipment and cleaning supplies are kept in areas separate from food supplies.



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Child Care Advocate Program

INFANT CARE CENTERS SELF-ASSESSMENT GUIDE



COMMUNITY CARE LICENSING DIVISION
“Promoting Healthy, Safe and
Supportive Community Care”

SELF-ASSESSMENT GUIDE INFANT CARE CENTERS

This self-assessment guide is for infant care and is designed to help you and others involved in the administration of the infant care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your infant care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the infant care regulations for all of the requirements.

ADMINISTRATIVE REQUIREMENTS

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| <u> </u> | <u> </u> | 1. Infants are not confined to cribs, high chairs, playpens or other similar furniture or equipment as a form of discipline or punishment. (101423.1)
-Personal rights form has been signed by parents. |
| <u> </u> | <u> </u> | 2. The Director/Assistant Director has at least 3 units of course work in infant care. (101415) |
| <u> </u> | <u> </u> | 3. Infant care teachers have completed 3 units of course work in infant care. (101416.2)
-Infant teachers work under the supervision of the Director. |
| <u> </u> | <u> </u> | 4. There is a ratio of one adult to every four infants. (101415.1)
-Each aide cares for no more than four infants.
-A fully qualified teacher supervises no more than three aides. |
| <u> </u> | <u> </u> | 5. One staff person visually observes every 12 sleeping infants. (101415.1)
-Remaining staff are immediately available at the center. |

**SELF-ASSESSMENT GUIDE
 INFANT CARE CENTERS
 ADMINISTRATIVE REQUIREMENTS (Continued)**

____ NOT
 MET MET

- ____ 6. A needs and services plan is complete and on file for each infant. (101419.2)
 - Parents have assisted in preparing the plan and have signed it.
 - The plan includes feeding needs, toilet training needs, and parent interview schedule.
 - A copy of the plan and any updates is given to the parents.
 - The plan is updated at least quarterly. (101419.3)

- ____ 7. Only licensed drivers 18 years or older transport infants. (101425)
 - Infant car seats are used.
 - A first aid kit is on-hand.
 - Infants are not left unattended at any time.

- ____ 8. Infants who are ill are isolated until picked up by the parent. (101426.2)
 - Infants are placed in a crib, playpen, on a cot or mat, if appropriate.
 - Infants are constantly supervised by an adult.

- ____ 9. Each infant has their own feeding plan. (101427)
 - Baby bottles are labeled.
 - Infants are held when being bottle fed.
 - Bottle fed infants are fed at least every 4 hours.
 - Honey and corn syrup are not given to infants.

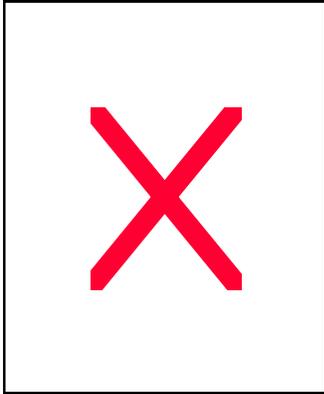
- ____ 10. All caregivers wash their hands before and after each infant feeding and diaper changing. (101438.1)
 - Common towels are not used.
 - Bar soap is not used.
 - Floors are mopped and carpets are vacuumed daily.

- ____ 11. Outdoor and indoor play spaces are separate from space used by preschool children. (101438.2)
 - Toys and equipment are age appropriate.

SELF-ASSESSMENT GUIDE
INFANT CARE
ADMINISTRATIVE REQUIREMENTS (Continued)

NOT
MET MET

- _____ _____ 12. Baby walkers, rollers, bouncers are not used. (101439)
-Furniture is safe.
-Changing tables are within arms reach of a sink.
-Toys are safe and cannot harm or be swallowed by an infant.
- _____ _____ 13. A crib or mat is available for each infant. (101439.1)
-Stacking cribs are not used.
-Floor mats are used by infants who can climb out of a crib.
-Cribs or mats are spaced apart to provide a walkway for staff.



California Department of
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Child Care Advocate Program

SCHOOL-AGE CHILD CARE CENTERS SELF-ASSESSMENT GUIDE



COMMUNITY CARE LICENSING DIVISION
“Promoting Healthy, Safe and
Supportive Community Care”

SELF-ASSESSMENT GUIDE SCHOOL-AGE CHILD CARE CENTERS

This self-assessment guide is for school-age child care and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your school-age center operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your school-age child care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the school-age regulations for all of the requirements.

ADMINISTRATIVE REQUIREMENTS

MET NOT
 MET

- 1. Director is qualified. (101515)
- 2. Teachers are qualified. (101516.2)
- 3. Staff/child ratio of one teacher and one aide for every 28 children is maintained. (101516.5)
- 4. Health background is on file for each child. (101521)
- 5. Children are observed for signs of illness upon arrival. (101526.1)
-Children arriving on their own are signed in by center staff.
- 6. Snacks are available and offered to children. (101527)
- 7. Written agreements permitting children to leave the center on their own are on file. (101529.1)
-Agreements are signed and dated by the parents and director.
- 8. Outdoor activity space is physically separate from space used by other children. (101538.2)
- 9. Indoor activity space is physically separate from space used for other children. (101538.2)
-Movable walls or partitions providing separation are at least 4 feet high.

**SELF-ASSESSMENT GUIDE
SCHOOL-AGE CHILD CARE CENTERS
ADMINISTRATIVE REQUIREMENTS (Continued)**

NOT
MET MET

- _____ _____ 10. Toilets provide individual privacy and are not used at the same time by children of the opposite sex. (101539)
- _____ _____ 11. Program is on a school site and serves children attending the school. Child care center square footage and toilet requirements are not met. (101538.2/101538.3/101539)