

**Center's Self-Assessment Checklist to Assist in Preparing for Inspection by the Office of Licensing (OOL)  
for Compliance with the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**

The Department of Children and Families Is authorized to inspect and examine the physical plant or facilities, including, but not limited to, storage areas and additional floor levels, and program of a child care center without delay or an escort, and inspect all documents, records, files, or other data maintained pursuant to the Child Care Center Licensing Act, N.J.S.A. 30:5B-1 et seq., during the center's normal operating hours and without prior notice.

**SA EC Physical Facility: Indoors**

<input type="checkbox"/>	Am I complying with the licensed capacity in my facility and each room and written conditions on my license?
<input type="checkbox"/>	Do I only use space that the OOL has approved? Is unapproved space inaccessible to children?
<input type="checkbox"/>	Are all approved spaces labeled (i.e. signs with room numbers or letters)?
<input type="checkbox"/>	Am I complying with co-location requirements in multi-use buildings?
<input type="checkbox"/>	Do we have a telephone on site?
<input type="checkbox"/>	Is the structure of my building in secure and in good condition? (i.e. leaks, drafts, etc.)
<input type="checkbox"/>	Do windows and/or doors used for ventilation have screens in good repair?
<input type="checkbox"/>	Is lighting and heating adequate throughout the center (i.e. 68 degrees minimum of heat)?
<input type="checkbox"/>	Are walls, doors, and trim paint throughout the center in good condition (clean, not chipping)?
<input type="checkbox"/>	Are my vents operable, clear, and clean?
<input type="checkbox"/>	Are radiators, fans, steam and hot water pipes, and lally columns properly covered?
<input type="checkbox"/>	Are the electrical outlets covered/tamper resistant for early childhood rooms/areas?
<input type="checkbox"/>	Are window blinds clean and in good condition, with cords out of children's reach?
<input type="checkbox"/>	Are my floor tiles, rugs, and carpets clean, secure, and in good condition?
<input type="checkbox"/>	Are my ceiling tiles clean, secure, and in good condition?
<input type="checkbox"/>	Have I removed all electric space heaters from the center?
<input type="checkbox"/>	Is all shelving and furniture clean, secured, in good repair, and not overloaded?
<input type="checkbox"/>	Are appliances (televisions, computers, etc.) secured to a stable surface?
<input type="checkbox"/>	Do I keep interior doors of rooms used by children unlocked?
<input type="checkbox"/>	Do I have barriers in large rooms/areas to separate groups of more than 12 children 0-18 months old; 20 children 18 months-5 years old; 30 children 6-13 years old?
<input type="checkbox"/>	Are toxic products like cleaners, air fresheners, hand sanitizers, etc. stored in locked cabinets and/or inaccessible to children?
<input type="checkbox"/>	Do I have a designated area equipped with rest equipment where an ill child can be separated from other children? Is the equipment washed and disinfected after each use?
<input type="checkbox"/>	Are garbage receptacles durable, leak-proof, covered, and clean?
<input type="checkbox"/>	Is my indoor equipment sturdy, safe, free of hazards, and used in accordance with manufacturer's instructions?
<input type="checkbox"/>	Have I reviewed the website, <a href="http://www.cpsc.gov/recalls">www.cpsc.gov/recalls</a> to ensure that items listed are not at the center?
<input type="checkbox"/>	Do I need to remove excess storage and/or combustibles from the furnace room?
<input type="checkbox"/>	Are my lighting covers secured and in good condition?
<input type="checkbox"/>	Are pesticides applied after operating hours, and are toys removed first?
<input type="checkbox"/>	Do I have a commercial disinfectant? Do I and my staff know how long it must sit wet to disinfect the surface?
<input type="checkbox"/>	Are toilets, toilet seats, sinks, sink faucets, and drinking fountains washed and disinfected daily?
<input type="checkbox"/>	Are water table and water play equipment; and play tables washed and disinfected daily?
<input type="checkbox"/>	Are smooth surfaced, non-porous floors in areas used by children washed and disinfected daily?

**SA EC Physical Facility: Outdoors**

<input type="checkbox"/>	Are outdoor play areas, routes to the outdoor play area, walks, etc. safe, well lit, and free from hazards?
<input type="checkbox"/>	Is my fence secured, in good condition (no protruding wires or splintering wood) and gate easily operable?
<input type="checkbox"/>	Are there any tripping hazards, like exposed concrete footings, tree stumps, or rocks that need to be removed?
<input type="checkbox"/>	Have I removed or remediated the cause of any stagnant water on the play area or equipment?

	Is my equipment sturdy, safe, in good condition, free of hazards, used in accordance with manufacturer's instructions?
	Does my playground equipment and design meet public playground design standards (ASTM F-1487)? Do I have documentation for my equipment on file?
	Does community playground equipment and design used comply with applicable Playground Safety Subcode?
	Do I need to replenish resilient surfacing (ASTM F-1292) under play equipment and use zones?
	Does any equipment need repairs like open "S" hooks, cracks, rusting, protruding or rusted bolt ends?
	Have I removed any debris or overgrown vegetation?
	Is sand in the outdoor play area asbestos-free and maintained in a sanitary manner?
	Are children taken outdoors daily?
	Do I have helmets for children riding bicycles?
	Is my equipment age and developmentally appropriate?
	Have I prohibited the use of wading pools?
	Do I limit the number of children using the outdoor play area to the maximum capacity?

### ***SA EC Emergency Preparedness***

	Do I have a first aid kit and first aid manual? Is it stocked appropriately?
	Are there 2 staff members trained in First Aid and CPR in the center at all times?
	Do I have disposable gloves for staff to use when handling blood or vomit?
	Have I conducted the required monthly fire drill and at least one fire drill during naptime ensuring everyone is evacuated within 3 minutes?
	Have I checked all of my fire safety equipment (exit signs, emergency lights, and extinguishers) is maintained/operable?
	Do I have locking devices used during lockdown procedures that do not pose a risk of harm to children and that staff are trained to use?
	Have I conducted a lock down drill?
	Are all of my emergency exits easily operable (opening and closing) and egress areas unobstructed?

### ***SA EC Staffing and Programming***

	Is my staff providing direct supervision of children at all times?
	Does my staff always know the number and ages of children when I ask, wherever they are?
	Do I utilize a minimum of 2 staff on trips even when ratios require less?
	Do I have at least 2 staff in the facility and on walks even when ratios require 1 staff?
	Are the staff/child ratios correct for single and/or mixed age groups? Can my staff figure out a mixed ratio?
	Do I provide 2 staff in the facility when 6 or more children are present, even when ratios allow for 1 staff?
	Do I provide 2 staff on any field trip, outing, or special event away from the center regardless of transportation even when ratios allow for 1 staff?
	When using a minimum of 1 staff, is another staff member immediately accessible?
	Is staff below 18 years old directly supervised by a staff member who is 18 years of age or older?
	Do I have staff supervising newly hired staff that have not completed orientation and CARI and CHRI clearances?
	Do I work at least 50% of center's daily operating hours? Have I appointed a designee to carry out my responsibilities and ensure that he or she does not have full time classroom responsibilities in my absence?
	Are my head teacher and/or group teacher scheduled to work at a least 75% of the center's daily operating hours, or at least 6 hours a day, whichever is less and have scheduled time in classrooms?
	Are staff implementing the center's discipline policy appropriately?
	Are my staff properly implementing the two step washing and disinfecting process?
	Are staff interacting appropriately with the children?
	Are the children presented with a variety of activities geared to the ages and developmental levels of the children served, that promote language development, thinking and problem-solving skills, curiosity, exploration, large and small muscles, coordination and movement skills, social competence, self-esteem, and positive self-identity; and are relevant to the cultural background of the children and foster intercultural awareness?
	Are the activities/time frames of activities age and developmentally appropriate for the children?

	Do the children have free choice of materials? Are materials accessible to children at all times?
	Is there a mixture of staff directed and child selected activities? Active and quiet experiences?
	Do I have a written outline of daily activities that staff follow?
	Are children prohibited from being inactive for more than 30 minutes unless sleeping, eating, needs to complete a seated activity, or is ill?
	Do I make daily unannounced visits to every group of children?
	Can parents visit at any time without prior approval?
	Do I have enough supplies, furniture and equipment for the required activities in each room?
	Does our daily schedule include indoor and outdoor energetic physical activity that promotes coordination and movement skills as required?
	Is staff implementing the center's TV/Video/Computer Policy? Are children under age 2 prohibited from use?
	Do I have at least 5 distinct areas of activities with at least 5 activities in each area in rooms for children ages 18 months -13 years? 4 distinct areas of activities with at least 4 activities in each area in infant/toddler rooms?
	Are infants provided with age-appropriate, supervised tummy time at least twice per day?
	Is use of infant equipment including, but not limited to swings, exersaucers, and bouncers to limited to no more than 30 minutes at a time?
	Are infants/toddlers removed from their cribs when they are awake?
	Are toys mouthed by infants and toddlers washed and disinfected after each use?
	Do I have primary caregivers assigned for groups of 4 infants and 6 toddlers?
	Do the school age children participate in making rules or are they made aware of the discipline rules?
	Are the school age children given opportunities for involvement in activity planning?
	Is my program supervisor scheduled to work at a least 75% of the center's daily operating hours, or at least 6 hours a day, whichever is less?
	Do I provide 2 staff with more than 12 school-age children on walks?
	Are children taken outdoors daily?
	Is my staff carefully supervising children on the playground to make sure they're safe?
	Does my staff know how many children they have with them outside?
	Do children wear helmets when riding bicycles?
	Are children playing with equipment that is age-appropriate?
	Do children wash their hands with soap and water immediately after outdoor play?
<b>SA EC Feeding and Nutrition</b>	
	Is a written plan for feeding schedules for children less than 12 months made available to the staff? Are there accommodations for breast feeding mothers?
	Have I made sure that pacifiers do not have straps or any other attachments?
	Are tables or feeding chair trays washed and disinfected directly before each meal?
	Is uneaten food in a child's dish discarded: and unused food stored appropriately and discarded after 24 hours if not consumed?
	Do I serve nutritious meals and/or snacks and beverages that comply with the manual and CACFP standards?
	Do I have age-appropriate seating for children who no longer need to be held for feeding? Are safety straps used?
	Is each child's bottle labeled with their name and the date and not propped when feeding?
	Are sippy cups labeled with the child's name?
	Do I make sure milk, formula, and/or breast milk is not warmed in a microwave oven?
	Is formula or breast milk that is served but not completely consumed discarded immediately or refrigerated and consumed within 24 hours?
	Are bottles, cups, and pacifiers removed when children are crawling or walking?
	Do I have/have access to a working refrigerator for perishable foods or medication?
	Do I maintain a barrier to the kitchen area to prevent accidental access by children?
	Are microwaves/toaster ovens: out of children's reach; secured; not used when children are in the area?
	Do I ensure that staff are not withholding food as a means of discipline or disciplining a child for failing to eat?

**SA EC Toileting and Diapering**

	Are platforms available for children who can't reach an adult toilet or a sink?
	Do I have a supply of soap/toilet tissue/individual or disposable towels?
	Do the children wash their hand with soap and water immediately after toileting?
	Does staff wash their hands after assisting each child in toileting?
	Are toilet training seats and potty chairs washed and disinfected after each use?
	Are toilets, sinks, plumbing fixtures, stalls, secured, clean, free of rust, and operable?
	Does my hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit (SA)?
	Is the staff/adult toilet facility identified? Is a lock provided for privacy?
	Are potty chairs located in areas separate from food?
	Are children afforded age and developmentally appropriate privacy when toileting?
	Do I ensure that children are not disciplined for soiling him or herself?
	Are children unable to lock themselves in bathrooms?
	Are diapers changed frequently?
	Is the diapering area not used for food preparation and within 15 feet of a sink not used for food preparation?
	Is the diapering surface flat, non-absorbent, in good repair, etc. and clear of supplies?
	Do the children was their hands with soap and water after diaper changes?
	Is the changing area washed and disinfected after each use?
	Are soiled diapers placed in closed, lined containers, and removed daily?
	Does the staff wash their hands with soap and water after each diaper change?
	Are cleaners, creams, or other toxic substances and/or medications inaccessible to children?
	Are platforms available to assist staff in infant/toddler handwashing, if needed?
	Are fabric washcloths used for cleaning children washed and disinfected after each use?

**SA EC Rest and Sleep**

	Do I provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk, and play?
	Do I provide daily rest/sleep as needed for each child less than 18 months?
	Is daily rest/sleep provided children over 18 months and under 4 years who attends the center for 4 or more consecutive hours?
	Does sleeping equipment (cribs, cots, mats, etc.) meet CPSC standards and OOL requirements?
	Do I make sure that only one child uses a crib that is labeled (or other sleeping equipment) at a time?
	Is sleeping equipment labeled, in good condition, and washed and disinfected weekly?
	Are mats that are not stored separately washed and disinfected after each use?
	Are the cribs/cots/mats spaced to leave a 3 foot unobstructed aisle?
	Do I keep pillows, soft bedding, bumpers, loosely fitted sheets, and other hazards out of cribs and playpens?
	Are sheets and blankets: provided to each child over 12 months; labeled; stored separately; and washed and disinfected weekly? Do I have a supply of extras for when parents forget their child's sheet and/or blankets?
	Is swaddling prohibited?
	Are naptime preparations completed before reducing to naptime ratios?
	Are all children under 12 months: asleep before reducing to naptime ratios; initially placed on their back to sleep, prohibited from using a blanket?
	When children rest, are their faces uncovered and enough light provided to oversee the children properly?
	Do I meet staff/child ratios during nap time? Is additional staff readily accessible to go back to awake ratios?
	Do I utilize a staff member in each sleeping area and ensure children are directly supervised?
	Are bottles and cups removed when children have fallen asleep?
	Are children who don't sleep after 30 minutes of rest provided an alternate activity and not disciplined for failing to sleep?