

West Virginia Department of Health and Human Resources

Health and Safety Requirements for Informal and Relative  
Family Child Care Providers

Family providers caring for one (1) to three (3) children and providers caring strictly for related children are exempt from state regulatory requirements. However, these providers must meet minimal health and safety requirements if they wish to receive child care certificate program funds. The attached checklist shall be completed to certify compliance with minimal health and safety requirements. These requirements are part of the Child Care Provider Services Agreement.

Read the following statements. If the statement is true, put a checkmark in the “yes” column. If the statement is false, put a checkmark in the “no” column. If a statement does not apply, put a checkmark in the “N/A” column. If a provider does not meet a certain requirement and wishes to explain, comments may be entered on the last page.

The provider shall enter his or her name, address and phone number on the front of the form, and then complete the checklist. The completed checklist must be returned to the local Child Care Resource and Referral office within 30 days of the date of signing the Provider Service Agreement or by \_\_\_\_\_. All family providers who receive federal funds are subject to an announced or unannounced monitoring visit and may be investigated if complaints are received. A new Provider Services Agreement and updated checklist must be completed every two years.

Provider Name			
Phone Number		Social Security #	
Physical Address			
Signature		Date	/ /

**Worker Use Only**

Self Certification		Monitoring		Complaint		
Other		Explain:				
Signature:					Date:	/ /
Recommendation	Approved		Denied		Corrective Action	

<b>Health and Safety Statements</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>General Requirements</b>				
6.1.a.1.	Is at least 18 years of age.			
6.1.a.2.	Is able to read and write, or there is another adult present in the home, during the hours of care, who is able to read and write.			
6.4.b.	Is not an active recipient of child or adult protective services, or has no substantiated history of child abuse or neglect.			
6.4.b.	No household member is an active recipient of child, or adult protective services, and there is no other adult living in the home who has a history of child abuse or neglect.			
6.4.a.	A signed WV CARES self-disclosure application and consent form			
6.4.a.	Each adult member of the household signed a WV CARES self-disclosure application and consent form.			
6.4.c.	If any adult household member has a felony conviction or more than one misdemeanor or any offense against a person, a request for a waiver from the Department of Health and Human Resources, asking for approval is needed.			
6.1.b.	Caregiver shall ensure that alcoholic beverages or illegal substances are not used and that no one present in the home is under the influence of those substances during the time the children are in care.			
6.1.c.	Caregiver will only use a substitute during emergency situations or illness, or during occasional non-emergency situations such as vacations, child care training and medical appointments			
6.1.b.	Caregiver will ensure that any substitute used is at least 18 years of age, able to read and write, and shall not use or be under the influence of any alcoholic beverages or illegal substances while caring for children.			
6.1.d.	Caregiver shall be physically present at the home, and within sight or hearing of all children in care.			
<b>Caregiver Health Requirements</b>				
6.2.a.	Caregiver shall obtain a statement of good health from a licensed physician within thirty (30) days and shall have the statement updated every two years.			
6.2.b.	If the caregiver, or any member of the household, has a physical, mental or emotional condition that could negatively impact children in care, caregiver will provide a current exam report from a licensed physician and/or mental health provider to the Department of Health and Human Resources.			
<b>Training</b>				
6.3.a.	Caregiver shall complete approved pre-service health and safety training.			
6.3.b.	A relative caregiver shall complete an initial 2 hours of approved health or safety training within 30 days of application			

<b>Health and Safety Statements</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
6.3.c.	Informal and relative caregivers obtain health and safety training through the local child care resource and referral agency or the local child and adult care food program.			
6.3.d.	A caregiver shall annually complete at least one hour of self-directed study related to child development.			
6.3.e.	Caregiver providing care for children under 13 months of age shall, within 60 days of accepting the child into care, complete SIDS Training.			
<b>Home Safety Requirements</b>				
7.1	Caregiver shall ensure the home has working heat, electricity, indoor plumbing, cook stove, and refrigerator.			
7.1	Caregiver shall have a working telephone or communication device.			
<b>Safety Barriers</b>				
7.2	Safety gates shall be provided at the top and bottom of stairs which are accessible to children under 24 months of age.			
<b>Home Safety Requirements – Hazards</b>				
7.3.a. & b.	Caregiver shall store cleaning supplies, detergents, aerosol cans, pesticides, poisons, flammable materials, poisonous or unknown plants, medicines, alcoholic beverages or toxic materials out of the reach of children less than six (6) years of age and separately from food items.			
7.3.c.	Caregiver shall store guns, ammunition, hunting knives, bows and arrows, and other weapons in a locked cabinet or locked closet.			
<b>Home Safety Requirements – Heating</b>				
7.4.a.1 & 2	If unvented gas heaters are used, it shall be equipped with an oxygen depletion sensor and automatic shut off, and caregiver shall have a digital carbon monoxide detector properly installed in the home.			
<b>Home Safety Requirements – Pets and Animals</b>				
7.5.a.1	Caregiver shall confine animals that are sick, aggressive, or injured in an area not accessible to children.			
7.5.a.3	Caregiver shall keep pets such as birds, ferrets, reptiles, or wild animals in an area of the home or the premises that is not accessible to children and away from food storage and preparation areas.			
7.5.a.3	Caregiver shall keep documentation available on site of rabies vaccinations for all cats and dogs kept on the premises.			
<b>Home Safety Requirements – Play Areas</b>				
7.6.	Play areas shall be free from unsanitary or hazardous items			
<b>Home Safety Requirements – Electrical Safety</b>				
7.7.a.	Caregiver shall install protective covers on all unused electrical outlets accessible to children who are under five (5) years of age.			
7.7.b.	Extension cords shall be maintained in good condition, UL approved and not run under carpets or rugs, or through common walkways unless stabilized to prevent tripping.			

<b>Health and Safety Statements</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>General Fire Safety</b>				
8.1.	Caregiver shall have one (1) working smoke detector installed on every level of the home.			
8.2.	I shall have an ABC-rated multi-purpose fire extinguisher available at all times.			
<b>Health</b>				
9.1.	I shall obtain immunization records on children in care.			
9.1.d.	I shall obtain a schedule for completion from the parent if immunizations are not current, unless written documentation from physician that immunizations are contraindicated due to the child's medical condition.			
<b>Sanitation</b>				
9.2.a	I shall have sufficient safe water for drinking, hand washing, and other household needs.			
9.2.b.	I shall ensure all hands, adults' and children's, are washed before handling or preparing foods, after contact with animals, before and after diaper changing, after assisting a child with toilet use, after personal bathroom use, and when there has been contact with blood or bodily fluids containing blood.			
9.2.c.	I shall store food and drinks in closed containers and refrigerate as needed.			
9.2.d.1.	I shall maintain garbage cans in a sanitary manner by using liners, covering garbage cans with lids, or placing them in an area inaccessible to children, and emptying daily.			
9.2.d.2.	I shall clean and disinfect bathroom facilities used by the children daily and when soiled.			
9.2.d.3.	I shall clean dishes in a dishwasher or in hot water and detergent.			
9.2.d.4.	I shall maintain the family day care home and furnishings in a safe and sanitary condition to prevent accidents and illnesses.			
9.2.d.5.	I shall ensure that the home is free of rodent and insect infestation.			
<b>Nutrition</b>				
9.3.	I shall provide water and nutritious meals or snacks on a daily basis.			
<b>Water Safety</b>				
10.1.	I shall obtain written permission from parents for water play.			
10.2.	I shall ensure that pools and hot tubs are either emptied or inaccessible to children when not in use.			
10.3.	I shall be physically present and supervise children during water play.			
<b>Emergency Practices</b>				
11.1.a.1 -7	I shall ensure that written emergency information is available within easy access that contains numbers for the following: Police and fire departments, the child abuse and neglect hotline, ambulance service, poison control center; parents' work and home, each child's doctor; and an emergency substitute, if applicable.			

<b>Health and Safety Statements</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
11.1.b.	I shall obtain notarized parental permission forms for emergency medical treatment for each child.			
11.2.	I shall develop a written plan and drawing for emergency evacuation of the children from the home. The drawing must show exits and a meeting place.			
<b>First Aid Supplies</b>				
11.3.	I shall keep the following first aid supplies available in a portable container and ensure they are out of children's reach: thermometer, disposable gloves, blunt tipped scissors, tweezers, bandage tape, sterile gauze, non-medicated adhesive strips, sealed packages of alcohol wipes or antiseptic, soap, and a first aid guide.			
<b>Transportation</b>				
If/When I drive the children in a motor vehicle, I shall ensure that:				
12.1.a.1	I accompany the children.			
12.1.a.2	I have a valid driver's license.			
12.1.a.3	The vehicle used to transport the children is maintained in safe running condition, with insurance and a current inspection sticker.			
12.1.b.	Children are secured in an approved child safety seat or in individual seat belts.			
<b>Guidance and Discipline</b>				
14.1.a.	I shall use positive guidance that helps the child understand appropriate behavior and is appropriate to the age of the child.			
14.2.	I shall not use any harmful form of discipline or punishment including, but not limited to: Physical punishment such as spanking, slapping, hitting, shaking, shoving, etc. Threats or punishment related to toilet training, food, or rest; Confining in a locked room or closet or using physical restraints; Using emotional or psychological punishment such as shaming, humiliating, terrorizing or rejecting.			
14.3.	I shall not seek or accept parental permission to use any punishments or acts prohibited in this rule.			
<b>Program and Equipment – General Requirements</b>				
13.1.	I shall have a daily routine appropriate for the ages of children in care and include specific meal times, nap times for children who need them, as well as indoor and outdoor play.			
13.2.	I shall implement a program that is appropriate to the ages and stages of development of children in care and that enhances the healthy growth and development of children.			
13.3.	I shall select toys, equipment and activities that are nontoxic, safe, sturdy, easy to clean and free of hazards.			
<b>Program and Equipment – Infants and Toddlers</b>				
15.1.a	I shall provide children younger than 13 months with a crib, port-a-crib, or playpen that has no more than two and three-eighths (2 d) inches between slats, side, or end panels.			
15.1.b.	I shall not allow children younger than 13 months to sleep on any type of adult bed or sofa.			

<b>Health and Safety Statements</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Program and Equipment – Infants and Toddlers, continued</b>				
15.1.c.	I shall not place soft pillows or stuffed animals in beds with children younger than 13 months during sleep or nap times.			
15.1.d. – e.	I shall ensure that high chairs, infant swings, playpens, cribs are in safe, sanitary and good working condition, and also disinfect toys, play equipment used by infants and toddlers after each use.			
15.2.a.	I shall hold infants six (6) months of age and younger while bottle-feeding. I shall not prop bottles.			
15.2.b.	I shall place children younger than 13 months, who are unable to turn over independently, on his or her back to sleep unless medical documentation prohibits sleep in that position.			
15.2.c.	I shall visually observe and check on children in cribs and playpens every 15 minutes.			
15.3.a.1	I shall have sufficient quantities of clean diapers available.			
15.3.a.2	I shall change diapers when soiled and dispose of them in a closed container that is emptied daily.			
15.3.b.	When caring for a child who is toilet training I shall discuss and agree with the child’s parent on a schedule for toilet training.			
<b>Required Reporting to the Department of Health and Human Resources</b>				
16.1.	I shall immediately report suspected child abuse or neglect to the Department of Health and Human Resources.			
16.2.	I shall immediately report any accidents or illnesses resulting in emergency treatment, hospitalization or death of a child to the Department of Health and Human Resources.			
I shall report the following within seventy-two (72) hours:				
16.3.a.	An adult added to the household, so statements of criminal record, child abuse and neglect history can be completed.			
16.3.b.	Major damage to the home caused by flood, fire, or storms.			
16.3.c.	A change in address.			
16.3.d.	A change in phone number.			

Comments:

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Signature of Child Care Regulatory Specialist:

\_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Signature of Informal/Relative Family Home Provider:

\_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_