

**MSDE - Office of Child Care**  
**Family Child Care Homes - 3 + 4 Infant/Toddlers Orientation Checklist**

Provider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Registration Number: \_\_\_\_\_

	Criteria	Yes	No
1	Each additional adult is at least 18 years old.		
2	Each additional adult has completed the additional adult application form.		
3	Each additional adult has submitted an original medical report.		
4	Each additional adult has completed a criminal background check.		
5	Each additional adult has submitted an original notarized release of information.		
6	Each additional adult holds a current certificate indicating successful completion of approved basic first aid and CPR training applicable to children under two years.		
7	Each additional adult has completed SIDS training within the previous five years.		
8	The provider has completed at least 3 semester hours or 45 clock hours of approved training that is related exclusively to the care of children under 2 years of age.		
9	Provider may not use an additional adult unless the Office has approved the individual.		
10	There are at least two designated substitutes, at least one for the provider and one for the additional adult.		
11	Provider and additional adult must follow the approved hand washing and diapering procedures.		
12	Approved diapering supplies must be in place (diaper mat, paper towels and soap, trash can with a lid & liner, etc).		
13	There is one crib, portacrib, or playpen that meets the Consumer Product Safety Commission standards for <b>EACH</b> child in care under 12 months of age.		
14	If the provider and child's parent agree in writing, a child over the age of 12 months, may remain in a playpen, crib, or portacrib.		
15	A crib may not contain soft bedding items including but not limited to pillows, quilts, comforters, and crib bumpers.		
16	An object or device (strap, wedge or roll) that restricts movement may not be used with a child unless specified by child's physician.		
17	Unless specified by the child's physician, a child younger than 12 months of age must be placed for sleep on the child's back.		
18	A resting child under 12 months of age must be observed at least every 15 minutes.		

19	There is an approved, written emergency evacuation plan posted for Infant/toddlers.		
20	The provider allows the Office to conduct unannounced monitoring visits.		
21	There is a ratio of one approved adult for every 2 children under 2 years of age.		
22	The provider and additional adult must maintain appropriate child records for the infants and toddlers.		
23	The provider and additional adult must maintain appropriate equipment such as high chairs, strollers, & car seats.		
24	The provider and additional adult must maintain age and developmentally appropriate materials and toys that support learning and are clean and free from hazards.		
25	The provider and additional adult must make arrangements with parents regarding an age appropriate feeding schedule for each individual child.		
26	The provider and additional adult must transport, store, prepare and serve food in a safe, sanitary, and healthful manner (refrigeration & discarding of food).		
27	<b>The provider has notified the Office before changing the additional adult(s) and documentation has been submitted for the new additional adult.</b>		

Additional Comments:

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\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Signature of Additional Adult

\_\_\_\_\_  
Date