

**MARYLAND STATE DEPARTMENT OF EDUCATION  
Office of Child Care**

**FAMILY CHILD CARE HOME SELF-ASSESSMENT GUIDE**

This guide is designed to help you do a self-assessment of your home to make sure it is ready for initial registration as a family child care home. By using the guide, you can spot potential problems and correct them before your home is inspected by the Office of Child Care (OCC). The guide does not contain all of the items found on a family child care home inspection report form, but it does include most of them. You should review the family child care regulations (COMAR 13A.15.01-.15) carefully to make sure you understand all of the requirements that must be met before your registration certificate can be issued.

Read each statement listed below and on the following pages, then check YES, NO, or DOESN'T APPLY as appropriate. At the time of your initial application inspection, your OCC Licensing Specialist will review your responses with you and answer any questions you may have.

<u>YES</u>	<u>NO</u>	<u>DOESN'T APPLY</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a space in the child care area where your certificate of registration can be displayed conspicuously.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The interior and exterior of your home is in good repair. For example, there are no broken windows, peeling paint, or damaged/unsafe railings, stairs, doors, window-screens, floors, walls, ceilings, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your home is free from health and safety hazards such as exposed insulation or electrical wiring, damaged/unsafe floor-coverings, and toxic plants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your home is free of insects and rodents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is hot and cold running water accessible to the areas that will be used for child care.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your home has a toilet that is intact and in good working condition, including the toilet-seat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your home has a refrigerator and a stove/oven that are in good working condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your home has a heating system that is safe and in good working condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your home has working utility services (water, electricity), including an operable hard-wired (land line) telephone.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is no lead-based paint on any exterior or interior surface of the home or on any material or equipment to be used for child care purposes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The areas to be used for child care are well-lit and well-ventilated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Your indoor activity area has enough space for children to move around freely.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you will be caring for children under 5 years old, you have safety caps for all wall-sockets that are accessible to the children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	You have protective barriers for use at indoor locations that are potentially hazardous to young children.

<u>YES</u>	<u>NO</u>	<u>DOESN'T APPLY</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawers and cabinets containing potentially hazardous items are child-proofed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All items that are potentially hazardous to children (firearms, knives, tools, medicines, flammable items, cleaning supplies, tobacco products, alcoholic beverages, etc.) are stored properly and in locations that will make them inaccessible to children in care. <i>(NOTE: If firearms are present, they are stored in accordance with Maryland law.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The outdoor activity area is large enough and is free from potential safety hazards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	You have an adequate supply of indoor and outdoor activity materials and equipment that are suitable for the ages, needs, and capabilities of the children in care. All materials are clean, safe, in good condition and free of hazards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are enough sheets and blankets for each child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For each child, there is rest equipment (a crib, cot, mat, etc.) that is safe, durable, comfortable, and appropriate to the age of the child. All cribs, portacribs, and playpens meet U.S. Consumer Product Safety standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you will be using your vehicle to transport children in care, the vehicle has enough seatbelts and/or child safety seats to accommodate each child separately.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each area of your home to be used for child care is clean and orderly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suitable toileting supplies (paper towels, soap, toilet paper and trash can) are located within the easy reach of the children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are suitable receptacles for the sanitary disposal of refuse. There is a separate suitable receptacle, with a tight fitting lid, for the sanitary disposal of diapers/pull-ups.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The OCC-approved handwashing procedure is immediately accessible for your reference.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you will be caring for children who require diapering, the OCC-approved diapering procedure is immediately accessible for your reference.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you will be caring for children who require diapering, there is a diapering surface that is located away from food preparation and eating areas, and can be easily cleaned and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If used, potty-chairs are placed on a nonabsorbent surface or mat, are located away from food preparation and eating areas, and can be easily cleaned and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The OCC list of signs and symptoms of acute child illness is immediately accessible for your reference.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Communicable Disease Summary pamphlet is immediately accessible for your reference.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All medications can be stored safely and properly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is a person living in your home who smokes, all tobacco products and smoking accessories are made inaccessible to the children in your care.

**DOESN'T**  
**YES NO APPLY**

- All areas used to store children's food and eating utensils are clean and protected. Perishables can be properly refrigerated.
- The OCC list of signs and symptoms of child abuse is accessible for your reference.
- The telephone numbers of your OCC regional licensing office and of the local police and/or local department of social services are immediately accessible for your reference.
- You have a portable container or binder for keeping the children's emergency forms immediately accessible at all times.
- Your name, address, location, phone #, 911, emergency and poison control telephone numbers are posted by each telephone.
- There is a readily accessible location for keeping your substitute's name and telephone number and the names, home telephone numbers, and work telephone numbers of the parents whose children you will be caring for.
- An emergency escape plan is posted in the child care area.
- You have all required first-aid items in a portable container which is accessible to the child care area, but are stored so that they are inaccessible to children in care.
- You have enough office folders and other office supplies to make a separate file for each child. The folders are large enough to contain all required forms and other documentation for the child. You have adequate storage space for children's files.

**In addition, are you familiar with COMAR 13A.15 requirements regarding the following?**

- Use of substitutes.
- Remaining within assigned child care capacity at all times.
- Remaining within sight or sound of children at all times, and providing supervision which is appropriate to each child's age, activities, and individual needs.
- Administration, recording, and storage of medication given to children.
- Providing meals and snacks that are nutritious and appropriate for the children's ages and needs.
- Appropriate child discipline and prohibitions against child abuse, neglect and injurious treatment.
- Reporting suspected child abuse or neglect.
- Reporting a child injury or death.
- Releasing a child to someone other than the child's parent or guardian.
- Reporting to the OCC regional licensing office any changes in your home that might affect the status of your registration (for example, a new resident, a change in your program operation, or a change in your address or telephone number).

