



**State of Alaska**  
**Department of Health and Social Services**  
**Division of Public Assistance**  
**Child Care Program Office**  
<http://dhss.alaska.gov/dpa/Pages/ccare>

**In-home Child Care**  
**Health and Safety Inspection Checklist**

Family Name:		Date:
Address: (Street, City, Zip)		Phone: (907)
Provider (Parent): or In-home Caregiver Name:	Hours of Operation:	
Reason for Inspection: <input type="checkbox"/> New Application <input type="checkbox"/> Annual <input type="checkbox"/> Follow up inspection <input type="checkbox"/> Special request		
Inspection Type: <input type="checkbox"/> Announced <input type="checkbox"/> Unannounced		
Licensing Specialist conducting the Inspection:	CCAP Assigned Worker:	
Number of Children Present: Names of Children Present:	Arrival Time:	Departure Time:
Date Delivered/Sent by Licensing Specialist to CCAP Designee or CCPO:	Type of Delivery: <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Scan/email	
<p>The caregiver and the child(ren) in care may not reside in the same home. Definitions:</p> <ul style="list-style-type: none"> <li>• In-home Provider: the parent of a family who has hired a caregiver to provide child care services in the family's home. The In-home Provider is the individual who has primary responsibility for the daily operations and compliance of their caregiver.</li> <li>• In-home Caregiver: an individual who provides child care services in the family's home for the children of the family.</li> </ul>		

**Key: NR = Not Reviewed    C = Compliance    NC = Noncompliance    D = Discussed    NA = Not Applicable**

Description of Regulation	Key	Comments
General Health, Medication, and Nutrition Requirements 7 AAC 41.370 (i)(1) – (16)		
(i) A provider shall		
(1) Take precautions against the spread of infectious disease by ensuring that each person in contact with children washes that person's hands for at least 10 seconds with soap and water and rinses them with water		

(A) Before food handling, preparation, serving, eating, or table setting;		
(B) After toileting or assisting a child with toileting or diapering;		
(C) After handling an animal, animal waste, or an animal cage;		
(D) Before and after giving medication;		
(E) Before and after participation in moist play, including painting, cooking, or molding clay; and		
(F) If hands are contaminated with a body fluid, including from nose wiping;		
(2) Encourage children to wash their hands at similar times described in (1)		
(3) Ensure that children in care have been immunized as required by 7 AAC 57.550(a)-(e), except that children identified as homeless or in protective services or foster care may be enrolled for up to 30 days without a valid immunization record		
(4) Ensure that an opportunity for a supervised rest or sleep period is provided for each child under five years of age who is in care more than five hours, and for any other child, if desired by the child. For a child who is unable to sleep, the caregiver shall provide supervised time and space for quiet play. The caregiver may place in a crib only an infant, a non-climbing toddler, or a child identified as having special needs under 7 AAC 41.990(a)(55), if appropriate		
(A) An infant;		
(B) A nonclimbing toddler; or		
(C) A child identified as having special needs, if appropriate;		
(5) Administer medication only as follows		
(A) Upon admission or when a new medication is prescribed, the caregiver shall obtain from the parent of a child in care written permission for the administration of prescription medication:		
(B) The caregiver shall administer prescription medication and special medical procedures only in the dosage, at the intervals, or in the manner prescribed by a physician or other person legally authorized to prescribe medication or medical procedures, and shall document in a medication log the date and time each dose is administered and caregiver's initials;		
(C) If written permission has not been obtained from the child's parent for the administration of a commonly used nonprescription medication or medication contained in the first aid kit required by 7 AAC 10.1075 and (l) of this section; the caregiver shall document telephone permission to administer that medication;		
(D) The caregiver shall document in a medication log the date and time each dose is administered and provider's initials the use of any commonly used nonprescription medication for oral or topical use kept on hand by the caregiver for the communal use of any child;		
(6) Ensure that prescription medicine is kept in		
(A) The original container showing the date filled, the expiration date,		

instructions, and the physician's or other medical professional's name or		
(B) Medicine sets filled by a pharmacist or a licensed medical professional; the prescription date filled, the expiration date, instructions, and the physician's or other medical professional's name must be affixed to or stored with each medicine set;		
(7) Ensure that each stored medication, including each nonprescription medication, is in its original container and properly labeled with the name of the child for whom it is intended, the name of the medication, the dosage, expiration date, and directions for administration;		
(8) Ensure that medications are stored in a manner that prevents access by unauthorized persons;		
(9) Ensure that medications, including controlled substances, are stored in accordance with the manufacturer's recommendations. In this section "controlled substance" means a drug, substance, or immediate precursor included in the schedules set out in AS 11.71.140 - 11.71.190;		
(10) Ensure that nonprescription medications and health products, including nonaspirin fever reducers, naturopathic remedies, vitamin and mineral supplements, diaper ointments and powders, sunscreen, and insect repellent, are used only at the dose, duration, or method of administration specified on the manufacturer's label; and		
(11) Ensure that medication requiring refrigeration is grouped together, stored in a manner to prevent contamination of food, and labeled as required by this section.		
(12) Ensure that snacks and meals are nutritious and meet the child's daily dietary needs;		
(13) Maintain sanitary facilities for the proper care, storage, refrigeration, and preparation of food; the caregiver shall ensure that		
(A) Food served is not altered to contain harmful substances; and		
(B) Fruits and vegetables are thoroughly washed with potable water before use;		
(14) Observe the following requirements for bottle feedings if caring for infants;		
(A) An infant shall be fed on demand;		
(B) A child on bottle feedings		
(i) Shall either be held or fed sitting up or, if unable to sit up, always be held by a caregiver during the feeding; bottles may not be propped for a child and;		
(ii) May not be permitted to hold or carry its bottle at times other than the feeding;		
(15) Obtain information concerning any food allergies or special dietary needs of each child and shall plan that child's meals accordingly; and		
(16) Except for medical reasons, not deny a meal or snack to a child, force feed a child, or otherwise coerce a child to eat against the child's will; mere		

encouragement without any element of compulsion is not prohibited.		
<b>Environmental Health and Safety 7 AAC 41.370 (j) / 7 AAC 41. 220(c)(1)-(10) and (12)-(14)</b>		
(j) The family (provider) shall ensure that the family’s home meets and the family’s caregiver follows the environmental health and safety requirements described in 7 AAC 41.220(c)(1)-(10) and (12)-(14):		
(1) Maintain a functional telephone or other identified means of communication;		
(2) Maintain an ample supply of potable water;		
(3) Provide and maintain clean and sanitary toilet facilities and ensure that in each toilet room:		
(A) At least one easily cleanable waste receptacle is provided; if soiled diapers are kept in a waste receptacle until disposed of, that waste receptacle must be covered;		
(B) Toilet tissue is provided from a wall-hung or protected container at each toilet;		
(C) Each step stool, if provided, has a nonslip tread made of a water-impervious, durable material;		
(D) Each floor and wall is covered with sooth, durable, nonabsorbent, easily cleanable material;		
(E) Each toilet lid, seat, and handle and each handsink is kept clean and sanitary;		
(F) Each handsink is used only for its designated purpose and is equipped with accessible soap and a single-use towel dispenser or cloth towels; the provider must ensure single-use towels are discarded after each use and cloth towels are laundered after each use; and		
(G) Each potty-chair is emptied into a toilet and cleaned and sanitized after each use in a utility sink or another place approved by the department. The provider shall ensure that the utility sink or other area is cleaned and sanitized after each use;		
(4) Ensure that the child care premises and surrounding grounds are kept clean, sanitary, safe, and in good repair. The provider shall ensure		
(A) The premises are free of hazards, including splintered surfaces, sharp edges, protruding corners, broken or hazardous toys or play equipment, step stairways, ice on walkways, unsecured play equipment, and unsafe play areas;		
(B) Insects, rodents, and other pests are controlled and that the premises are kept free of conditions that are likely to attract or harbor pests; any pesticide used is subject to the notice and other applicable requirements of 7 AAC 10.1093; if the department determines that the provider is not adequately controlling pests, the department may require the provider to hire a commercial pest control applicator certified under 18 AAC 90, or take other appropriate action if a commercial pest control applicator is not available in the community;		
(C) Outdoor areas are well drained and free from deep depressions that		

may collect standing water; if necessary to ensure the safety of children in care, the department will require that an outdoor recreation area be enclosed with landscaping, a fence, or another effective barrier that prevents or deters access to a busy roadway or other potential hazard;		
(D) Ventilation by natural or mechanical means is provided to keep air fresh and to prevent the accumulation of heat, steam, condensation, vapors, smoke, or fumes; openings to the outside must prevent the entrance of rodents, insects, and other pests;		
(E) Walls and ceilings have smooth, durable, nonabsorbent, easily cleanable surfaces, except that rough-textured and acoustical tile ceilings are permitted in bedrooms and living rooms;		
(F) Lead-based paint is not used, and any painted surface is free from flaking;		
(G) Stairways and steps have handrails and nonslip treads or covering;		
(H) Any faucet that is accessible to children, hot water temperature is no less than 100 degrees Fahrenheit, and no more than 120 degrees Fahrenheit;		
(I) An artificial light source is provided in each area of the premises; the light must be sufficient and appropriate for the activities performed in each area by children in care;		
(J) Cleaners, medicines, and other harmful substances are stored in a place that is inaccessible to children; and		
(K) Furniture and equipment is durable, safe, easily cleanable, and is kept clean and in good repair.		
(5) Ensure smoking is prohibited on the child care premises while children are in care. The provider shall ensure		
(A) Tobacco, cigarettes or other smoking products, and ashtrays, lighters, or other smoking accessories are not visible or accessible to children;		
(B) The premises do not smell of smoke from cigarettes or other smoking products; and		
(C) Any vehicle used to transport children must be smoke-free.		
(6) Ensure that alcohol, marijuana, legal controlled substances, and illegal controlled substances are not accessible to children or used during the hours that children are in care. "Controlled substance" means a drug, substance, or immediate precursor included in the schedules set out in AS 11.71.140-11.71.190;		
(7) Transport children in safe vehicles and use appropriate child restraints in each vehicle in accordance with 7 AAC 57.565;		
(8) Ensure that any firearms are unloaded and stored in a locked gun safe or other locked place that is not visible or accessible to children. The provider shall also ensure that ammunition is stored separately from the firearms in a place that is inaccessible to children.		
(9) Ensure safety gates are installed and used to prevent access to stairs if infants or toddlers are in care;		

(10)Ensure outlet covers are installed in all electrical outlets that are not in use and that are accessible to children under five years of age:		
(12)Ensure toys used by children are kept clean and sanitary and if a toy has been mouthed or is otherwise contaminated, that toy is cleaned an sanitized before use by another child;		
(13)Ensure that each crib, crib mattress, cot, mat, and playpen is cleaned and sanitized		
(A) At least weekly;		
(B) Before assignment to another child in care; and		
(C) Whenever soiled; and		
(14) Ensure children are not allowed to participate in a high-risk activity including playing near or jumping on any type of trampoline.		
<b>Life and fire safety 7 AAC 41.370 (k) / 7 AAC 41.222(d)-(i)</b>		
(l) The family shall ensure that the family’s home meets and the family’s caregiver follows the life and fire safety requirements in 7 AAC 41.222.(d)-(i):		
(d) A provider shall ensure basic life and fire safety by meeting the requirements of this section. The provider shall have a disaster preparedness and emergency evacuation plan that		
(1) Includes evacuation procedures that will ensure the complete evacuation of children in care, including children with limited mobility, within 150 seconds during an emergency;		
(2) Describes in detail the procedures that will be followed for the complete evacuation of the child care premises, including specific procedures, as applicable, for		
(A) Children younger than 30 months of age;		
(B) Children with limited mobility; and		
(C) Children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired;		
(3) Includes procedures for other emergency situations or natural disasters that may affect the child care premises, including, as appropriate, tsunami, flooding, and earthquake emergencies;		
(4) Includes procedures for reunifying the child and family when the child care premises is inaccessible; and		
(5) Provides for emergency evacuation drills to be conducted and documented once each month unless postponed due to severe weather. The provider must document the reason for any postponement.		
(e) A provider shall make and retain a record of each required evacuation drill and make the record available to the department upon request. The record must include		
(1) The date and time of the drill;		
(2) The name of each child in care who was present at the time of the drill but did not participate in the drill, and the reason for nonparticipation;		
(3) The amount of time used to complete the drill;		

(4) A critique of the drill including a brief evaluation of the evacuation.		
(f) The critique under (e)(4) of this section must include		
(1) A review of actions taken by the provider;		
(2) A review of responses by children in care during the drill;		
(3) An evaluation of whether existing policies were followed and, if not, an explanation of why a policy was not followed;		
(4) An evaluation of whether the policies followed were effective and, if not, a description of how any policy will be revised for future drills;		
(5) For any critique that indicates a drill was ineffective in any way, an identification of factors contributing to an ineffective drill; and		
(6) Any suggestions for improving future drills.		
(g) If an emergency affects the child care business, the provider shall notify the department by telephone, facsimile, or electronic mail no later than the following business day and shall, no later than five of the provider's working days, submit a detailed written report to the department that includes the following:		
(1) The date and time of the emergency		
(2) A description of the nature of the emergency;		
(3) A description of how the evacuation was achieved, including the amount of time used to achieve evacuation; and		
(4) A critique of the evacuation that includes the information required under (f) of this section.		
(h) A Provider shall have at least (2) two means of emergency escape that are remote from each other and that provide unobstructed access to the outside of the building; at least one means of emergency escape must be an exterior door; if one of the means of emergency escape is a window, the window must comply with the requirements of (2) of this subsection;		
(1) The building occupied by children in care has at least one means of escape from any basement directly to the outside at or near ground level, if children in care occupy the basement for any part of the day;		
(2) Unless prohibited by the state fire marshal for a window 20 feet or more above ground level, each bedroom has at least one fully-opening window that provides escape directly to the outside and that meets the following requirements:		
(A) The finished sill height may not exceed 44 inches above the floor; the department will allow a child care facility to meet this requirement through the provision of a permanently installed step, the top of which is no more than 44 inches from the sill, if the step does not create a tripping hazard, block wheelchair access in the bedroom, or block a heating element; any request for a variance of the sill height requirement must be accompanied by written approval from the state fire marshal; or		
(B) The net clear openable area must be a minimum of 5.7 square feet; for purposes of this subparagraph,		
(i) The net clear openable height may not be less than 24 inches; if the height is 24 inches, the width may not be less than 34.25 inches; and		

(ii) the net clear openable width may not be less than 20 inches; if the width is 20 inches, the height may not be less than 41.25 inches;		
(3) A window screen may not be used if it permanently prevents exit or if it cannot be easily removed for exit;		
(i) A provider shall ensure that		
(1) The child care premises are free of any accumulation of combustible waste material and other fire hazards in or around the premises;		
(2) At least one AC primary powered smoke detection device with battery backup, or at least one monitored battery powered smoke detection device, is located in each bedroom; in addition, if the child care premises is in a multi-level structure, at least one smoke detection device must be installed on each level; each device required under this paragraph must be less than 10 years old, or newer if necessary to comply with the manufacturer's recommended replacement date; in this paragraph, "AC" means alternating current;		
(3) At least one fully charged 2A:10BC dry chemical fire extinguisher is strategically located on each level of the child care building, and is installed, inspected, tested, and serviced according to the requirements of 13 AAC 50.025(47);		
(4) Any flammable or combustible liquid is stored in a container with a tight-fitting lid specifically designed for holding flammable or combustible liquids, and ensure that these liquids are kept out of the reach of children;		
(5) Each heating device meets the applicable requirements of 7 AAC 10.1015;and		
(6) If the child care premises uses oil, wood, natural gas, or propane as a heating or cooking fuel, that an operating carbon monoxide detector is installed in each hallway outside of, or within, each sleeping area, and ensure that each device is regularly inspected, tested, and serviced; in addition, for a multi-level building, at least one operating carbon monoxide detector must be installed on each level.		
<b>First Aid Kit and Procedures 7 AAC 41.370 (l) / 7 AAC 41.230(b)</b>		
(b) A provider shall review and either post or make readily available, first aid and CPR instructions. Post emergency telephone numbers, including the number for the poison control center, near the telephone. The provider shall maintain first aid kits in accordance with 7 AAC 10.1075, except that activated charcoal is not required:		
(1) At least one first aid kit, described in (c) of this section;		
(2) At least one additional first aid kit, described in (c) of this section, for field trips or outings away from the facility;		
(3) An abbreviated first aid kit for a neighborhood walk of 30 minutes or less; an entity may use the kit described in (2) of this subsection for a neighborhood walk if the kit is not needed for a field trip or outing, and if a kit described in (c) of this section is kept at the entity; for purposes of this paragraph, an abbreviated kit must contain, at a minimum:		
(A) Disposable nonporous, nonlatex gloves;		

(B) Tweezers;		
(C) Adhesive bandages;		
(D) Bandage tape;		
(E) Sterile gauze pads;		
(F) A cold pack;		
(G) A CPR barrier device or mask;		
(H) Potable water;		
(I) The emergency child record information required by 7 AAC 41.207		
(a)		
(J) Medication that may be needed on the walk.		
(b) Each first aid kit is restocked after use to ensure compliance with this section.		
(c) Except as provided in (a)(3) of this section, each first aid kit must include at least the following items, checked regularly to ensure that any expiration date is not exceeded, and kept within a container that will hold all of the items;		
(1) Disposable nonporous, non latex gloves;		
(2) Sealed packages of alcohol wipes or antiseptic for thermometer cleaning only;		
(3) Scissors;		
(4) Tweezers;		
(5) Thermometer;		
(6) Adhesive bandages;		
(7) Bandage tape;		
(8) Sterile gauze pads;		
(9) Flexible roller gauze;		
(10) Triangular bandage;		
(11) Safety pins;		
(12) Eye dressing;		
(13) Note pad with pen or pencil;		
(14) Cold pack;		
(15) Standard first aid text by either American Academy of Pediatrics or American Red Cross or equivalent first aid guide;		
(16) CPR barrier device or mask;		
(17) Telephone number for the Poison Control Center;		
(18) Potable water;		
(19) Splints, including small child-sized splints;		
(20) Soap; and		
(21) Working flashlight;		
(22) For a field trip or outing away from a child care facility, and for each		

child participating in the trip or outing,		
(A) The emergency child record information as required by 7 AAC 41.207 (a); and		
(B) Written permission for use of medication; only medication that is or may be needed during a field trip or outing may be included in the first aid kit, and only for the length of the field trip or outing.		
(b) A provider shall obtain prior to approval and maintain throughout their approval period a valid certification for first aid and age-appropriate CPR. A currently certified emergency medical or trauma technician on duty at the child care facility satisfies the requirements of this subsection. Certification in accordance with 7 AAC 57.350(e) satisfies the requirements of this subsection.		

Additional Comment(s):

Licensing Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In-Home Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If present during the Inspection  
 In-Home Provider (Parent) Signature: \_\_\_\_\_ Date: \_\_\_\_\_