“TOP 10” BASICS FOR HEALTH AND SAFETY IN CHILD CARE CENTERS

1. SUPERVISE AND MONITOR CHILDREN AT ALL TIMES INCLUDING NAPTIME (Section 301)
   - Count children (Know how many children are in your care at all times)
   - NEVER leave children unattended
   - Always maintain ratios - NEVER leave the room unless another adult steps in to supervise the children during your absence

<table>
<thead>
<tr>
<th>Ratios (Based on the age of the youngest child in the room)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18 months - 5 children to 1 staff</td>
</tr>
<tr>
<td>2.5-3 year olds - 12 children to 1 staff</td>
</tr>
<tr>
<td>5 year olds - 18 children to 1 staff</td>
</tr>
</tbody>
</table>

2. TREAT CHILDREN WITH RESPECT - NO HITTING OR YELLING AT CHILDREN (Section 500)
   - Time-out is used, the length of time shall not exceed 1 minute per year of child’s age
   - Time-out should not be used with children under the age of 2 years old.

3. WASH HANDS – Caregivers and Children (Section 1102)
   - Before and after meals, after diapering/toileting, before entering infant room and as needed

4. CLEAN AND SANITIZE TABLES/FOOD SURFACES BEFORE AND AFTER MEALS (Sections 701/1107)
   - Sanitize diaper changing surface after each diaper change

5. HOLD INFANTS UNDER 6 MONTHS WHILE BEING BOTTLE FED (Section 702)
   - Bottles shall not be propped
   - Infants over 6 months may hold their own bottle
   - Document all food and drink given to infants up to age 12 months
   - Document for children over 12 months, if still given a bottle

6. USE SAFETY STRAPS ON SWINGS, HIGH CHAIRS, JUMPERS, ETC. (Section 1001)

7. REMOVE SLEEPING CHILDREN FROM SWINGS, HIGH CHAIRS, ETC. (Sections 402/1002)
   - Place children in/on proper sleeping equipment with top and bottom cover
   - Place infants on their backs to sleep
   - Place sleeping equipment at least one foot apart (sleeping equipment shall be labeled with each child’s name)

8. LOCK ALL MEDICATIONS AND POISONOUS SUBSTANCES IN SEPARATE AREAS (Section 1201)
   - Place detergents and cleaning products out of children’s reach - including all products labeled “Keep Out of Reach of Children” (only exception - liquid hand soap)
   - Place purses out of children’s reach

9. COVER (GUARD) ALL ELECTRICAL OUTLETS (Section 1201)

10. RELEASE CHILDREN ONLY TO PERSONS ON THE AUTHORIZED PICK-UP LIST (Section 401)
    - Obtain photo ID if you do not personally know or recognize the individual