

“TOP 10” Basics

FOR HEALTH AND SAFETY IN CHILD CARE FAMILY HOMES



- SUPERVISE AND MONITOR CHILDREN AT ALL TIMES INCLUDING NAPTIME (Section 301)**
Count Children (Always know how many children are in your care.)

CAREGIVER TO CHILD RATIO BY AGE (maintain ratios at all times)		
Adult Caregiver(s)	Number of Children	Ages of Children
ONE	3-6	0-up (no more than 3 under 2 years)
	7	0-up (no more than 2 under 2 years)
	8	0-up (no more than 1 under 2 years)
	9	2-up (no more than 3 between 2 & 3 years)
	10	3-up
TWO	3-6	0-up
	7	0-up (no more than 4 under 2 years)
	8	0-up (no more than 4 under 2 years)
	9	0-up (no more than 4 under 2 years)
	10-14	0-up (no more than 4 under 2 years)
	15-16	0-up (no more than 2 under 2 years)
THREE	7	0-up (no more than 5 under 2 years)
	8	0-up (no more than 5 under 2 years)
	9	0-up (no more than 5 under 2 years)
	10-14	0-up (no more than 5 under 2 years)
	15-16	0-up (no more than 4 under 2 years)

- TREAT CHILDREN WITH RESPECT/NO HITTING OR YELLING AT CHILDREN (Section 500)**

If time-out is used, the length of time shall not exceed
1 minute per year of child's age
 No time-out for children under age 2

- WASH HANDS – Caregivers and Children (Section 1103)**
 Before and after meals, after diapering/toileting, and as needed

- CLEAN AND SANITIZE TABLES/FOOD SURFACES BEFORE AND AFTER MEALS (Section 701)**
 Sanitize diaper changing surface after each diaper change (Section 1103)

- 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

- USE SAFETY STRAPS ON SWINGS, HIGH CHAIRS, JUMPERS, ETC. (Section 402)**

- REMOVE SLEEPING CHILDREN FROM SWINGS, HIGH CHAIRS, ETC. (Section 402)**
 Place children in/on proper sleeping equipment with top and bottom cover
 Place infants on back to sleep
 Place sleeping equipment one foot apart

- LOCK ALL MEDICATIONS AND POISONOUS SUBSTANCES IN SEPARATE AREAS (Sections 1104/1201)**
 (including any personal medication)
 Place detergents and cleaning products out of the reach of children
 Including all products labeled “Keep Out of Reach of Children” (only exception - liquid hand soap)

- COVER (GUARD) ALL ELECTRICAL OUTLETS (Section 1201)**

- RELEASE CHILDREN ONLY TO PERSONS ON THE AUTHORIZED PICK-UP LIST (Section 201)**
 (Obtain photo ID if you do not personally know or recognize the individual)



**ARKANSAS
DEPARTMENT OF
HUMAN
SERVICES**