

# “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

RATIOS ( Based on the age of the youngest child in the room)	
0-18 months – 5 children to 1 staff	18-36 months – 8 children to 1 staff
2.5-3 year olds – 12 children to 1 staff	4 year olds – 15 children to 1 staff
5 year olds – 18 children to 1 staff	K and above – 18 children to 1 staff

## 2. 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

**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)

