

Be advised that 2008 Arizona Session Laws, 2nd Regular Session, Chapter 152 (H.B. 2745)[A.R.S. § 41-4401, effective September 30, 2008] may require legal status verification for Sponsors and Providers. If you have any questions, contact your legal advisor. Instructions: An authorized sponsor representative must complete the Child & Adult Care Food Program (CACFP) Child Care Standards at least annually for each alternately approved (AA) provider. The sponsoring organization must ensure that the provider home conforms to these CACFP Child Care Standards. Corrective action must be documented. Place one copy in the provider's file and leave one copy with the provider.

Sponsoring Organization: Children First Provider: \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff/Child Ratio's for AA Homes: One caregiver can care for a maximum of 6 children, with no more than 4 children for compensation\* at any time. Of those children, no more than 2 children under the age of 1 are in the care of 1 caregiver at any time. The home provider's own children who are in care and up to the age of 13 are counted in the maximum ratios of caregiver to children. If shift care is offered, complete a shift/care schedule chart and attach to this form. Provider Initials \_\_\_\_\_

\* Department of Health Services, Office of Child Care Licensure Rule indicates CACFP reimbursement is considered compensation for children in care that are not the provider's own.

	C (Compliant)	NC (Non-Compliant)	NA (Not Applicable)
<b>I. Facility/Home Requirements</b>			
1. A working telephone (wireless and/or landline) is in the home. * When no service exists, provider must have a written communication plan.			
2. Provider permits USDA, ADE, DHS, Sponsoring Organization, CPS, local fire department or Office of State Fire Marshal, local health agency, and parents/guardians of enrolled children access to home. Parents must have the opportunity to observe children while in daycare.			
3. The non-discrimination statement appears on all materials posted for public view (i.e. websites, advertisements, etc...).			
4. Day care services are available to all children without discrimination on the basis of race, color, national origin, sex or disability.			
5. The provider is aware that the Sponsoring Organization has procedures for referring families of children in care to appropriate local health and social service agencies.			
6. The home has a current (within last 12 months) fire/safety and health/sanitation inspection conducted by a local authority.			
6a. Date of Fire Inspection: _____ Date of Health Inspection: _____			
6b. Provider conducts fire drills in accordance with local fire/building safety requirements.			
<b>II. Provider(s)/ Home Occupant Requirements</b>			
7. The provider is at least 18 years of age.			
8. The provider has a current and valid fingerprint card on file.			
9. The provider is currently certified in CPR <sup>1</sup> and First Aid <sup>1</sup> . <sup>1</sup> CPR certification must be done in person and may not be done via the internet. First Aid certification may be obtained in person or via the internet.			
10. Provider and staff members undergo initial and periodic health assessments.			
11. The provider ensures all visitors are supervised <sup>2</sup> . Non-staff members must be in clear view of provider during business hours. Any child not enrolled must be accompanied by an adult and must be in clear view of the provider during business hours. Household members are not considered visitors.			
12. The provider does not permit impairing substances to be consumed while children are in care.			
<b>III. Health &amp; Safety Requirements</b>			
13. The provider has the parent(s) or guardian(s) sign the child in and out each day the child is in care.			
14. The provider obtains authorization in writing or by telephone when someone other than the parent(s) or guardian(s) will be picking up an enrolled child from the home.			
15. The provider is aware that any unusual incidents/suspected abuse <sup>3</sup> must be reported to Child Protective Services or to a local law enforcement agency. A copy of the report must be provided to both the Sponsoring Organization and the AZ Dept.Ed. <sup>3</sup> Please see CPS criteria handout or online at <a href="https://www.azdes.gov/dcyf/cps/criteria.asp">https://www.azdes.gov/dcyf/cps/criteria.asp</a>			
16. The provider maintains a child accident, injury, or behavior incident log and provides a copy to the parent/guardian.			
17. A First Aid Kit <sup>4</sup> is kept in the home at all times. <sup>4</sup> First Aid Kit must include: adhesive bandages, antiseptic solution or wipes, sterile gauze pads, disposable medical grade gloves, scissors, and medical tape.			
18. The provider has a qualified backup provider available in the event the primary provider is absent or ill <sup>5</sup> . <sup>5</sup> A qualified backup provider must be at least 18 years of age and have a valid fingerprint card on file. If the provider does not have a qualified backup provider, then there must be a policy in place that indicates the provider will not offer child care in the event that provider expresses any of the symptoms listed in question 19.			
19. If the provider offers sick child care, the provider informs parents when an enrolled child displays any of the following symptoms: diarrhea, fever, eye discharge (thick mucus/pus), rash with fever or behavioral change, a severe or persistent cough (excluding asthmatics), bloody stool, yellowish skin, or has been vomiting two or more times in a 24 hour period (this list is not all-inclusive).			
20. The provider maintains a child medication log.			
21. A separate bed, cot, mat, or crib is available for each enrolled child and infant requiring rest <sup>6</sup> . Children from same family group may share a bed with parent permission. <sup>6</sup> Each enrolled child is allowed to sleep only on a bed or crib mattress or on a cot or mat. The bed or crib mattress or cot or mat must be covered with a clean sheet or covering that is laundered at least weekly.			
22. The provider remains awake until all enrolled children are asleep, if providing evening or overnight care.			
23. Buildings, activity areas, indoor/outdoor equipment are in good repair and free from hazards and insects.			
24. The space and arrangement of equipment is adequate for play and rest periods.			
25. The provider maintains indoor temperature between 68° and 85° Fahrenheit and rooms are adequately lit for enrolled children's comfort and safety.			
26. Home floors and walls must be clean and in a safe condition: Hard floors are cleaned and sanitized daily, carpeted floors are vacuumed daily.			
27. The provider is aware that a child cannot be forced to eat, but may be encouraged.			
28. The provider does not allow infants to consume cereal from a bottle unless it is supported with a medical statement signed by a medical authority.			
29. Drinking water is accessible/available to all enrolled children at all times.			
30. The provider and enrolled children practice proper hand washing procedures before and after meals or handling food.			
31. The provider has a working thermometer in both the refrigerator and freezer <sup>7</sup> . <sup>7</sup> Refrigerator must be 41° F or below and the freezer must be 32° F (0°C) or below.			
32. The provider prohibits smoking tobacco in the home.			
33. The provider prohibits smoking tobacco within 20 feet of the building or further if smoke can enter the home during child care business hours.			
34. Provider does not burn candles or incense during business hours.			
35. Provider has a working carbon monoxide detector if home has gas utilities.			
36. Firearms and ammunition are locked up <sup>8</sup> and out of the reach of enrolled children. <sup>8</sup> Firearms must be locked up separately from ammunition.			
37. The provider ensures parents have provided written permission allowing enrolled child to use or have access to a trampoline.			
38. If the provider has a reptile in the home, it is kept outside in a segregated area from the enrolled children or in a glass or acrylic tank that would prevent a child from touching the reptile.			
39. Each pet habitat is kept clean <sup>9</sup> . <sup>9</sup> Each pet dish and receptacle for pet feces and urine (i.e. litter box) must be kept inaccessible to enrolled children. Pet feces outdoors must be cleaned up prior to any enrolled child being permitted to go outdoors.			
40. If the provider has a bird, it is kept in a cage away from the kitchen or eating areas during business hours.			
<b>IV. Vehicle/Transportation Requirements (If Applicable)</b>			
41. When the provider transports enrolled children for recreational purposes, the provider obtains written permission from the parent/guardian to transport children.			
42. Provider maintains emergency contact information for enrolled children on hand while transporting enrolled children for recreational purposes.			
43. The provider has a valid driver's license and a vehicle that is in mechanically safe condition.			
44. The provider has current insurance and registration for any vehicle used for transportation of enrolled children.			
45. The provider has a car seat for each child under the age of five and a <u>separate</u> seat belt for any child 5 years of age or older in any vehicle used for transportation of enrolled children.			
46. The provider carries basic first aid supplies and drinking water in any vehicle used for transportation of enrolled children.			
47. The provider has a working air conditioning unit in any vehicle used for transportation of enrolled children.			
48. The provider assures that children shall never be left unattended in a vehicle, for any reason.			
49. The provider assures that while transporting any enrolled children there will be no smoking, wearing headphones or earphone, or use a wireless telephone.			
<b>V. Private Pool/Swimming Requirements (If Applicable)</b>			
50. The provider has current certification in basic water rescue training when provider has residential pool with more than 24 inches of water. <sup>10</sup> Basic water rescue training must be done in person and may not be done via internet.			
51. Provider does not have a wading pool.			
52. The provider has obtained written consent from parent(s) or guardian(s) before any child participates in swimming activities <sup>11</sup> . <sup>11</sup> A telephone must be kept with the provider during any swimming activity.			

The following corrective action(s) must be complete	Due date/s	Completed

I certify that I have read and understand the CACFP child care standards and that all areas are true and correct. I further acknowledge that if any deficiencies are noted, they must be corrected within 60 days and must be permanently maintained.

Signature of Sponsoring \_\_\_\_\_ Date \_\_\_\_\_ Signature of Provider \_\_\_\_\_ Date \_\_\_\_\_  
 Effective 10-1-2011