

# OSD 2022 INSPECTION CRITERIA (FCC)

## General Management

### Resource Management & Administration

#### Fee Policy

**Description:** The program has implemented the fee policy in accordance with current DoD guidance.

**Intent:** To ensure that all parents are charged in accordance with the annual DoD fee policy.

#### COMPONENTS

**Description:** Hardship waivers are granted in accordance with DoD and Service fee policies.

**Inspection Type:** On-Site, Virtual

#### On-Site Method Guidance:

Review any hardship waivers granted in the past 12 months to ensure that hardship fee waivers are approved by the installation commander or designee.

**Description:** Parent fees are determined by Total Family Income (TFI).

**Inspection Type:** On-Site, Virtual

#### On-Site Method Guidance:

Review the files of families who participate in the fee assistance program to determine if their fees were determined by TFI.

**Description:** Fees are established between the FCC Provider and parent.

**Inspection Type:** On-Site, Virtual

#### On-Site Method Guidance:

Review the provider:parent agreement. Validate that the FCC provider sets his or her own fees if they do not receive fee assistance/subsidy.

## Certification and Accreditation

**Description:** The program meets the requirements of DoD certification and the Military Child Care Act for accreditation.

**Intent:** To ensure that Child Development Programs meet the standards of DoD and a national accrediting body.

#### COMPONENTS

**Description:** The facility/program DoD Certification to Operate is current.

**Inspection Type:** On-Site

#### On-Site Method Guidance:

Validate that a current Letter of DoD Certification is on file. Validate that the plaque is prominently displayed.

**Description:** A process is in place to support eligible FCC providers seeking accreditation.

**Inspection Type:** On-Site

#### On-Site Method Guidance:

Review NAFCC resources available at the FCC office. Verify FCC Providers are briefed on the process and benefits of accreditation (e.g., higher subsidy rate for NAFCC accredited providers, etc.).

## Child Care Space Utilization

<b>Description:</b> Space utilization is focused on meeting the installation child care demand.
<b>Intent:</b> To ensure child care space utilization is efficiently and effectively managed to meet the needs of eligible patrons.
<b>COMPONENTS</b>
<b>Description:</b> Processes are in place to fill vacant spaces in a timely manner.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the waiting list, current enrollment, and existing vacancies to determine if vacant child care spaces are filled in a timely manner.
<b>Description:</b> Parents are provided with information on alternative care arrangements.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review information on alternative care arrangements and information provided to parents when space is not available in an installation program.
MilitaryChildCare.com
<b>Description:</b> The DoD request for care and wait list management system, MilitaryChildCare.com (MCC), is utilized.
<b>Intent:</b> To ensure child care access for the DoD child development program system is efficiently and effectively managed in accordance with a standardized offer process and the DoD priority system.
<b>COMPONENTS</b>
<b>Description:</b> All care options offered by the program are entered into MCC for families to request care.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the Program and Care Option Report in MCC to determine if all care options offered by the program are active in MCC. All care options are required to be entered into MCC, regardless if a wait list exists.
<b>Description:</b> All offers for care are made through MCC in accordance with the standard offer process.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review recent enrollment data and compare to offer data in MilitaryChildCare.com (MCC) to validate that currently enrolled children received an offer through MCC and the offer process is followed.
<b>Description:</b> Offers are made in sequence order, in accordance with the DoD priority system
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review offer data using the Offer Process Report from MilitaryChildCare.com (MCC) to determine if offers are made in sequence order and the DoD priorities for care are followed.
Family Child Care Certification
<b>Description:</b> The installation has a process in place to certify qualified FCC Providers.
<b>Intent:</b> There is a process in place to certify qualified FCC Providers who can support the mission requirements of the installation.
<b>COMPONENTS</b>

<b>Description:</b> There is a system in place to deny and/or revoke FCC certification.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review written guidance from the installation that addresses this process. If available, review documentation from a case where FCC certification was denied or revoked.
<b>Description:</b> The Family Child Care Certificate is displayed in a prominent location in each FCC Provider's home.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the Certificate is displayed in a prominent location.
<b>Description:</b> There is a process in place to certify qualified FCC Providers who can support the mission requirements of the installation.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate there is a process in place to ensure initial certification and re-certification requirements are followed.
<b>Training Personnel</b>
CYP Professional Training Program
<b>Description:</b> The program is supported by personnel tasked to provide training and oversight to all CYP Professionals.
<b>Intent:</b> To ensure dedicated training personnel are available to support CYP Professionals.
<b>COMPONENTS</b>
<b>Description:</b> A Training and Curriculum (T&C) specialist is assigned to the program.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that there is a T&C specialist assigned to the program. T&C specialists may be shared within the CYP based on the size of the programs.
<b>Description:</b> The T&C specialist tracks and documents training to support DoD certification and accreditation.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The T&C Specialist tracks and documents training to support DoD certification and supports providers pursuing accreditation. Review the training plan and other supporting documents to validate the training is recorded and tracked.
CYP Professional Orientation Training
<b>Description:</b> There is an orientation training plan for CYP Professionals.
<b>Intent:</b> To ensure that CYP Professionals complete DoDI orientation training requirements designed to provide a foundation for caring for children.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals complete 40 hours of orientation within the first 90 days of employment/certification.

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training was completed within 90 days of employment/certification.
<b>Description:</b> CYP Professionals complete orientation training on age-appropriate guidance and discipline techniques.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on age-appropriate guidance and discipline techniques was completed within 90 days of certification.
<b>Description:</b> CYP Professionals complete orientation training on applicable regulations, policies, and procedures.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on applicable regulations, policies, and procedures was completed within 90 days of certification.
<b>Description:</b> CYP Professionals complete orientation training on safety and fire prevention.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on safety and fire prevention was completed within 90 days of certification.
<b>Description:</b> CYP Professionals complete orientation training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on child abuse prevention, identification, and reporting was completed within 90 days of certification.
<b>Description:</b> CYP Professionals complete orientation training on parent and family relations.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on parent and family relations was completed within 90 days of certification.
<b>Description:</b> CYP Professionals complete orientation training on health and sanitation procedures, including blood-borne pathogens, occupational health hazards, and recognizing symptoms of illness.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on health and sanitation procedures, including blood-borne pathogens, occupational health hazards, and recognizing symptoms of illness was completed within 90 days of certification.
<b>Description:</b> CYP Professionals complete orientation training on emergency health and safety procedures, including cardiopulmonary resuscitation (CPR) and choking.
<b>Inspection Type:</b> On-Site, Virtual

<p><b>On-Site Method Guidance:</b> Validate that orientation training on emergency health and safety procedures, including cardiopulmonary resuscitation (CPR) and choking was completed prior to accepting children for care.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on first aid.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on first aid was completed prior to accepting children for care.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on nutrition, obesity prevention, and meal service.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on nutrition, obesity prevention, and meal service was completed within 90 days of certification.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on working with children/youth with special needs.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on working with children/youth with special needs was completed within 90 days of certification.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on accountability and supervision.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on accountability and supervision was completed within 90 days of certification.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on working with children of different ages including developmentally appropriate activities and environmental observations.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on developmentally appropriate activities and environmental observations was completed within 90 days of certification.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on infant safe sleep practices, including tummy time practices and Sudden Infant Death Syndrome (SIDS).</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on infant safe sleep practices included tummy time and Sudden Infant Death Syndrome (SIDS) prevention and was completed within 90 days of certification.</p>
<p><b>Description:</b> CYP Professionals complete the orientation training on business operations.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on business practices was completed within 90 days of certification.</p>
<p>DoD Training Courses</p>

<b>Description:</b> CYP Professionals complete the DoD-approved competency-based training courses.
<b>Intent:</b> To ensure that CYP Professionals complete the DoD-approved competency-based training courses linked to the DoD Child Development Program (CDP) Employee Wage Plan.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals complete or are on track to complete the DoD-approved competency-based training courses within the DoD Component specified time frames.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the competency-based training courses within the DoD Component specified time frames.
CYP Professional Annual Training
<b>Description:</b> There is an annual training plan for CYP Professionals.
<b>Intent:</b> Ensure that CYP Professionals complete the annual training requirements specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals complete 24 hours of ongoing professional development annually.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that the required hours of annual training were completed.
<b>Description:</b> CYP Professionals complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
<b>Description:</b> CYP Professionals complete annual training on working with children with special needs.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
<b>Description:</b> Designated CYP Professionals complete annual training on administering medication, if applicable/required.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic, if required.
<b>Description:</b> CYP Professionals complete annual training on positive guidance and appropriate touch.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
<b>Description:</b> CYP Professionals maintain current certification in CPR.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate CYP Professionals maintain certification in CPR.

<b>Description:</b> CYP Professionals maintain current certification in first aid.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate staff maintain certification in first aid.
<b>Description:</b> CYP Professionals complete annual training on infant safe sleep practices and SIDS prevention.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
Management Staff Annual Training
<b>Description:</b> There is an annual training plan for management staff.
<b>Intent:</b> To ensure that management staff complete annual training requirements specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> Management Staff complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on program administration and financial management.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on staff development and personnel management.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on the prevention of illness and injury, and promotion of health.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on emergency procedures and preparedness.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete the annual training on working with children with special needs.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.

<b>Description:</b> Management staff complete annual training on positive guidance and appropriate touch.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete the annual training on developmentally appropriate practices.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
Clerical and Administrative Staff Annual Training
<b>Description:</b> There is an annual training plan for clerical and administrative staff.
<b>Intent:</b> To ensure that clerical and administrative staff complete the annual training requirement specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> Clerical and administrative staff complete annual training directly related to their position.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.
<b>Description:</b> Clerical and administrative staff complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.
<b>Description:</b> Clerical and administrative staff complete annual training on positive guidance and appropriate touch.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.
Professional Development Training Courses
<b>Description:</b> T&C Specialists, Managers, and Food Service Staff complete the DoD-approved professional development training courses.
<b>Intent:</b> To ensure T&C Specialists, Managers and Food Service Staff receive comprehensive foundational and specialized training.
<b>COMPONENTS</b>
<b>Description:</b> Managers complete the DoD-approved professional development training courses within the Service Component specified timelines.
<b>Inspection Type:</b> On-Site, Virtual



<p><b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the professional development training courses.</p>
<p><b>Record Keeping</b></p>
<p>Child/Youth Documentation</p>
<p><b>Description:</b> Child/youth files contain the required information.</p>
<p><b>Intent:</b> To ensure that files provide easy access to information to account for children/youth and to ensure their health and safety.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> There is a system in place to ensure information in the child/youth files is reviewed and updated annually by the parents.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure parents review and update their child/youth's file annually.</p>
<p><b>Description:</b> There is a system in place to ensure the child/youth files contain an emergency contact.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure the child/youth files contain an emergency contact.</p>
<p><b>Description:</b> There is a system in place to ensure the child files contain documentation of up-to-date immunizations.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure child files contain documentation of up-to-date immunizations or there is a medical or religious exemption documented.</p>
<p><b>Description:</b> Child files contain a current parent-provider contract/agreement.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator validates that the files contain a current parent-provider agreement.</p>
<p>CYP Professional/Staff Documentation</p>
<p><b>Description:</b> CYP Professional files contain the required information.</p>
<p><b>Intent:</b> To ensure that important information on CYP Professionals is readily available for review.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.</p>
<p><b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of required immunizations.</p>

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of current immunizations or there is a medical or religious exemption documented.
<b>Description:</b> CYP Professional/Staff files contain documentation of the required pre-employment/certification reference checks.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the CYP Professional/staff files. Verify that required reference checks were completed prior to employment/certification.
<b>FCC Provider and Household Member Documentation</b>
<b>Description:</b> Required documentation is maintained for FCC Providers and household members.
<b>Intent:</b> To ensure that important information on FCC Providers and household members is readily available for review.
<b>COMPONENTS</b>
<b>Description:</b> FCC Provider files contain documentation of current liability insurance.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify the files reviewed include proof of liability insurance for the provider's business.
<b>Description:</b> FCC Provider files contain documentation of current auto insurance if the provider transports children.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify the files reviewed include documentation of proof of insurance for providers who transport children.
<b>Description:</b> FCC Provider files contain the documentation of a family interview.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify the files reviewed include the results of the family interview.
<b>Description:</b> There is a system in place to ensure FCC Provider files contain documentation of current immunizations for all household members.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify there is a system in place to ensure FCC Provider files contain documentation of current immunizations for all household members or there is a medical or religious exemption documented.
<b>Facilities, Health, Safety, and Risk Management</b>
<b>Background Checks</b>
<b>CYP Staff Background Checks</b>
<b>Description:</b> Background checks for CYP Staff are completed and documentation maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.

COMPONENTS
<b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all CYP Staff.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify that CYP Staff have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.
<b>Description:</b> A system is in place to follow up with the office of responsibility on any background check submissions that have not been completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the documentation to identify background checks that have not been completed. Ask the Director the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
Family Child Care Provider Background Checks
<b>Description:</b> Background checks are completed on FCC Providers/Substitute FCC Providers and documentation maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.
COMPONENTS
<b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all FCC Providers/Substitute FCC Providers.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify that providers have a current Basic Criminal History and Statement of Admission, DD Form 2981 on file.
<b>Description:</b> A system is in place to follow up with the office of responsibility on any background check submissions that have not been completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the documentation to identify background checks that have not been completed. Ask the Director the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
Family Child Care Provider Family Member Background Checks
<b>Description:</b> Background checks are completed on household members who are 18 years of age and older and who reside in the FCC home.
<b>Intent:</b> To ensure that individuals with access to children during operating hours have been properly vetted.
COMPONENTS
<b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all eligible household members residing in FCC home.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify that eligible household members residing in the home sign have a current DD Form 2981.

<b>Description:</b> The program follows up with the office of responsibility on any background checks submissions that have not been completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the documentation to identify background checks that have not been completed. Ask the Director about the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
<b>Oversight and Inspection</b>
Required Inspections
<b>Description:</b> The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.
<b>Intent:</b> To ensure continuous oversight and program improvement.
<b>COMPONENTS</b>
<b>Description:</b> Findings identified during the Higher HQ inspection remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent DoD Higher HQ inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Description:</b> Findings identified during the MDTI remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent MDTI report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Description:</b> Findings identified during the comprehensive fire inspection were corrected and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent comprehensive fire inspection report and validate that deficiencies were corrected and remain corrected or there is Service extension/exception in place.
<b>Description:</b> Findings identified during the comprehensive safety inspection were correct and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent comprehensive safety inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Description:</b> Findings identified during the comprehensive health and sanitation inspection were corrected and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent comprehensive health and sanitation inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Fire and Safety</b>

Safety and Emergency Management
<b>Description:</b> The program establishes policies and procedures to ensure fire safety and emergency management.
<b>Intent:</b> To ensure that fire safety and emergency management procedures are in place, thereby reducing the risk of accidents and injuries.
<b>COMPONENTS</b>
<b>Description:</b> First aid supplies are readily available.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the first aid supplies are readily available.
<b>Description:</b> If there are firearms in the home, firearms and ammunition are stored separately in locked cabinets that are inaccessible to children.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator is aware if there are firearms in the home. The FCC Program Administrator ensures the firearm and ammunition are stored in a locked space that is inaccessible to children. The ammunition is removed from the firearm.
<b>Description:</b> Safety measures are in place to protect children around water.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider follows the Service specific requirements for bodies of water including in-ground pools, above ground pools, hot tubs, ponds, lakes, etc. and for water play activities.
<b>Description:</b> Safety measures are in place to protect children if there are pets in the home.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider follows the Service specific requirements for pets.
<b>Description:</b> If there are firearms in the home, firearms and ammunition are stored separately in locked cabinets that are inaccessible to children.
<b>Inspection Type:</b> Virtual
<b>On-Site Method Guidance:</b> The FCC Program Administrator is aware if there are firearms in the home. The FCC Program Administrator ensures the firearm and ammunition are stored in a locked space that is inaccessible to children. The ammunition is removed from the firearm.
Safe Environments
<b>Description:</b> Daily indoor/outdoor checks are conducted to ensure facilities are safe and free of hazards prior to children's/youth's arrival.
<b>Intent:</b> To ensure safety procedures are in place, thereby reducing the risk of accidents and injuries.
<b>COMPONENTS</b>
<b>Description:</b> The indoor common areas are free of fire hazards.

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all areas of the indoors are inspected daily prior to children/youth's arrival. Ensure the indoor space is free of fire hazards.
<b>Description:</b> The indoor common areas are free of safety hazards.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all areas of the indoors are inspected daily prior to children/youth's arrival. Ensure the indoor space is free of safety hazards.
<b>Description:</b> The outdoor areas are free of fire hazards.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all outdoor areas are inspected daily prior to children/youth's arrival. Ensure the outdoor space is free of fire hazards.
<b>Description:</b> The outdoor areas are free of safety hazards.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all outdoor areas are inspected daily prior to children/youth's arrival. Ensure the outdoor space is free of safety hazards.
Facility/Home and Outdoor Areas well maintained
<b>Description:</b> The facility/home and outdoor areas are well maintained.
<b>Intent:</b> To ensure the facilities/home and outdoor areas are maintained well to reduce the risks of accidents and injuries and protect assets.
<b>COMPONENTS</b>
<b>Description:</b> The indoor area is well maintained.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the indoor area to verify that it is well maintained.
<b>Description:</b> The outdoor area is well maintained,
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the outdoor area to verify that it is well maintained
Fire Prevention
<b>Description:</b> Fire safety prevention measures are in place.
<b>Intent:</b> To ensure that fire safety prevention measures are in place to protect children and staff.
<b>COMPONENTS</b>
<b>Description:</b> Primary and secondary evacuation routes are posted in indoor areas
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies an evacuation route, with primary and secondary evacuation routes, is posted in the home.</p>
Emergency Evacuation Drills
<p><b>Description:</b> Emergency evacuation drills are conducted.</p>
<p><b>Intent:</b> To ensure emergency evacuation procedures are practiced and followed.</p>
<b>COMPONENTS</b>
<p><b>Description:</b> Monthly fire evacuation drill is conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME).</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews documentation for the previous 12 months and ensures a drill was conducted each month.</p>
<p><b>Description:</b> Evacuation drills are conducted monthly at different times of the day or evening when children/youth are in care.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews documentation for the previous 12 months and ensures the fire drills are conducted at various times of the day, including nights and weekends if care is provided at nights and on weekends.</p>
Inclusion
Inclusion Procedures for Children with Special Needs
<p><b>Description:</b> Guidance and operating procedures are practiced to provide services to children/youth with special needs.</p>
<p><b>Intent:</b> To support the inclusion and participation of children/youth with and without disabilities in the child and youth programs.</p>
<b>COMPONENTS</b>
<p><b>Description:</b> Information and training about a child's/youth's special needs are shared with CYP Professionals and others who provide direct care to the child/youth.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify that CYP Professionals were trained on the special needs of any child/youth in their direct care.</p>
Nutrition & Food Service
USDA Procedures
<p><b>Description:</b> The food program is administered in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and DoD requirements.</p>
<p><b>Intent:</b> To ensure that nutritious meals and snacks are provided.</p>
<b>COMPONENTS</b>
<p><b>Description:</b> Core or cyclical menus are posted.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that core or cyclical menus are posted.</p>
<p><b>Description:</b> Drinking water is readily available at all times.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children have water available throughout the day, including when outdoors.</p>
<p><b>Description:</b> Meals and snacks are served every 2-3 hours.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the meal schedule and ensures meals and snacks are served every 2-3 hours.</p>
<p><b>Description:</b> Food is prepared to allow for second helpings of vegetables, fruit, bread, and milk.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies second helpings are available during meals.</p>
<p><b>Description:</b> Substitutions are recorded on the posted menu before they are served.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies substitutions are recorded before meals are served.</p>
<p><b>Description:</b> Food arrives in the activity room ready to be served.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Ensure that FCC Provider cuts food into bite-sized pieces for younger children.</p>
<p>Dietary Accommodations</p>
<p><b>Description:</b> Processes and procedures are in place to address food allergies and substitutions.</p>
<p><b>Intent:</b> To ensure that the program makes dietary accommodations to address the individual needs of children/youth.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Substitutions and restrictions noted on the allergy/food substitutions list are followed.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes mealtimes/snacks and verifies the FCC Provider provides substitutions and follows restrictions. Substitutions and restrictions must also be followed when cooking activities are conducted.</p>
<p><b>Description:</b> Children's/Youth's food allergies and restrictions and the required substitutions and accommodations are posted in the kitchen/food preparation area.</p>
<p><b>Inspection Type:</b> On-Site</p>



<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children's food allergies and the required substitutions are posted in the kitchen.</p>
<p><b>Description:</b> Medical dietary accommodations are based on written documentation from a licensed health care provider.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children's medical dietary accommodations are documented.</p>
<p><b>Infant Feeding</b></p>
<p><b>Description:</b> The feeding of infants is done in such a way as to minimize disease and protect the infants.</p>
<p><b>Intent:</b> To reduce the risk of disease transmission and harm or injury and to maintain the nutritional content of food.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> A process is in place for storing and discarding formula and human milk.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Ensure there is a working system in place to manage the use, storage, and disposal of formula and human milk in accordance with recommended practices. The FCC Program Administrator verifies that the FCC Provider follows required processes for using, storing and disposing of formula and human milk in accordance with recommended practices.</p>
<p><b>Description:</b> A process is in place for preparing formula and human milk to protect infants.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that microwave ovens are not used to warm bottles and, if bottles are warmed, a safe method is used.</p>
<p><b>Description:</b> An accountability system is in place for bottles.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that infant bottles/containers are labeled with the child's name and date. There is a working system in place to ensure formula and human milk is not expired and is given to the correct child.</p>
<p><b>Description:</b> An accountability system is in place for bottles.</p>
<p><b>Inspection Type:</b> Virtual</p>
<p><b>On-Site Method Guidance:</b> Verify that infant bottles/containers are labeled with the child's name and date. There is a working system in place to ensure formula and human milk is not expired and is given to the correct child. The FCC Program Administrator verifies that infant bottles/containers are labeled with the child's name and date. There is a working system in place to ensure formula and human milk is not expired and is given to the correct child.</p>
<p><b>Facility Standards</b></p>
<p><b>Indoor Environment Space</b></p>
<p><b>Description:</b> The indoor environment meets space and operational requirements.</p>

<b>Intent:</b> To ensure that the indoor facility is designed to support program operations.
<b>COMPONENTS</b>
<b>Description:</b> The FCC home is maintained at a comfortable temperature.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the home is maintained at a comfortable temperature and in accordance with Service specific requirements.
Facility Access
<b>Description:</b> Access to the facility is controlled.
<b>Intent:</b> To ensure the facility design limits accessibility to authorized individuals.
<b>COMPONENTS</b>
<b>Description:</b> Visitors are required to sign in and out of the facility/home.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that visitors sign in and out of the home. Review the visitor sign/in and sign/out log to verify it is being used.
Health & Sanitation (Facility)
Food Service Health and Sanitation Standards
<b>Description:</b> The program establishes policies and procedures that ensure food preparation and storage areas are kept clean and sanitary.
<b>Intent:</b> To ensure food consumed by children is safe.
<b>COMPONENTS</b>
<b>Description:</b> The kitchen/food preparation area is clean and sanitary.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies food preparation areas and eating surfaces are cleaned and sanitized prior to and after meals/snacks. Ensure there is no evidence of rodents or insects.
<b>Description:</b> Food is stored and served in a safe and sanitary manner.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the provider serves and stores food in a safe and sanitary manner.
Facility Health and Sanitation Hazards
<b>Description:</b> The program establishes policies and procedures that ensure the facility is kept clean and sanitary.
<b>Intent:</b> To ensure that custodial practices are sanitary, thereby reducing the spread of disease.
<b>COMPONENTS</b>
<b>Description:</b> The facility/home is clean and sanitary.
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the home is clean and sanitary. Observe the overall home for cleanliness and sanitation. Ensure that there is no evidence of rodents or insects.</p>
<p><b>Description:</b> The home and outdoor area are free of signs and odors of smoking, alcohol, and drug use during child care hours.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator validates that smoking, consuming alcohol, using tobacco products (including e-cigarettes), and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the home or outdoor area while children are in care.</p>
<p>Hand Washing Procedures</p>
<p><b>Description:</b> Hand washing procedures are established and followed.</p>
<p><b>Intent:</b> To ensure that hand-washing procedures are in place and are followed, thereby reducing the spread of disease.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Hand washing procedures are posted at all sinks used by the children.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that hand washing procedures are posted at all sinks used by the children.</p>
<p><b>Description:</b> Liquid soap and disposable towels are available at all sinks in common areas.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that soap and disposable towels are available at all sinks in common areas. The FCC Program Administrator verifies that liquid soap and disposable towels are available at all sinks used for FCC.</p>
<p><b>Description:</b> CYP Professionals follow appropriate hand washing procedures.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the provider follows the Service hand washing procedures.</p>
<p><b>Description:</b> CYP Professionals supervise children during hand washing to teach the appropriate hand washing process. CYP Professionals provide guidance and assistance when necessary.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the provider assists and monitors hand washing as appropriate for the ages in care.</p>
<p>Medication Administration and Storage</p>
<p><b>Description:</b> Procedures to administer and store medication are established and followed.</p>
<p><b>Intent:</b> To ensure that policies and procedures are in place and are followed to ensure that medication is properly administered and stored.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> A Medical Authorization Form is on file for each medication administered.</p>

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the listing of children/youth who receive medication and matches them to the Medical Authorization Form on file.
<b>Description:</b> Medication is maintained in the original container, properly labeled, and current.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews all medications and ensures they are in original containers, properly labeled, and current.
<b>Description:</b> Medications are properly stored.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that medications are safely stored in accordance with the prescription and easily accessible/ inaccessible by children/youth. Medicines that require refrigeration are stored in a designated refrigerated-area. Rescue medication are stored IAW the Service policy.
<b>Description:</b> Staff document the administration of medications.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider documents medication administration.
<b>Description:</b> Individuals know and understand the medical conditions of the children/youth in their care requiring rescue medications.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that providers know and understand the medical conditions of the children/youth in their care requiring rescue medications.
<b>Description:</b> Emergency action plans are in place for the specific medical conditions of children/youth in the program.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the Emergency Action Plans, if there are children with specific medical conditions requiring an action plan
<b>Equipment Cleaning and Sanitation</b>
<b>Description:</b> Procedures to clean and sanitize equipment and materials are established.
<b>Intent:</b> To ensure that the environment minimizes the risk of communicable disease transmission.
<b>COMPONENTS</b>
<b>Description:</b> Solutions for cleaning, sanitizing and disinfecting are prepared, labeled, and stored according to Service specific policy.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe bottles of cleaning, sanitizing and disinfecting solutions. Bottles should be labeled with contents and dated.

<b>Description:</b> Clean individual bedding is provided for each child.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that each child has their own individual sleep space with their own bedding. Providers do not allow children to sleep in family beds unless a separate bed is designated for the child and clean linens are provided.
<b>Description:</b> Cots/cribs are appropriately spaced.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that cots/cribs are spaced three feet apart or children sleep head to toe.
<b>Description:</b> Appropriate cleaning and sanitation practices are in place for equipment and toys.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the cleaning process or schedule. Toys that are mouthed are removed immediately after mouthing and are washed and sanitized prior to being used by another child.
Diapering Procedures
<b>Description:</b> Diapering procedures are established and followed.
<b>Intent:</b> To ensure that diapering is conducted in a sanitary manner to reduce the risk of spreading communicable disease.
<b>COMPONENTS</b>
<b>Description:</b> Diapering procedures are posted by all diapering areas.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies diapering procedures are posted in the area where diaper changing occurs.
<b>Description:</b> Diapering procedures are followed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the FCC Provider follows the Service diapering procedures.
SIDS Prevention
<b>Description:</b> SIDS risk-reduction procedures are followed per the American Academy of Pediatrics safe infant sleeping environment and SIDS risk-reduction guidance.
<b>Intent:</b> To ensure that precautions are taken to lower the risk of Sudden Infant Death Syndrome (SIDS) and to protect the health of children in care.
<b>COMPONENTS</b>
<b>Description:</b> Infants under 12 months are placed on their backs to sleep.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that infants under 12 months are placed on their backs to sleep.

Observe the method used by FCC Providers when putting infants in their cribs. Even children who can roll over must be placed on their backs when laid in the cribs.
<b>Description:</b> Infant sleeping environments are safe per the recommendations of the American Academy of Pediatrics
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider follows American Academy of Pediatrics safe infant sleeping environment and SIDS risk-reduction guidance. Observe that blankets, toys, soft items, and mobiles are not placed in the cribs for infants 12 months and younger. Crib sheets must be tight fitting. Sleep sacks may be used for this age group.
<b>Description:</b> Infants are provided 'tummy time' under careful supervision.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that infants are provided "tummy time" under careful supervision. Observe infants during tummy time to ensure the length and frequency of tummy time are developmentally appropriate and infants are within arms-reach of a staff member/provider.
<b>Description:</b> Infants under 12 months are placed on their backs to sleep.
<b>Inspection Type:</b> Virtual
<b>On-Site Method Guidance:</b> Observe the method used by staff when putting infants in their cribs. Even children who can roll over must be placed on their backs when laid in the cribs.
<b>Description:</b> Infant sleeping environments are safe per the recommendations of the American Academy of Pediatrics
<b>Inspection Type:</b> Virtual
<b>On-Site Method Guidance:</b> Observe that blankets, toys, soft items, and mobiles are not placed in the cribs for infants 12 months and younger. Crib sheets must be tight fitting. Sleep sacks may be used for this age group.
<b>Child Abuse Prevention, Identification &amp; Reporting</b>
Child Abuse Identification & Reporting
<b>Description:</b> There are procedures for preventing and reporting child abuse and neglect.
<b>Intent:</b> To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report child maltreatment and neglect, and follow guidance policies.
<b>COMPONENTS</b>
<b>Description:</b> The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a location where it is visible to staff and parents.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify that the DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a visible location and that the DoD hotline number is correct.
<b>Description:</b> The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in the home where it is visible to parents and other adults.
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a visible location and that the DoD hotline number is correct.</p>
<p><b>Description:</b> Individuals do not use corporal punishment or other negative discipline methods.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the FCC Provider and child interactions. Corporal or demeaning punishment methods are not used.</p>
<p><b>Supervision of Children/Youth</b></p>
<p>Child/Youth Supervision</p>
<p><b>Description:</b> The program has a system in place to ensure all children/youth are supervised.</p>
<p><b>Intent:</b> To ensure the proper supervision of all children/youth in care.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Staff/Providers actively supervise activity areas for which they are responsible.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider provides appropriate supervision by sight and sound in accordance with the Service specific policy. Observe FCC Providers when they are with children, both indoors and outdoors, to ensure they are actively monitoring the children in their care by repositioning themselves as necessary. Supervision is appropriate for ages and ability of the children.</p>
<p><b>Accountability for Children</b></p>
<p>Child Accountability</p>
<p><b>Description:</b> A system is in place to account for children in care.</p>
<p><b>Intent:</b> To ensure proper accountability for all children in care.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Systems are in place to account for children/youth during transitions and emergencies.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Ensure that there is a process in place for supervision and accountability during field trips, excursions within walking distance of the program, transitions in the daily schedule, transitions to another classroom, and during emergency situations Ensure that there is a process in place for supervision and accountability during field trips, excursions within walking distance of the FCC Home, transitions in the daily schedule, transitions to another activity area, and during emergency situations</p>
<p><b>Description:</b> Practices are in place to ensure that children/youth are not left unattended in vehicles.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies there are accountability practices in place to ensure that children/youth are not left unattended in vehicles.</p>
<p><b>Description:</b> An accountability system is in place to account for children who do not show up to the program at their usual time.</p>

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies there is a process in place for FCC Providers to notify parents if their child does not arrive during their usual arrival time. Parents are contacted when children do not arrive at the scheduled/usual time.
<b>Description:</b> Children are never left alone with a visitor or any adult who is not authorized to care for children.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children are not left alone with unauthorized adults and remain under the supervision of the FCC Provider at all times.
<b>Sign In/Out Systems</b>
<b>Description:</b> Sign In/Out systems are in place to account for children/youth and staff.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>
<b>Description:</b> Parents sign their children in and out of the facility/home.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that parents sign their child/children in and out of the home.
<b>Staff to Child/Youth Ratios/Group Sizes</b>
<b>Description:</b> Staff to Child/Youth ratios are maintained.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>
<b>Description:</b> Group sizes are maintained.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe to ensure that the FCC Provider does not exceed the maximum number of children authorized by their certification.
<b>Description:</b> Group sizes are maintained.
<b>Inspection Type:</b> Virtual
<b>On-Site Method Guidance:</b> Observe that appropriate group sizes are not exceeded.
<b>Child/Youth Release Procedures</b>
<b>Description:</b> Systems are in place to release children/youth to authorized adults.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>
<b>Description:</b> Children/youth are only released to their parents, guardians, or individuals authorized in writing.
<b>Inspection Type:</b> On-Site



<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that only authorized individuals are allowed to pick up children/youth.</p>
<p><b>Home Inspections and Oversight</b></p>
<p>FCC Homes Monitored</p>
<p><b>Description:</b> There is a system in place to monitor FCC homes on a regular basis during all hours of operation.</p>
<p><b>Intent:</b> To ensure continuous oversight and program compliance.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Each FCC home is monitored by FCC Program Administrator on a regular basis during operating hours.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review documentation to verify home visits are conducted each month by the FCC Program Administrator. Ensure the home monitoring includes observations of provider:child interactions, the environment, curriculum and materials, and meal times. Weekly home visits are required for those providers who do not have a completed and adjudicated Tier I Investigation.</p>
<p><b>Description:</b> Deficiencies noted during home visits are tracked and corrected within established timelines.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review documentation to verify identified deficiencies are tracked and corrected within established timelines.</p>
<p><b>Description:</b> FCC Program Administrator provides consistent, thorough inspections.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review documentation of previous home inspections and observe the FCC Program Administrator during the home visit.</p>
<p><b>Programming</b></p>
<p><b>Communication with Families</b></p>
<p>Parent Communication and Interactions</p>
<p><b>Description:</b> The program/staff/providers communicates with parents and makes them feel welcomed.</p>
<p><b>Intent:</b> To ensure that processes and procedures are clearly defined so that parents have access to their children at all times and communication with parents is two-way and ongoing.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Parents are welcomed in the facility/home and have access to their children/youth at all times.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes interactions with parents and the FCC Provider. The provider has an open door policy and parents are encouraged to visit in the home.</p>
<p><b>Description:</b> Parents are provided with information on policies and procedures, the program philosophy, program offerings and policy changes.</p>

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the policies and procedures provided to parents. Information must include program philosophy. Review documentation such as newsletters and posted information to see how information is disseminated to parents. Ask how families receive updates.
<b>Description:</b> CYP Professionals demonstrate respectful and responsive interactions with families.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the FCC Provider demonstrates responsive interactions with families.
<b>Description:</b> Parents are offered opportunities to participate in family conferences.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews evidence that conferences are offered at least once per year.
<b>Description:</b> Parents are informed about accidents and incidents.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review information and documentation provided to parents. Verify parents are informed about accidents and incidents.
Parent Involvement
<b>Description:</b> The program has a Parent Participation Program (PPP).
<b>Intent:</b> To meet the requirements of Public Law 104-106 regarding parent participation. The program encourages opportunities for parent involvement.
<b>COMPONENTS</b>
<b>Description:</b> Parents are provided information on participation opportunities.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Look for flyers, newsletters, group e-mail and other correspondence documenting how opportunities are shared with parents.
<b>Learning Activities &amp; Interactions</b>
Positive Relationships
<b>Description:</b> The program fosters positive relationships between direct care staff/providers and children.
<b>Intent:</b> To ensure that staff/provider-child interactions are based on an understanding of the child's developmental level. Staff interactions with children facilitate the development of the children's social and emotional competence.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals demonstrate responsive interactions with children in daily routines and activities.
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the FCC Provider demonstrates responsive interactions with children.</p>
<p><b>Description:</b> Program activities and environments reflect the culture of the children in the activity room/home.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that the activities and environments reflect the cultural makeup of the group of children served.</p>
<p>Positive Guidance</p>
<p><b>Description:</b> Staff/providers follow the guidance policy and demonstrate appropriate guidance techniques.</p>
<p><b>Intent:</b> To ensure staff/providers understand and apply appropriate guidance strategies.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> CYP Professionals promote social-emotional skills.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the provider/child interactions. The FCC Program Administrator observes that the FCC Provider supports social-emotional skills.</p>
<p><b>Description:</b> CYP Professionals demonstrate appropriate guidance and responses.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the FCC provider/child interactions. The FCC Program Administrator observes that the FCC Provider demonstrates appropriate guidance and responses.</p>
<p><b>Description:</b> CYP Professionals use strategies to limit challenging behavior.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the FCC Provider and child interactions. The FCC Program Administrator observes that the FCC Provider uses strategies to limit challenging behaviors.</p>
<p>Daily Schedules</p>
<p><b>Description:</b> Daily schedules are responsive to the needs of children.</p>
<p><b>Intent:</b> To ensure that the daily schedule provides a structured routine that is developmentally appropriate and is effectively implemented.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The posted daily schedule provides a balance of activities.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the daily schedule to ensure that there is time designated for active and quiet activities (indoor and outdoor), individual and group play. Daily schedule includes both staff/provider-led and child-initiated activities.</p>
<p><b>Description:</b> The daily schedule and routines are predictable.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home and ensures the daily schedule and routines are predictable.</p>
<p><b>Description:</b> CYP Professionals manage transitions between activities.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home and ensures the FCC Provider has materials ready for activities so that children do not have long wait times. Children are provided advance notice of upcoming changes to their activities.</p>
<p>Child Portfolios and Observations</p>
<p><b>Description:</b> CYP Professionals observe and document individual children's developmental progress.</p>
<p><b>Intent:</b> To ensure that CYP Professionals observe and assess children and apply these observations to interactions and activity planning.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> CYP Professionals provide experiences that support each child's interests and emerging skills.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator asks the FCC Provider or looks for this evidence that the provider uses observations to help plan activities and select materials. During planned activities and/or typical routines, provider demonstrates individualization through questions, comments, support or materials provided to children.</p>
<p>Meal Service</p>
<p><b>Description:</b> Meal times provide opportunities to promote interaction and develop self-help skills.</p>
<p><b>Intent:</b> To provide an opportunity for children to practice their social and self-help skills in a meal-time setting.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Infants are given one-to-one attention during feeding.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home during meal time. Observe infants being fed. Young infants must be held with their head supported while being given a bottle. For infants who are feeding themselves, the provider must be seated within arm's reach of the infant(s) during the entire feeding to maximize feeding control and speed of responsiveness, and to be able to monitor the other children.</p>
<p><b>Description:</b> Pretoddlers, toddlers and preschoolers are given the opportunity to participate in family style dining.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home during meal time. Providers sit and eat with children and engage them in conversation, model good manners, and encourage children to try new foods. Observe that food is provided in serving dishes so that food can be passed (rather than food placed directly on each child's plate). Serving utensils and dishes are appropriately sized for children to use. Children are encouraged to serve and feed themselves based on their abilities. Children assist with table setting and clean up as they are able. For Pretoddlers: Observe that during mealtimes providers guide children by holding their hand over</p>

the child's hand to assist with dishing out food. A single serve amount of milk is placed in a serving container to reduce spillage.

#### Screen Based Media

**Description:** Screen based media is used appropriately.

**Intent:** To ensure that screen based media utilized by the program is appropriate for children and monitored by CYP Professionals.

#### COMPONENTS

**Description:** Screen time and passive media is developmentally appropriate and limited.

**Inspection Type:** On-Site

**On-Site Method Guidance:**

The FCC Program Administer verifies media viewing and computer use is not permitted for children younger than 2 years. Alternate activities are available and documented on lesson plans. Limits are established and followed.

#### Curriculum, Learning Activities and Materials

**Description:** CYP Professionals implement a curriculum and learning activities that includes developmentally appropriate activities and experiences for children.

**Intent:** To ensure that programs use a curriculum that includes developmentally appropriate activities and experiences for children, emphasizing concrete experiential learning and promoting development in developmental domains.

#### COMPONENTS

**Description:** Posted activity plans are followed and are flexible to accommodate children's interests/needs.

**Inspection Type:** On-Site

**On-Site Method Guidance:**

The FCC Program Administrator reviews the activity plan and observes provider and child interactions. During the observation, review the plan and compare the activities observed with the activities posted on the plan. Providers adapt and individualize instruction to include all children. Providers help children find activities in which to engage either alone or with a group.

**Description:** The environment and experiences support the development of fine and large motor skills, cognitive skills, and language and literacy skills and are age appropriate for the children in care.

**Inspection Type:** On-Site

**On-Site Method Guidance:**

The FCC Program Administrator observes the indoor and/or outdoor home environment. There is space for infants to lay flat, roll over, grasp or reach objects, engage in tummy time and explore crawling spaces for beginning walkers. There is space for multi-age children to engage in large motor physical activities (walking, dancing, hopping, skipping, jumping, etc.), and to manipulate small and large objects (stacking, sorting, drawing, writing, etc.). The environment and experiences are challenging, stimulating and provide opportunities to explore, discover, and manage new concepts. The environment is set up to promote learning for multi-age children. The environment and experiences encourage children to read, sing, dictate, and tell stories in a group or individualized setting. The Provider utilizes simple rhymes, and songs. The provider names objects and describes the child's action; they encourage reciprocal communication between the adult and child.

**Description:** A variety of age-appropriate materials and equipment are available, well maintained, and accessible for all children in care.

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the toys and materials in the home. The toys and materials accessible to the children. The toys and materials are age-appropriate, well maintained and are sufficient for the number and ages of the children in care.
<b>Description:</b> A variety of age-appropriate outdoor materials are available, well maintained, and accessible for all children in care.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the outdoor toys and materials. The outdoor toys and materials are age-appropriate, well maintained and are sufficient for the number and ages of the children in care.