

Provider Name				FEIN:	
Provider Address				County:	
Licensing Consultant(s)				Type of Care:	
License Time Frame:		thru		Visit Date:	
				Visit Number:	

**Health and Safety Practices Classroom Observation Tool
(57 Elements/Indicators) Value 60%**

Rating	Point Value (33)	Elements and Indicators	Required Evidence
HEALTH AND SAFETY PRACTICES			
Critical Items (CI): Must be monitored during each visit			
Met Not Met	3	CI 1.1: Administration of medication Medications 1240-04-01-.12(12)	<ul style="list-style-type: none"> Medication and preventative products authorized by proper parental documentation, received, and administered by designated staff. All unused medications returned to parent. Documentation of date when medication is returned to parent. (Medication log required – see “Tennessee Department of Human Services Child Care Agency Emergency Preparedness Plan Template”) View medication forms and ask about medication policy.
Met Not Met	3	CI 1.2: Emergency preparedness and response planning. The child care provider shall comply with all other requirements related to emergency preparedness provided under T.C.A. § 71-3-517. Emergency Preparedness 1240-04-01-.18	<ul style="list-style-type: none"> Must have a written emergency preparedness plan to include all elements specified within 45 CFR 98.41(a)(1)(vii). <ul style="list-style-type: none"> evacuation relocation shelter-in-place and lock down staff and volunteer emergency preparedness training and practice drills communication and reunification with families continuity of operations accommodation of infants and toddlers, children with disabilities and children with chronic medical

			<p>conditions.</p> <ul style="list-style-type: none"> • Planning for emergencies resulting from a natural disaster, or a man-caused even (such as violence at a child care facility). • Review of emergency preparedness and fire procedures and physical walk through of evacuation process quarterly. • Policies are in place for annual staff training and all current staff have been trained on the provider's emergency plan.
Met Not Met	3	<p>CI 1.3: Prevention/response to food allergies</p> <p>Food Allergies 1240-04-01-.13(4)(e)</p>	<ul style="list-style-type: none"> • Staff shall have documentation of all children's allergies and how to deal with any allergic reaction. • All allergies posted, and food/beverage substitutions made. • Information about individual children's food allergies shall be posted prominently, both where food is prepared and where food is served.
Met Not Met	3	<p>CI 1.4: Use of Safe Sleep Practices</p> <p>Supervision 1240-04-01.11(7); 1240-04-02.11(8)</p>	<ul style="list-style-type: none"> • Prior to having unsupervised care for infants, educators should complete training on safe sleep practices inclusive of information on SIDS. • Educators receive orientation on safe sleep practices prior to caring for infants. Safe sleep supervision requirements shall be followed. • A copy of "Safe Sleep Practices" posted in each room. • Infants placed on their backs to sleep. • Educators shall check that no food is left in the mouth of an infant/toddler before putting the infant/toddler down to sleep. • Infants touched every fifteen (15) minutes. • If a child appears not to be breathing, the child care provider shall immediately begin pediatric or age appropriate CPR and immediately call for emergency medical assistance. • Adult educators awake and supervising children in each nap room. • Infants shall sleep only in approved cribs or play yards.

			<ul style="list-style-type: none"> No infant shall be allowed to sleep on a sofa, soft mattress, adult bed, in a car seat, in a swing, or in other restraining device. Any cribs or other sleeping equipment prohibited by federal product safety regulations shall not be permitted. Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib. Soft bedding that is prohibited includes, but not limited to, blankets, pillows, bumper pads, quilts, comforters, stuffed toys, and other soft items. A blanket or covering available to each child sleeping on a mat. Bibs removed prior to placing infants to sleep in crib. Mobiles and other toys attached to any part of the crib prohibited.
Met Not Met NA	3	CI 1.5: Precautions in transporting children (if applicable) Transportation 1240-04-01-.17	<ul style="list-style-type: none"> Follow Transportation Supervision procedures as required in 1240-04-01-.17. Management responsibility for compliance with transportation rules and children. Child care provider conducts vehicle emergency evacuation drills quarterly. Passenger logs contain first and last name of each child. Transportation loading and unloading procedures followed as outline in licensing rules. Driver and reviewer conduct separate physical walk through upon drop-off /return to agency and signs passenger log. Passenger logs reconciled with master sign in/out sheet.
Met Not Met	3	CI 1.6: Prevention and control of infectious diseases (including immunization) Health and Safety 1240-04-01-.12(8)	Staff demonstrate knowledge either through observation or educator interview of: <ul style="list-style-type: none"> Prevention and control, including the spread of infectious diseases. Handling and storage of hazardous

			<p>materials and the appropriate disposal of biological contaminants.</p> <ul style="list-style-type: none"> • Policies are in place that require verification of immunizations, inclusive of any allowable exemptions, prior to enrolling a child.
Met Not Met	3	<p>CI 1.7: Building and physical premises safety</p> <p>Physical Facilities 1240-04-01-.16 1240-4-1-.13(1)(m)1-8.</p>	<ul style="list-style-type: none"> • Personal belongings of residents and staff inaccessible to children. • All medicines and preventative products stored properly. • All items labeled “Keep Out of Reach of Children” are inaccessible. • Kitchen knives, etc. secured, inaccessible to children. • Electrical cords on equipment and cords on window blinds inaccessible to children. • Building safe, clean, in good repair, free of hazards and clutter. Garbage removed from building. • Firearms not permitted on the premises, in any vehicle, or in the presence of children. Exception: In a private residence, firearms/potentially hazardous items must be locked, out-of-sight, and inaccessible. • Compliance with state and local fire/environmental requirements. Maintain documentation of required inspections and approvals. • Guidelines for prevention of injuries by bottle warmers and microwaves should be followed. • Temperature in rooms used by children maintained between sixty-eight (68) to seventy-eight (78) degrees Fahrenheit. • Damaged/unsteady equipment immediately repaired or removed. • Swimming pools inaccessible/approved by local health department. • Unprotected ponds, wells, cisterns, unused refrigerators, and other similar hazards are inaccessible to children. • Pre-play inspection of outdoor play area prior to each use. • Outdoor space must be enclosed by fence or barrier at least four (4) feet in height. • Climbers, swings, heavy equipment

			<p>(including portable) securely anchored.</p> <ul style="list-style-type: none"> • outdoor equipment well-made, safe, and clean. • Acceptable fall zone surfaces as recognized by the Consumer Product Safety Commission (CPSC) maintained at a minimum average depth of six (6) inches. Fall zones around swings and climbing equipment meets requirements. • Damaged/unsteady equipment immediately repaired or removed.
Met Not Met	3	<p>CI 1.8: Prevention of shaken baby syndrome and abusive head trauma</p> <p>Staff 1240-04-01.06(3)(g)</p>	<ul style="list-style-type: none"> • Prior to having unsupervised contact with children, each new employee shall complete training in shaken baby syndrome/abusive head trauma. • Policies are in place regarding procedures to identify and prevent shaken baby syndrome/abusive head trauma to include: <ul style="list-style-type: none"> ○ Recognizing potential signs and symptoms of shaken baby syndrome/abusive head trauma. ○ Creating strategies for coping with crying, fussing, or distraught child. ○ Understanding the development and vulnerabilities of the brain in infancy and early childhood.
Met Not Met	3	<p>CI 1.9: First-aid and CPR</p> <p>Health and Safety 1240-04-01.12(9) 1240-04-01.12(10)</p>	<ul style="list-style-type: none"> • All staff must complete pediatric or age appropriate first aid and CPR training within one hundred twenty (120) days of employment • At least one (1) staff member with current certification in pediatric or age appropriate First Aid on site at all times. • At least one (1) staff member with current certification in pediatric or age appropriate CPR on site at all times.

<p>Met Not Met</p>	<p>3</p>	<p>CI 1.10:Supervision 1240-04-01-.11 1240-04-01.20, 21, & 22</p>	<ul style="list-style-type: none"> • Required adult: child ratios and group sizes posted and followed in every classroom. • Staff conduct visual inspection immediately after closing for the day. • Staff must be alert and visually supervise children. • Staff show awareness of the entire group even if working with small children. • Reasonable suspicions of abuse/neglect immediately reported to Department of Children’s Services (DCS), law enforcement, etc. • Children released to only the child’s parent/guardian, or other person authorized by the parent/guardian in accordance with the child care provider’s policies, unless otherwise directed by the Department of Children’s Services or law enforcement authorities. • Policies are in place regarding procedures for prevention, recognition, and reporting of abuse, neglect, and maltreatment.
<p>Met Not Met</p>	<p>3</p>	<p>CI 1.11: Background Checks Criminal Background Check and State Registry/Records Review Procedures. 1240-04-01-.07</p>	<ul style="list-style-type: none"> • Each employee has been background checked. • Employees with unsupervised access to children have been cleared to work. • The following persons are required to have a background check no more than ninety (90) days before having access to any child care provider: <ul style="list-style-type: none"> ○ Any person who owns or operates a child care agency. ○ Any person who applies to work in a child care agency as an employee, director, or manager. ○ Any person who will provide substitute services to a child care provider for more than thirty-six (36) hours in a calendar year and who is counted in the adult: child ratio. ○ Any person who is fifteen (15) years of age or older who will reside in a child care agency. • New background checks are required

			<p>when the staff member has been separated from employment from a child care provider within the State for a period of more than 180 consecutive days.</p> <ul style="list-style-type: none"> • Background checks are required for all staff at least every five (5) years. • Persons excluded by law denied access to children.
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Rating	Point Value (27)	Elements and Indicators	Required Evidence
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HEALTH AND SAFETY PRACTICES

Element 1. Supervision Practices/Facilities/Equipment

Met Not Met	3	<p>E 1.1: Food stored properly and food sanitation procedures followed.</p> <p>Food Storage and Food Sanitation 1240-04-01-.13(8) and (9)</p>	<p>Food Storage:</p> <ul style="list-style-type: none"> • Once milk, formula, or breast milk has been warmed, it shall not be re-warmed or returned to the refrigerator. • All contents remaining in bottles after feeding shall be discarded immediately after feeding. • Frozen breast milk shall be labeled with the date it was expressed and the name of the child, date received, and refrigerated immediately. • Previously opened baby food jars shall not be accepted in the child care agency. • If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded. • Single-service articles shall be made from nontoxic materials and shall be stored, handled, and dispensed in a sanitary manner. • Written procedures in place to reduce cross-contamination of allergenic foods and other inadvertent exposure to allergens for any child with food allergies. • Foods requiring refrigeration or cold storage shall be maintained at forty degrees Fahrenheit (40°F) or below. • Foods requiring hot storage shall
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			<p>be maintained at an internal temperature of one hundred forty degrees Fahrenheit (140°F) or above.</p> <ul style="list-style-type: none"> • Frozen foods shall be maintained at a temperature of zero degrees Fahrenheit (0°F) or below. • Thermometers shall be placed in all refrigerators, freezers, and all other cold storage equipment. <p>Food Sanitation.</p> <ul style="list-style-type: none"> • All food shall be protected from contamination during storage, preparation, transportation, and serving. • The child care provider shall not serve home-preserved food or raw milk to children in care. • Raw fruits and vegetables prepared on-site shall be washed before use. • Milk and food shall not be placed on the table longer than fifteen (15) minutes prior to the beginning of the meal to avoid contamination and spoilage. • Staff shall wash their hands with soap and water before preparing and serving meals and snacks and after meals and snacks. • Children shall wash their hands with soap and water before and after meals and snacks. • Educators should not offer foods that are associated with young children's choking incidents to children 5 years of age and younger. • Solid foods (including cereal) shall not be given to children with normal eating abilities in bottles or infant feeders unless written authorization from a physician is on file.
Met Not Met	3	<p>E 1.2: Infants/toddlers have clean, safe space for climbing, crawling, pulling up and exploring.</p> <p>Indoor Equipment 1240-04-01-.14(2)</p>	<ul style="list-style-type: none"> • Equipment and a safe space on the floor shall be provided for infants and toddlers for climbing, crawling, pulling up and exploring without the use of confining equipment. • The equipment and safe space shall: <ul style="list-style-type: none"> ○ Be exclusively used for infants and toddlers; and

			<ul style="list-style-type: none"> ○ Be clean and safe at all times.
Met Not Met	3	<p>E 1.3: Sufficient indoor space for children, adults, and furnishings. Ample space for adults and children to move around.</p> <p>Physical Capacity 1240-04-01-.21(5)</p>	<ul style="list-style-type: none"> • Thirty (30) square feet of space per child indoors. • Fifty (50) square feet of space per child outdoors. • Access for children and adults with disabilities. 32-inch doorways, easily accessible handles on doors, thresholds ½ inch or less. EXCEPTION: This does not apply to family and group child care agencies. • Natural lighting in each operating classroom. • Controlled ventilation and light control in each operating classroom. (e.g., windows, fans, blinds, curtains etc.). • Ample space for children to move around and be involved in play activities and routines. • Adequate sound absorbing materials to control noise levels.
Met Not Met	3	<p>E 1.4: At least one working telephone available. Telephone number made available to parents.</p> <p>Telephones and other Communication Devices Physical Facilities 1240-04-01-.16(8)</p>	<ul style="list-style-type: none"> • At least one (1) working telephone shall be available at the child care. • The telephone number shall be made available to parents. • Child care provider after-hours contact telephone phone number provided to parents in case of an emergency.
Met Not Met	2	<p>E 1.5: Books, pictures, and materials representing people of different races, cultures, ages, abilities, and gender in non-stereotyping roles available for children.</p> <p>Program, Language, and Literacy Development 1240-04-01-.15</p>	<ul style="list-style-type: none"> • Observation of books, pictures, and materials. • At least two (2) books, two (2) pictures, and two (2) materials represent some form of diversity. • A variety of culturally diverse books shall be available for children to explore including board, cloth, and soft vinyl books.
Met Not Met	2	<p>E 1.6: Dramatic play materials include items from different cultures.</p> <p>Program Language, Literacy, and Development and Educational Activities 1240-04-01-.15(7)</p>	<ul style="list-style-type: none"> • Observation of dramatic play props. • At least two (2) types of props: dolls, puppets, play food, utensils, clothes, menus
Met Not Met	3	<p>E 1.7: Furnishings and Equipment</p> <p>Equipment for Children 1240-04-01-.14</p>	<ul style="list-style-type: none"> • Developmentally appropriate equipment and furnishings for each age group both indoors and outdoors.

			<ul style="list-style-type: none"> Equipment manufacturer's safety instructions followed, retained on-site, and communicated to staff. Variety of developmentally appropriate equipment that provides at least two (2) play options. Materials, equipment organized and accessible to children. Child-sized furniture is sturdy and in good repair. Adaptive furniture accessible for children with disabilities.
Met Not Met NA	2	<p>E 1.8: Animals in good health, immunized and free of ticks, fleas, etc. Animals shall not have access to food storage, preparation, and service areas. Reptiles and amphibians shall not be kept as pets.</p> <p>Physical Facilities 1240-04-01-.16(10)(d)(14)</p>	<ul style="list-style-type: none"> Records of "approved" animal immunizations on file <p><i>*Not all agencies will have animals. If agencies do have animals and expectations are not met, corrective action will be taken</i></p>
Met Not Met	3	<p>E 1.9: Mealtime Supervision</p> <p>Supervision 1240-04-01.11(3)</p>	<ul style="list-style-type: none"> Develop, post, and follow written mealtime supervision plan. Update as needed. Adequate supervision for ages and abilities of children. if the infant is too young to use a high chair they shall be held while drinking from a bottle. Food and drink prohibited while children are in beds, cots, cribs or on mats. Bottles shall not be propped, and a child shall not be given a bottle while lying flat. Children shall not be permitted to carry a bottle with them throughout the day. Physician authorized allergy action plan accessible. Food shall not be given to a child until the supervising educator is able to provide focused attention to the child. The supervising educator is prohibited from performing other classroom duties unrelated to food service during mealtime. Children shall not be permitted to wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing that are potentially hazardous and associated

			<ul style="list-style-type: none"> with choking. Food is not accessible or served until it has been chopped, diced, cut, or mashed and is appropriate for each child's age, and individual eating, chewing and swallowing ability.
Met Not Met	3	E 1.10 Playground Supervision Supervision 1240-04-01.11(4)	<ul style="list-style-type: none"> Develop, post, and follow written playground supervision plan. Update as needed. Develop simple playground rules and verbally communicate rules to children prior to outdoor play. Roll call before leaving classroom and upon arrival at playground and prior to leaving playground and upon arrival in classroom. Individual staff duties developed and followed to ensure age-appropriate supervision can be given to each child at all times.

Rating	Point Value (27)	Elements and Indicators	Required Evidence
HEALTH AND SAFETY PRACTICES			
Element 2. Record Keeping			
Met Not Met	3	E 2.1: Children's records shall be complete, organized, maintained on-site and available to the Child Care Licensing Consultant at all times. General Children's Records 1240-04-01-.08(2)	<ul style="list-style-type: none"> A complete child care application along with required documentation as listed on the application/checklist.
Met Not Met	3	E 2.2: Staff, and driver records contain documentation of all requirements Staff Record Requirements 1240-04-01-.08(3)	<ul style="list-style-type: none"> All required documentation maintained and kept in an organized manner onsite (or in a centralized location if approved in advance) and available for immediate review.
Met Not Met	3	E 2.3: Substitute and volunteer records shall include hours and dates of service. Staff Record Requirements 1240-04-01-.08(3)(e)	<ul style="list-style-type: none"> Substitute and Volunteer Records: Records of substitutes and volunteers shall include their names, addresses, telephone numbers and hours and dates of service. These records should be maintained in their personnel record for department review. Substitute Pool Records: All staff records shall be available onsite where the substitute is working either as print copies or web-accessible

			documents.
Met Not Met	3	E 2.4: Documentation that staff have been screened and /or tested for communicable diseases and are medically cleared. Staff Record Requirements 1240-04-01-.08(3)	<ul style="list-style-type: none"> Documentation that staff have been screened and, if necessary, tested and medically cleared for communicable diseases prior to having contact with children.
Met Not Met	3	E 2.5: Provider shall notify TDHS of serious incidents the same day through the eLicensing Portal. Incident Reporting 1240-04-01-.09(f)	<ul style="list-style-type: none"> Ask staff process for reporting serious incidents Documentation of staff being trained on the reporting process. Complaint Hotline information is posted in area easily seen by parents and staff.
Met Not Met	3	E 2.6: Daily attendance records maintained on sight including full name of child, signature of parent or authorized representative, and time in/out. Sign-In and out sheets maintained for one (1) year/immediately available. Record Keeping 1240-04-01-.08(d)(4) 1240-04-01-.08(d)(5)	<ul style="list-style-type: none"> Daily sign-in and sign-out sheets should include: <ul style="list-style-type: none"> Each child's printed full name Date Time of entry Time of departure Space for printed name and signature of parent/guardian/authorized person Sign-in and sign-out sheets maintained for 1 year and kept onsite. Agencies with computer programs provide documentation of daily attendance when requested. Attendance maintained in some way in the classroom.
Met Not Met	3	E 2.7: Attendance monitored on field trips as outlined in 1240-4-1-.11 (4)(c)1-5. Supervision 1240-04-01-.11 (4)(c)1-5. *This could be NA is the agency does not provide transportation or take off-site field trips.	<ul style="list-style-type: none"> Observe that the transportation logs reflect the required attendance information. Interview the staff and ask them the process for recording attendance while on a field trip. The child care provider shall obtain individual permission slips signed and dated by the parent/guardian for each field trip prior to the activity. The childcare provider shall monitor attendance by checking attendance as follows: <ul style="list-style-type: none"> Prior to leaving the childcare Upon arrival at each destination At the beginning and end of

			<p>each activity (such as lunch, breaks, etc.)</p> <ul style="list-style-type: none"> ○ Upon departing each destination ○ Upon arrival at the childcare. • One adult present shall have a current certificate in advance aquatic lifesaving skills (If swimming provided). • One adult (may be lifeguard provided by the facility) shall supervise from above the level of the swimmers. • The lifeguard, including those provided by a swimming facility, shall not be included in the required adult: child ratio while performing lifeguard duties.
Met Not Met	3	<p>E 2.8: Adequate funding, budget available, financial records available.</p> <p>Finances 1240-04-01-.05(2)</p>	<ul style="list-style-type: none"> • Review budget (submitted annually and upon request). • Financial Records immediately available upon request.
Met Not Met NA	3	<p>E 2.9: Records of subsidized child care/food supplements.</p> <p>Records of Subsidized Child Care and Food Supplement Payments. 1240-04-01-.05(3)</p>	<ul style="list-style-type: none"> • Review sign in & out sheets and compare to subsidized records. • Review each child on subsidized childcare has current childcare certificate. • Review menu and list of food supplements made. • Records available immediately upon request.

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HEALTH AND SAFETY PRACTICES			
Element 3. Healthy Weight Practices/Disease Prevention			
Met Not Met	2	<p>E 3.1: Food provided by the child care shall be in accordance with USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.</p> <p>Nutrition 1240-04-01-.05(4)</p>	<ul style="list-style-type: none"> • If the child care provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
Met Not Met	1	<p>E 3.2: Weekly menu posted and followed. Substitutions noted in advance of meal.</p> <p>Food Service 1240-04-01-.13(5)(f)</p>	<ul style="list-style-type: none"> • A weekly menu that includes all snacks and foods served posted in a location the parents can view and followed.

			<ul style="list-style-type: none"> Meal and snack substitutions noted on the menu in advance. No sugar sweetened beverages shall be served to children at any time by the child care provider.
Met Not Met	1	E 3.3: Food Storage Food Storage 1240-04-01-.13(8)	<ul style="list-style-type: none"> Warmed milk, formula or breast milk shall not be rewarmed or returned to the refrigerator. All contents remaining in bottles after feeding shall be discarded. Formula, food, milk, and breast milk brought from home shall be labeled with child's name/date and refrigerated immediately. Frozen breast milk labeled with date expressed and child's name. Food fed directly from the jar should be used for one (1) feeding and discarded. Previously opened baby food jars shall not be accepted.
Met Not Met	2	E 3.4: Screen Time Electronic Media Devices; Program, Language, and Literacy Development 1240-04-01-.15(2)	<ul style="list-style-type: none"> Electronic/media device prohibited for children under age two (2). Television, video/DVD viewing limited to one (1) hour per day for educational/physical activities only. Computers and personal electronic device usage limited to on (1) hour. Alternative activity(s) available while TV/Video in use. Television, video/DVD viewing not allowed during meals/snacks. Programs, movies, computer games, music must be developmentally appropriate/no violent or adult content. Parents informed in writing of any scheduled media program viewing.
Met Not Met	2	E 3.5: Rest Period Reclining Rest Period 1240-04-01-.15(4)	<ul style="list-style-type: none"> Children in care six (6) hours or more have opportunity to rest. Each child shall be allowed to form his or her own patterns of sleep. Observe to see when a child shows signs of being tired (yawning, rubbing their eyes, and fussing) if they are allowed to rest before the scheduled nap time. When awake, a child shall not be left in a crib/bed or on a cot or mat for any length of time that is unreasonable for the developmental age of the child.

			<ul style="list-style-type: none"> No child shall be forced to lie down or nap or be forced to stay on a cot or on a mat for an extended period of time. Children shall be allowed to participate in a quiet activity if not asleep within a reasonable time or if they wake up prior to the end of the rest period. Areas where a child sleeps shall have adequate lighting which allows the educator to see each child with a quick glance and respond appropriately to each child's physical and emotional needs. If music is played in areas where children sleep, the music shall be soothing and soft enough so children can be heard.
Met Not Met	1	<p>E 3.6: Provider complies with requirements on outdoor play and indoor/outdoor physical activity.</p> <p>Outdoor Play and Playground Routines 1240-04-01-.15(3)</p> <p>Licensed Capacity of Physical Space 1240-04-01-.22(2)</p>	<ul style="list-style-type: none"> Schedule to reflect indoor/outdoor play and physical activity. Plan and implement activities that engage children in developmentally appropriate active physical play indoors and outdoors. All children in care more than three (3) daylight hours have an opportunity for daily outdoor play. Toddlers have sixty to ninety (60-90) minutes of moderate to vigorous physical play activity per eight (8) hour day. Preschoolers have ninety (90) to one hundred and twenty (120) minutes of moderate to vigorous physical activity per eight (8) hour day. Children shall be properly dressed, and the length of time outside adjusted according to the weather conditions and the age of the children.
Met Not Met	1	<p>E 3.7: Materials used stimulate a variety of large muscle skills.</p> <p>Educational Activities 1240-04-01-.15(7)</p>	<ul style="list-style-type: none"> Portable and stationary gross motor materials accessible to all children including children with disabilities. Stimulates a variety of skills (ex. balancing, pedaling, ball play).
Met Not Met	1	<p>E 3.8: Balance between vigorous activity and quiet play or rest.</p> <p>Schedule and Routines 1240-04-01-.15(1)(e)</p>	<ul style="list-style-type: none"> For infants less than (6) months of age, each infant shall have direct supervised tummy time every day when they are awake and alert. Toddlers and preschoolers shall have sixty (60) to ninety (90) minutes of

			<p>indoor/outdoor gross motor play per day for full time programs. (ex. active movement, group music/movement, blocks).</p> <ul style="list-style-type: none"> • Accessibility to quiet play (dramatic play, books, cozy area, rest time).
Met Not Met	2	<p>E 3.9: Open space provided indoors and outdoors for active physical play.</p> <p>Outdoor Play and Playground Routines 1240-04-01-.15(3)</p>	<ul style="list-style-type: none"> • Indoor physical activities, requiring children to use both large and small muscles, shall be provided for children of each age group. • An indoor play area will be made available to be used for active physical play, this may be accommodated by moving furniture area for a limited amount of time. • Interview that staff and ask how active physical play is completed when weather does not allow for going outdoors. • Gross motor space is available indoors and outdoors for active physical play. • Variety of options for active play. • Age appropriate equipment available.
Met Not Met	2	<p>E 3.10: Smoking/Vaping not permitted in any indoor area or vehicle of child care agency at any time “No Smoking” signs posted as required.</p> <p>Posting Required Documentation 1240-04-01-.05(12)</p>	<ul style="list-style-type: none"> • No smoking/vaping signs shall be posted in a conspicuous manner at each entrance to the facility. • Smoking/vaping is not permitted in any indoor area or vehicle of the childcare at any time. • Smoking/vaping is not permitted on the playground or in any outdoor area accessible to children during the time children are present. • Smoking/vaping is not permitted within fifty (50) feet of the childcare entrance.
Met Not Met	2	<p>E 3.11: Breakfast provided to children arriving before 7:00am and has not had breakfast at home.</p> <p>Nutrition 1240-04-01-.13(4)(c)(5)</p> <p>Exception: Children receiving breakfast at school</p>	<ul style="list-style-type: none"> • Breakfast be provided to children arriving before 7:00am and that have not had breakfast at home. Exception: Children receiving breakfast at school.
Met Not Met	2	<p>E 3.12: Injuries, illness, accidents documented and reported to parents as required.</p> <p>Incident Reporting 1240-04-01-.09(d)</p>	<ul style="list-style-type: none"> • Reports of Incidents, Illnesses, Accidents, Injuries, and Fatalities.

Met Not Met	2	E 3.13: Each child observed upon arrival for signs of illness and injury. Health and Safety 1240-04-01-.12(3)	<ul style="list-style-type: none"> Observe each child upon arrival each day for signs of illness and injury. <p>*If do not observe any arrivals ask during educator questions*</p>
Met Not Met	2	E 3.14: Parent/guardian contacted immediately when a child shows signs of illness or infection. Health and Safety 1240-04-01-.12(4)	<ul style="list-style-type: none"> Designated staff shall immediately contact a parent/guardian when a child shows sign of illness or infection.
Met Not Met	2	E 3.15: Universal and standard precautions are used when handling/cleaning and disposal of bodily fluids. Health and Safety 1240-04-01-.12(8)	<ul style="list-style-type: none"> Plan and available cleaning and sanitizing products.
Met Not Met	2	E 3.16: Approved first aid kit accessible/staff familiar with contents and use. Health and Safety 1240-04-01-.12(9)	<ul style="list-style-type: none"> Observation of first aid kits and content within the agency. First aid kits accessible to staff in all classrooms. First aid kit accessible to staff on the playground.

Rating	Point Value (27)	Elements and Indicators	Required Evidence
Health and Safety Practices			
Element 4: Organizational Structure/Qualifications			
Met Not Met	3	E 4.1 : Parent communication-Developmental checklist Parent Communication and Engagement Rule 1240-04-01-.05(9)(f)	<ul style="list-style-type: none"> The child care provider shall use a developmental checklist approved by the Department as a guide for conducting annual individual parent meetings to discuss the child's progress and development. Documentation of the meetings must be maintained in the child's record. <p>Exception: Not required for school-age children participating in after-school programs.</p>
Met Not Met	2	E 4.2: Preparing child and family for successful transitions at each care level. Children's Records 1240-04-01-.08(f)(2)	<ul style="list-style-type: none"> Each infant, toddler and pre-school child shall have a transition plan for moving from one age group to another. Develop a consistent routine for transitioning. Documentation of reviewing transition

			plan with family.
Met Not Met	2	E 4.3: Notices and Postings-Licenses, Rating, menus, schedule, violations Notifying Parents and Guardians 1240-04-01-.05(10)(a)(1) Posting Required Documentation 1240-04-01-.05(12)	<ul style="list-style-type: none"> • License to operate posted where parents can see it. • Critical Violations posted where parents can see. • Daily schedule posted in classroom visible to parents. • TDHS rating shall be posted and visible to parents. • The child care provider's operating hours. • The Department's toll-free Child Care Complaint Hotline phone number. • The Department of Children's Services' Central Intake Child Abuse Hotline number. This information shall also be posted at each telephone. • No smoking signs shall be posted in a conspicuous manner at each entrance to the facility. • Required adult: child ratios and group size shall be posted in every classroom. • Applicable Department licensing rules shall be maintained in a central space and available to all staff and parents/guardians. • Emergency procedures. • Record of fire and other emergency drills. • Any other materials shall be posted as directed by the Department.
Met Not Met	2	E 4.4: Accreditation	<ul style="list-style-type: none"> • Child Care Provider has documentation of current accreditation from a nationally recognized outside agency. • Accreditation certificate is posted in a conspicuous location where parents can observe.
Met Not Met	1 2 3	E 4.5: Director Qualifications Education Training Requirements 1240-04-01-.06(6)	<ul style="list-style-type: none"> • Directors with qualifications above the minimum for compliance will receive a point value, based on education/training. <ul style="list-style-type: none"> ○ 1 point for minimum qualifications ○ 2 points for associates degree ○ 3 points for bachelor's degree or higher.

Met Not Met	1 2 3	4.6: Educator Qualifications Education Training Requirements 1240-04-01-.06(6)	<ul style="list-style-type: none"> • Educators with qualifications above the minimum for compliance will receive a point value, based on education/training. <ul style="list-style-type: none"> ○ 1 point all staff meet minimum qualifications ○ 2 points if 50% of staff have CDA ○ 3 points if 75% of staff have Associates degree or higher
Met Not Met	2	E 4.7: Hiring Practices/Annual Evaluations Staff 1240-04-01-.06	<ul style="list-style-type: none"> • Teaching staff, assistant directors, and directors shall be evaluated on the performance of their duties at least annually. • Records of performance evaluations shall be maintained in the educator's files and made available to the Department upon request.
Met Not Met	3	E 4.8: Orientation Staff 1240-04-01-.06 *If no new staff score this NA	<ul style="list-style-type: none"> • Prior to having contact with children, each new employee shall receive orientation in, and have a working knowledge of the following items: <ul style="list-style-type: none"> ○ Before You Begin pre-service training ○ Program philosophy and policies ○ Job description ○ Emergency health and safety procedures ○ Behavior management procedures ○ Detection, reporting, and prevention of child abuse ○ Procedures for receiving and releasing children ○ Safe sleep procedures ○ Meal service and safe food preparation policies ○ Supervision during high risk activities such as eating and outdoor play ○ Food allergies ○ Expectations for communications with parent/guardian ○ Disease control and health promotion, including childhood obesity and the beneficial health impacts of physical activity ○ An overview of licensing requirements ○ Information on risks of Cytomegalovirus (CMV) to

			female employees of childbearing age.
Met Not Met	3	E 4.9 Child Care Provider Drug Testing Policy Ownership, Organization, and Administration 1240-04-01.05(8)	<ul style="list-style-type: none"> • Child care providers shall establish a drug testing policy for all staff that have direct contact with children, as defined by the Department, with a child in the care of the child care agency. • The policy shall: <ul style="list-style-type: none"> ○ Specify when and how testing should be completed. ○ Provide for immediate and effective enforcement action in the event of a positive drug test; and ○ Require drug testing based upon reasonable suspicion that employees, directors, licensees, or operators of a child care agency, or other persons providing service under contract or for remuneration for the agency are engaged in the use of illegal drugs.
Met Not Met	2	E 4.10: Written program description. Ownership, Organization, and Administration 1240-04-01-.05(1)	<ul style="list-style-type: none"> • Written Expulsion Policy. • Written lesson plans available for each group of children. • Notification of changes to the program description submitted to the Tennessee Department of Human Services (TDHS) ten (10) calendar days prior to making the change. • A signed Personal Safety Curriculum Notification Form indicating the parent/guardian have been provided an opportunity to review the personal safety curriculum offered by the child care provider and have been notified of the child sexual abuse/personal safety curriculum. • Children not kept over twelve (12) hours without approval. • Proof of general liability, automobile liability, medical payment insurance coverage/declarations page of insurance policy.
Met Not Met	2	E 4.11: Owners/directors/primary educators responsible for staff/operations of program. Staff 1240-04-01-.06	<ul style="list-style-type: none"> • Staff member designated in charge during absence of primary educator/director and name of designee posted. • Parent advisory boards have input

			into the program.
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Notes:

SAMPLE

Director/ Primary Educator Signature

Date

Licensing Consultant Signature

Date