



**Tennessee Department of Human Services
Child Care Agency Monitoring and
Evaluation Check Sheet**

Date of Visit: Select Date
Date of Virtual Visit: Select Date
Arrival Time: hh:mm am/pm
Departure Time: hh:mm am/pm

Agency Name : Agency Name
Agency Address : Agency Address
Licensing Consultant(s) : Licensing Consultant

Category of Care

- Family Child Care Home
- Group Child Care Home
- Child Care Center
- Drop-in Child Care Center

Type of Visit

- Announced
- Unannounced

Services

- Transportation
- Extended Care
- Child Care Certificate
- Before Care
- After Care
- CACFP

Reason for Visit

- | | | |
|--|---|--|
| <input type="checkbox"/> Monitoring Visit | <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Legal Enforcement |
| <input type="checkbox"/> Annual/Initial Evaluation | <input type="checkbox"/> Safety Plan Monitoring | <input type="checkbox"/> Complaint Investigation #Complaint Number |
| <input type="checkbox"/> Consultation | <input type="checkbox"/> Training | <input type="checkbox"/> Other – Specify Reason for Visit |

Ratios

Current Enrollment: Number Enrolled

Age Grouping	Majority Age	Ratio	Educator(s) Name(s)	Activity
Age Group	Majority Age	Ratio	Educator Name	Activity

For family and group homes, document ages of children.

Rule Section Monitored

A checked box indicates section was reviewed.

- High Risk** All high-risk areas
- 1240-04-01-.05 Ownership, Organization and Administration
- 1240-04-01-.06 Staff
- 1240-04-01-.08 Record Keeping
- 1240-04-01-.09 Incident Reporting
- 1240-04-01-.10 Duty to Report Child Abuse and Neglect
- 1240-04-01-.12 Health and Safety
- 1240-04-01-.13 Food and Food Service
- 1240-04-01-.14 Equipment for Children
- 1240-04-01-.15 Program, Language, and Literacy Development
- 1240-04-01-.16 Physical Facilities
- 1240-04-01-.18 Emergency Preparedness
- 1240-04-01-.20 Specific Requirements for Family Child Care Homes
- 1240-04-01-.21 Specific Requirements for Group Child Care Homes
- 1240-04-01-.22 Specific Requirements for Child Care Centers
- 1240-04-01-.23 Specific Requirements for Drop-In Child Care Centers

High Risk

A checked box indicates non-compliance.

1240-04-01-.05 Ownership, Organization and Administration

- Proof of general liability, automobile liability, medical payment insurance coverage/declarations page of insurance policy
- Falsification of any information or documentation prohibited.

1240-04-01-.07 Background Checks

- All required fingerprint samples and disclosure forms properly submitted.
- Persons excluded by law denied access to children.
- Fingerprint and abuse registry background checks completed and on file according to law.

1240-04-01-.10 Duty to Report Child Abuse and Neglect

- Reasonable suspicions of abuse/neglect immediately reported to Department of Children's Services (DCS), law enforcement, etc.

1240-04-01-.11 Supervision

- Staff shall conduct visual inspection immediately after closing for the day.
- Children released only to parent/guardian or other authorized person.
- Daily sign in and out sheet maintained/signature of parent/authorized representative.
- Sign in and out sheets maintained for one (1) year/immediately available.
- Develop, post, and follow a written meal time supervision plan/update as needed.
- Direct supervision maintained during meal and snack time.
- Develop and follow a written playground supervision plan/update as needed.
- Attendance shall be monitored during field trips as outlined in 1240-4-1-.11 (4)(c)1-5.
- The child care agency staff shall know where children in their care are at all times, be aware of their activities, and be able to intervene appropriately.
- Adult:Child ratios met when children are engaged in activities in or near a body of water.
- One (1) adult present shall have current certificate in advanced aquatic lifesaving skills.
- All safe sleep supervision procedures shall be followed.
- Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, in a swing or other restraining device.
- Bibs shall be removed prior to placing infants in a crib for sleeping
- Soft bedding and mobiles or any other toys that attach to any part of the crib are prohibited.
- Infants touched every fifteen (15) minutes.
- Educators receive orientation on safe sleep practices prior to caring for infants.
- Required adult:child ratios & group sizes maintained.
- Adult supervising children at all times.

1240-04-01-.12 Health and Safety

- At least one (1) staff member with current certification in CPR on site at all times.
- At least one (1) staff member with current certification in First Aid on site at all times.
- All medicines and preventative products stored properly.
- All items labeled "Keep Out of Reach of Children" are inaccessible.
- 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.

1240-04-01-.15 Program, Language, and Literacy Development

- Spanking and all types of corporal punishment prohibited.

1240-04-01-.17 Transportation

Transportation Provided Yes No

- Prior written approval by TDHS.
- Driver properly licensed.

- Child care agency provides a written statement to TDHS.
- Agency conducts vehicle emergency evacuation drills quarterly.
- Use of cell phones and texting devices prohibited while en route.
- Routine transportation limited to forty-five (45) minutes each way.
- Current documentation of medical and liability insurance.
- Use of TDHS approved vehicle monitoring devices.
- Documentation of daily inspections and repairs.
- Interior temperature of vehicles monitored during extreme weather.
- Management responsibility for compliance with transportation rules and children.
- An adult in the vehicle and seated behind steering wheel whenever a child is in the vehicle and when the motor is running.
- Adult monitor requirements met.
- Passenger logs contain first and last name of each child.
- Transportation loading and unloading procedures followed as outlined in licensing rules.
- Driver conducts physical walk through, inspects seat surfaces, sign passenger log and give to reviewer.
- Reviewer has no additional responsibilities, conducts physical walk through, inspect seat surface and sign the passenger log.
- Reviewer reconciles passenger log with master sign in/out sheet.
- Health examinations, clearance letters and all other transportation staff qualifications documented and on file.
- All drivers have passed a drug screening test within specified timeframe.
- All drivers, monitors and reviewers receive TDHS approved transportation training prior to assuming duties and every six (6) months.
- Drivers and monitors receive DOS annual training.
- Drivers have current certification in CPR and first aid that is applicable to the ages of children on the vehicle.
- Emergency/safety equipment maintained on the vehicle and not readily accessible to children.
- Documentation of vehicle maintenance and regular inspections.
- Vehicles comply with Federal Motor Vehicle Safety Standards governing either large or small school buses.
- Vehicles designed to carry ten (10) or more passengers inspected and approved by Department of Safety.
- Vehicles do not exceed manufacturer's rated passenger capacity.
- Cargo, luggage, equipment adequately secured at all times.
- Passenger air bag turned off unless an adult or child fifteen (15) years of age or older is riding in the front passenger seat.
- No child or adult shall ride on the floor of a vehicle.
- Children do not share restraint devices.

- Family/Group with single educator – Development of TDHS approved system to ensure all children off vehicle.
- Children released at designated location at a time when school is open and driver, when possible, watch child enter school.
- Children under four (4) years of age always placed in rear seat.
- All vehicles have restraints based on class of vehicle in accordance with state/federal law.
- Children and adults restrained according to state/federal law.
- Proper signage displayed on vehicle.

1240-04-01-.05 Ownership, Organization and Administration

A checked box indicates non-compliance.

- Written program description.
- 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.
- Adequate funding, budget available, financial records available.
- Records of subsidized child care/food supplements.
- Children not kept over twelve (12) hours without approval.
- All required children's records available.
- Parent communication-Developmental checklist.
- Written expulsion policy on file.
- Children signed in and out by authorized person.
- Documentation of required preplacement visit maintained.
- Required adult:child ratios and group sizes posted in every classroom.
- Children released according to plan required by these rules.

1240-04-01-.06 Staff

A checked box indicates non-compliance.

- Owners/directors/primary educators responsible for staff/operations of program.
- Documentation of orientation/training maintained in staff file.
- Staff member designated in charge during absence of primary educator/director and name of designee posted.

1240-04-01-.08 Record Keeping

A checked box indicates non-compliance.

- All records maintained on-site, organized and immediately available upon request.
- A written plan of action maintained on file for children with life threatening allergies.
- Daily attendance records maintained on site including full name and time in/out.
- Documentation that staff have been screened and /or tested for tuberculosis.
- Staff, children, and driver records contain documentation of all requirements.
- Substitute and volunteer records shall include hours and dates of service.

Individual attendance list maintained in each classroom.

Written transition plan for each child.

Each child appropriately immunized or excluded per exceptions outlined in 1240-04-01-.08 (2)(e).

1240-04-01-.09 Incident Reporting

A checked box indicates non-compliance.

Injuries, illness, accidents documented and reported to parents as required.

Agency shall notify TDHS of all serious incidents the same day via the Child Care Complaint Hotline.

1240-04-01-.10 Duty to Report Child Abuse and Neglect

A checked box indicates non-compliance.

All staff shall receive documented, TDHS approved training annually.

A pending abuse/neglect investigation of any staff member requires a safety plan.

Fully cooperate with investigations of child abuse or neglect.

1240-04-01-.12 Health and Safety

A checked box indicates non-compliance.

Each child observed upon arrival for signs of illness and injury.

Documentation of parental authorization and staff administration of medication.

Parent/guardian contacted immediately when a child shows signs of illness or infection.

Unused medication returned to the parent.

Educator shall document any obvious signs of marks or injuries and note any comments from parents.

Medication not handled by children or administered in bottles or infant feeders. Exception: Unless authorized by a physician.

Universal and standard precautions are used when handling/cleaning and disposal of bodily fluids.

Smoking not permitted in any indoor area or vehicle of child care agency at any time.

Approved first aid kit accessible/staff familiar with contents and use.

"No Smoking" signs posted as required.

All staff receives training in First Aid and CPR within first ninety (90) days of employment.

The use of alcoholic beverages not permitted.

Certifications applicable to ages of children present in classroom.

Kitchen knives, etc. secured, inaccessible to children.

A diagnosis of scabies or lice requires proof of treatment prior to readmission.

Personal belongings of residents and staff inaccessible to children.

Contagious conditions reported to parents and the Tennessee Department of Health (TDH).

Children shall not be left unattended on an off-the-floor diapering surface.

Educators utilize sanitary diapering procedures/handwashing procedures followed.

Staff screened and medically cleared for tuberculosis (TB).

- Medications and preventative products received by designated staff person and administered by designated staff.
- Medications labeled with child's name.

- Staff members with signs of communicable disease shall not be present.

1240-04-01-.13 Food and Food Service

A checked box indicates non-compliance.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Staff and children shall follow handwashing procedures. <input type="checkbox"/> Educator near any table/high chair while child is eating. <input type="checkbox"/> Ensure infants have completed feeding and swallowed milk/formula before being laid down to nap. <input type="checkbox"/> Bottles not propped/given to children lying flat. <input type="checkbox"/> Food and drink prohibited while children are in beds, cots, cribs, or on mats. <input type="checkbox"/> Guidelines for prevention of injuries by bottle warmers and microwaves should be followed as outlined 1240-4-1-.13(1)(m)-8. <input type="checkbox"/> Food is not accessible or served until appropriate for child's age, eating, chewing and swallowing ability. <input type="checkbox"/> Classroom duties unrelated to food service during mealtime is prohibited. <input type="checkbox"/> Children shall not be permitted to wear teething necklaces, pacifiers or any item around their neck or attached to clothing. <input type="checkbox"/> Warmed milk, formula or breast milk shall not be rewarmed or returned to the refrigerator. <input type="checkbox"/> All contents remaining in bottles after feeding shall be discarded. <input type="checkbox"/> Frozen breast milk labeled with date expressed and child's name. <input type="checkbox"/> Formula, food, milk, and breast milk brought from home shall be labeled with child's name/date and refrigerated immediately. | <ul style="list-style-type: none"> <input type="checkbox"/> Previously opened baby food jars shall not be accepted. <input type="checkbox"/> Food fed directly from the jar should be used for one (1) feeding and discarded. <input type="checkbox"/> Food provided by the child care agency shall be in accordance with USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines. <input type="checkbox"/> Breakfast provided to children arriving before 7:00am and has not had breakfast at home. Exception: Children receiving breakfast at school. <input type="checkbox"/> Children shall be given adequate time to eat. <input type="checkbox"/> Children's food allergies prominently posted where food is prepared and where food is served. <input type="checkbox"/> A written plan of action endorsed by a physician should be posted and immediately accessible. <input type="checkbox"/> All guidelines related to food allergies shall be followed as outlined in 1240-4-1-.13(5)(e)1-4. <input type="checkbox"/> Weekly menu posted and followed/substitutions noted in advance of meal. <input type="checkbox"/> Feeding schedule for an infant meets the child's needs. <input type="checkbox"/> Agency makes accommodations to support and facilitate family's decision to continue breast feeding. <input type="checkbox"/> Children allowed to experiment with food, to feed self, to eat with fingers or spoon. <input type="checkbox"/> All proper cleaning procedures followed before and after eating. <input type="checkbox"/> Food stored properly and food sanitation procedures followed. |
|---|---|

1240-04-01-.14 Equipment for Children

A checked box indicates non-compliance.

- Indoor, outdoor equipment well-made, safe and clean.
- Developmentally appropriate equipment and furnishings for each group both indoors and outdoors.
- Equipment manufacturer's safety instructions followed, retained on site, and communicated to staff.
- Electrical cords on equipment and cords on window blinds inaccessible to children.
- Damaged/unsteady equipment immediately repaired or removed.
- Variety of developmentally appropriate equipment that provides at least two (2) play options.
- Materials, equipment organized and accessible to children.
- Infants/toddlers have clean, safe space for climbing, crawling, pulling up and exploring.
- Climbing equipment at least six (6) feet from retainer structure, fencing, traffic paths and other equipment.
- Fall zones around swings and climbing equipment meet requirements.
- Climbers, swings, heavy equipment (including portable) securely anchored.
- Acceptable protective fall zone surface as recognized by Consumer Product Safety Commission (CPSC) maintained at a minimum average depth of six (6) inches.
- Appropriate naptime/sleeping equipment provided.
- A blanket or covering available to children age thirteen (13) months and older.

1240-04-01-.15 Program, Language, and Literacy Development

A checked box indicates non-compliance.

- Each child provided an opportunity to participate in program activities.
- Balance between child's choice and educator directed activities.
- Balance between vigorous activity and quiet play or rest.
- Individual attention to each child throughout day and engaged in activities specific to infant/toddler, pre-school and school-age.
- Use of restraining devices limited to fifteen (15) minutes and supervised.
- Electronic media/devices 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 devices usage limited to one (1) hour.
- Television, video/DVD viewing not allowed during meals/snacks.
- When awake, child not left in crib or on cot for unreasonable length of time/not forced to nap or lie down or stay on cot/mat.
- Nap rooms have adequate lighting/music soothing and soft.
- Discipline is reasonable, developmentally appropriate; shaming, humiliating, frightening, verbally abusive, injurious discipline methods, and/or techniques that isolate the child are prohibited.
- Time out reasonable/developmentally appropriate and does not include restraint or seclusion.
- No child under thirty-six (36) months shall be placed in time out/redirection or other similar approach used.
- Restrain only by holding and only for as long as necessary for child to regain control.
- Toilet learning in cooperation with parents.
- Children not made to sit on potty/toilet over five (5) minutes.

- Programs, movies, computer games, music developmentally appropriate/no violent or adult content.
- Parents informed in writing of any scheduled media program viewing.
- All children in care more than three (3) daylight hours have an opportunity for daily outdoor play.
- Agency complies with requirements on outdoor play and indoor/outdoor physical activity.
- Develop simple playground rules and verbally communicate rules to children prior to outdoor play.
- Plan and implement activities that engage children in developmentally appropriate active, physical play.
- Children in care six (6) hours or more have opportunity to rest.
- Fatigued children offered opportunity to rest.
- Developmentally appropriate opportunities for learning, self-expression and indoor physical activities for each age group daily.
- Direct supervised tummy time for infants less than six (6) months.
- Observe and document use of developmental learning standards.
- Personal safety curriculum provided for ages three (3) and up.
- Documentation of personal safety instruction in educational settings maintained on file with TDHS.
- Signed personal safety notification form in record of each child.
- Child care agencies providing nighttime care meet requirements.
- Consult parents/guardians in development of plan to meet individual needs of child with special needs.

1240-04-01-.16 Physical Facilities

A checked box indicates non-compliance.

- Compliance with state and local fire/environmental requirements.
- Maintain documentation of required inspections and approvals.
- At least one (1) working telephone available at the agency.
- Telephone number made available to parents.
- Outdoor play area contains at least fifty (50) square feet of usable play space per child.
- Outdoor play space must be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play/care inspection of outdoor play area prior to use.
- Drinking water from source approved by health authority.
- Garbage removed from building daily.
- Temperature in rooms used by children maintained between sixty-eight (68) to seventy-eight (78) degrees.
- Building safe, clean, in good repair, free of hazards and clutter.
- Unprotected ponds, wells, cisterns, unused refrigerators, and other similar hazards are inaccessible to children.
- Swimming pools inaccessible/approved by local health dept.
- 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.

1240-04-01-.18 Emergency Preparedness

A checked box indicates non-compliance.

- Develop a written multi-hazard plan and inform parents of the plan.
- The child care agency shall comply with all other requirements related to emergency preparedness provided under T.C.A. § 71-3-517.
- A written Emergency Preparedness plan that includes:
 - Shelter in Place
 - Lockdown
 - Continuity of operations
 - Accommodations of infants and toddlers
 - Volunteer emergency preparedness training and drills

1240-04-01-.20 Specific Requirements for Family Child Care Homes

A checked box indicates non-compliance.

- Adult educator awake and supervising children at all times when children are sleeping.
- All educators meet training requirements.
- Primary educator shall not be employed or engaged in any other full time activities during the hours of operation.

1240-04-01-.21 Specific Requirements for Group Child Care Homes

A checked box indicates non-compliance.

- Maximum number of children in home not to exceed twelve (12).
- If school-age children are enrolled, a school-age program shall be provided.
- All educators meet training requirements.
- Adult educator awake and supervising children at all times when children are sleeping.
- If four (4) or more infants/toddlers attend, they shall have separate and distinct space, and their own educator.

1240-04-01-.22 Specific Requirements for Child Care Centers

A checked box indicates non-compliance.

- Each child on roll in a defined group, assigned to that group with specific educator(s).
- Infants have separate space and never group with children over thirty (30) months of age.
- Written lesson plans available for each group of children.
- A separate space, separate program, separate educator, separate group when more than twelve (12) children present in first (1st) grade and above.
- Adult educator awake and supervising children in each nap room.
- Director qualifications are met.
- Assistant director qualifications are met.
- Educator qualifications are met.
- All staff has the required number of training hours.
- Thirty (30) square feet of usable indoor play space per child.
- Nap rooms contain thirty (30) square feet of floor space per child.
- Agency has adequate plumbing facilities.

1240-04-01-.23 Specific Requirements for Drop-In Child Care Centers

A checked box indicates non-compliance.

- All children's records maintained on site with the required information.
- Personal safety forms provided to parents and the signed forms maintained at the child care agency.
- The requirements for care of school-age children on snow days shall be followed.
- The director shall be at least twenty-one (21) years of age.
- All staff meet the minimum training hours.
- When more than fourteen (14) children present, children under two (2) years of age have their own designated area.
- A meal or snack is available every three (3) hours.
- Naptime sleeping procedures followed.
- Thirty (30) square feet of usable indoor play space per child.
- Nap rooms contain thirty (30) square feet of floor space per child.
- Agency has adequate plumbing facilities.
- Documentation of all children's allergies and how to handle allergic reactions.
- Review of emergency preparedness and fire procedures and physical walk through of evacuation process quarterly.
- Swimming, transportation, and provision of specialized care prohibited.

Violations

Enter a description here for each violation identified.

Observations and Technical Assistance

Enter a description here for observations and technical assistance provided.

- No Violations
- Violations
- Your agency is put on notice that the violation(s) cited above may result in legal enforcement action against your agency's license, which could include probation, civil penalties, suspension, revocation of your license, or the denial of your license.

X _____

Agency Director/Designee

X _____

Licensing Consultant