

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

Health and Safety Practices Classroom Observation Tool
(51 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: Required adult:child ratios and group sizes maintained at all times.*	Adult: child ratios and group sizes posted in every classroom and maintained.
Met Not Met	3	CI 1.2: Children released only to parent/guardian or other authorized persons.*	<ul style="list-style-type: none"> Agency shall have an updated Pickup Policy for each child enrolled in the agency to include the following: <ul style="list-style-type: none"> Children released to only the child's parent/guardian, or other person authorized by the parent/guardian in accordance with the child care agency's policies, unless otherwise directed by the Department of Children's Services or law enforcement authorities. The child care agency shall verify the identity of the parent/guardian or other authorized person and shall require presentation of a photo identification for comparison with the child's file if the educator does not recognize the individual. In the event an unauthorized person requests release of a child, authorization may be obtained by calling the parent/guardian, document date and time of contact and verify the identity. The child care agency shall immediately call 911 or other local emergency services number if anyone whose behavior may place a child at imminent risk attempts to pick up a child.
Met Not Met	3	CI 1.3: Safe Sleep	<ul style="list-style-type: none"> Educators receive orientation on safe sleep practices prior to caring for infants. Safe sleep supervision requirements shall be followed.

			<ul style="list-style-type: none"> • 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 agency shall immediately begin CPR and immediately call for emergency medical assistance. • Adult educator awake and supervising children in each nap room. • Infants shall sleep only in approved cribs or play yards. • 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. • 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	3	CI 1.4: Mealtime Supervision	<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. • An infant shall be held while drinking from a bottle if the infant is too young to use a high chair. • 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.

			<ul style="list-style-type: none"> 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 with choking.
Met Not Met	3	CI 1.5: Food is not accessible or served until appropriate for child's age, eating, chewing, and swallowing ability.	<ul style="list-style-type: none"> 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. 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	CI 1.6: Playground Supervision	<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.
Met Not Met NA	3	CI 1.7: Attendance monitored on field trips as outlined in 1240-4-1-.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. Observe that transportation logs and attendance logs reconcile. Interview the staff and ask them the process for recording attendance while on a field trip. The childcare agency shall monitor attendance by checking attendance as follows: <ul style="list-style-type: none"> Prior to leaving the childcare agency. Upon arrival at each destination. At the beginning and end of each activity (such as lunch, breaks, etc.). Upon departing each destination. Upon arrival at the childcare agency.

			<ul style="list-style-type: none"> 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 NA	3	CI 1.8: Transportation Supervision procedures as outlined in 1240-04-01-.17 This could be NA is the agency does not provide transportation	<ul style="list-style-type: none"> Management responsibility for compliance with transportation rules and children. Agency 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 1.9: Naptime Safety/Safe Sleep	<ul style="list-style-type: none"> Age appropriate furnishings for nap/rest. (Cots, mats, cribs) Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, in a swing or other restraining device. Soft Bedding and mobiles or any other toys that attach to any part of the crib are prohibited. A blanket or covering available to each child sleeping on a mat
Met Not Met	3	CI 1.10: 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.	<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.

Met Not Met	3	CI 1.11: Background Checks	<ul style="list-style-type: none"> The following persons are required to have a background check no more than ninety (90) days before having access to any child care agency: <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 agency 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 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. 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
HEALTH AND SAFETY PRACTICES			
Element 1. Supervision Practices/Facilities/Equipment			
Met Not Met	3	E 1.1: Food stored properly and food sanitation procedures followed.	<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.

			<ul style="list-style-type: none"> • 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 be maintained at an internal temperature of one hundred forty degrees Fahrenheit (140°F) or above. • 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 agency 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.
Met Not Met	3	E.1.2: General Supervision	<ul style="list-style-type: none"> • Staff conduct visual inspection immediately after closing for the day. • Enough staff present to protect children's health and safety and to supervise children who are awake. Staff must be alert and visually supervise children. • Staff show awareness of the entire group even if working with small children.

Met Not Met	2	E 1.3: Infants/toddlers have clean, safe space for climbing, crawling, pulling up and exploring.	<ul style="list-style-type: none"> Space is safe, clean, and uncluttered.
Met Not Met	2	E 1.4: Sufficient indoor space for children, adults, and furnishings. Ample space for adults and children to move around.	<p>Indoor Space-</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	2	E 1.5: At least one working telephone available at agency. Telephone number made available to parents.	<ul style="list-style-type: none"> At least one (1) working telephone shall be available at the child care agency. The telephone number shall be made available to parents. Child care agency after-hours contact telephone phone number provided to parents in case of an emergency.
Met Not Met	2	E 1.6: Books, pictures, and materials representing people of different races, cultures, ages, abilities, and gender in non-stereotyping roles available for children.	<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	E 1.7: Dramatic play materials include items from different cultures.	<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	E 1.8: Safe Surroundings-Indoor Space	<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.

			<ul style="list-style-type: none"> • 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 as outlined 1240-4-1-.13(1)(m)1-8. • temperature in rooms used by children maintained between sixty-eight (68) to seventy-eight (78) degrees. • Damaged/unsteady equipment immediately repaired or removed.
Met Not Met	3	E 1.9: Safe Surroundings-Outdoor Space	<ul style="list-style-type: none"> • 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 (including portable) securely anchored. • 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. • Climbing equipment spaced at least six (6) feet from retainer structure, fencing, traffic paths and other equipment. • Damaged/unsteady equipment immediately repaired or removed.

Met Not Met	3	E 1.10: Furnishings and Equipment	<ul style="list-style-type: none"> • Developmentally appropriate equipment and furnishings for each age group both indoors and outdoors. • 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	E 1.11: 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.	<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>

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.	<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 Individual attendance list maintained in each classroom	<ul style="list-style-type: none"> • Attendance maintained in some way in the classroom.
Met Not Met	3	E 2.3: Staff, and driver records contain documentation of all requirements	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 2.4: Substitute and volunteer records shall include hours and dates of service.	<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 2.5: Agency shall notify TDHS of serious incidents the same day via the Child Care Complaint Hotline	<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: Medication and preventative products authorized by proper parental documentation, received, and administered by designated staff. All unused medications returned to parent.	<ul style="list-style-type: none"> • Ask to view medication forms and ask about medication policy. • 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”)
Met Not Met	3	E 2.7: The child care agency shall comply with all other requirements related to emergency preparedness provided under T.C.A. § 71-3-517.	<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 conditions. • Review of emergency preparedness and fire procedures and physical walk through of evacuation process quarterly.
Met Not Met	3	E 2.8: Adequate funding, budget available, financial records available.	<ul style="list-style-type: none"> • Review budget (submitted annually and upon request). • Financial Records immediately available upon request.
Met Not Met NA	3	E 2.9: Records of subsidized child care/food supplements.	<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.

Rating	Point Value (27)	Elements and Indicators	Required Evidence
HEALTH AND SAFETY PRACTICES			
Element 3. Healthy Weight Practices/Disease Prevention			
Met Not Met	2	E 3.1: Food provided by the child care agency shall be in accordance with USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.	<ul style="list-style-type: none"> If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
Met Not Met	1	E 3.2: Weekly menu posted and followed. Substitutions noted in advance of meal.	<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. Meal and snack substitutions noted on the menu in advance.
Met Not Met	1	E 3.3: Food Storage	<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	<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	<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.

			<ul style="list-style-type: none"> • 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. • 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 in 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	E 3.6: Agency complies with requirements on outdoor play and indoor/outdoor physical activity.	<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.
Met Not Met	1	E3.7: Materials used stimulate a variety of large muscle skills.	<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	E 3.8: Balance between vigorous activity and quiet play or rest.	<ul style="list-style-type: none"> • Toddlers and preschoolers shall have sixty (60) to ninety (90) minutes of indoor/outdoor gross motor play per day for full time programs. (ex. active movement, group music/movement, blocks). • Accessibility to quiet play (dramatic play, books, cozy area, rest time).

Met Not Met	2	E 3.9: Open space provided indoors and outdoors for active physical play.	<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	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.	<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 agency 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 agency entrance.
Met Not Met	1	E 3.11: Breakfast provided to children arriving before 7:00am and has not had breakfast at home. Exception: Children receiving breakfast at school	<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	E 3.12: Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.	<ul style="list-style-type: none"> 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	2	E 3.13: Documentation that staff have been screened and /or tested for communicable diseases and are medically cleared.	<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	2	E 3.14: Injuries, illness, accidents documented and reported to parents as required.	<ul style="list-style-type: none"> Reports of Incidents, Illnesses, Accidents, Injuries, and Fatalities

Met Not Met	1	E 3.15: Each child observed upon arrival for signs of illness and injury.	<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>
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Met Not Met	2	E 3.16: Parent/guardian contacted immediately when a child shows signs of illness or infection.	<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	1	E 3.17: Universal and standard precautions are used when handling/cleaning and disposal of bodily fluids.	<ul style="list-style-type: none"> Plan and available cleaning and sanitizing products.
Met Not Met	1	E 3.18: Approved first aid kit accessible/staff familiar with contents and use.	<ul style="list-style-type: none"> Observation of first aid kits and content within the agency.

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	<ul style="list-style-type: none"> The child care agency 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	E4.2: Preparing child and family for successful transitions at each care level	<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	<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 agency'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.
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			<ul style="list-style-type: none"> 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"> Agency has documentation of current accreditation from a nationally recognized outside agency. Accreditation certificate is posted in a conspicuous location within the agency where parents can observe.
Met Not Met	1 2 3	E 4.5: Director Qualifications	<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	<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	<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	<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"> Program philosophy and policies Job description Emergency health and safety procedures Behavior management procedures

			<ul style="list-style-type: none"> ○ 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 and ○ Information on risks of Cytomegalovirus (CMV) to female employees of childbearing age. • Prior to having contact with children, each new employee shall complete training in the following areas: <ul style="list-style-type: none"> ○ Shaken baby syndrome/abusive head trauma; and ○ A minimum of two (2) hours pre-service training as recognized by the Department. • Documentation of completion shall be maintained in the staff file.
Met Not Met	3	E 4.9: Education/Training Level/Continuing Education of Teachers	<ul style="list-style-type: none"> • New educators shall complete sixteen (16) clock hours of Department recognized, competency-based training within the first year of employment, six (6) hours of which shall be completed within the first six (6) months of employment. At least six (6) hours must be health and safety. • After the first year of employment educators in a child care center shall have, in addition to other required training in specific subject areas, evidence of receiving annual training as follows in Department-recognized workshops/training or one-on-one consulting sessions: • At least twelve (12) clock hours to include the training topics specified below. <ul style="list-style-type: none"> ○ At least three (3) hours of training on the applicable developmental learning standards within the first three months for new employees.

			<ul style="list-style-type: none"> ○ At least three (3) hours of training on pre-literacy and literacy skills and education implementation. ○ A maximum of two (2) clock hours training credit annually may be credited for Child and Adult Care Food Program (CACFP) training. ○ At least six (6) clock hours of the required training shall be non-agency based, e.g., obtained from sources other than training resources developed within the center itself. Multi-location programs may conduct conference-like or pre-service events that meet the required training needs. ○ At least six (6) hours must be health and safety training • Up to four (4) clock hours training credit annually may be earned by conducting training. • Twelve (12) hours of annual training plus required training in specific subject areas, such as Child and Adult Care Food Program (CACFP), personal safety training, etc. • Training in first aid and CPR may be counted as necessary to maintain current certification as required by 1240-04-01-.12. • Educators shall have evidence of completing training in Adverse Childhood Experiences every five (5) years. • All staff shall receive documented, TDHS approved training annually regarding reporting child abuse and neglect. Reasonable suspicions of abuse/neglect immediately reported to Department of Children's Services (DCS), law enforcement, etc.
Met Not Met	2	E 4.10: Written program description.	<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. • Children not kept over twelve (12) hours without approval. • Proof of general liability, automobile liability, medical payment insurance coverage/declarations page of insurance policy.

