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 East End Office (631) 283-1838-Call for hours

Infant Care Checklist – 6 Weeks to 2 Years

Name of Program _____

The Program

Room is bright and cheerful	Yes No
Fresh air and healthy heating conditions maintained	Yes No
Diapering, sleeping, feeding and play areas are separate	Yes No
Cribs, bedding, feeding utensils, clothing, diapers etc. are labeled with child's name	Yes No
Space is arranged so children can enjoy quiet play safely by themselves, space to roll-over and objects they can crawl to and explore	Yes No
There are bright, interesting objects at infant's eye level	Yes No
There are NO baby walkers or swings in use	Yes No
Floors are clean, stairs and doorways are protected with locked gates. Soft surfaces for sitting and lying on are available	Yes No
Children are taken outside every day for fresh air	Yes No

Health & Safety

Children are always under adult supervision	Yes No
Written medical records & emergency information kept on file for each child	Yes No
MAT (Medication Administration Training) Certified: Trained to give both prescription & over the counter medications such as Tylenol, Robitussin, etc.	Yes No
Diaper changing areas sanitized after each change	Yes No
Precautions taken to limit spread of infectious disease; toys washed & cleaned frequently	Yes No
Adults wash hands before & after each diaper change, and before & after each feeding. Disposable gloves are highly recommended and available for the staff	Yes No
Children are protected from power sources in all rooms. All electrical outlets are covered; all wires are out of reach.	Yes No
All breakable, sharp or potential choking hazards are out of reach. Poison, cleaning fluids, medicine & firearms are in locked cabinets. There are no dangling curtain or blind cords.	Yes No

The Staff

Experienced in the care of infants	Yes	No
Nurturing & affectionate with children	Yes	No
Holds infants while feeding them	Yes	No
Responds to children's communications	Yes	No
Responds quickly to infant's cries. Responses are soothing and tender	Yes	No
Engages in face-to-face interactions with infants and speaks with them often	Yes	No
Infants are held, fed and cuddled when needed	Yes	No
Adult interactions are gentle and supportive	Yes	No
Children's accomplishments are encouraged and praised	Yes	No
Respects children's curiosity and allows for individual differences	Yes	No
Spends most of the day interacting with infants, talking & playing with them	Yes	No
Low staff turnover	Yes	No

Staffing Ratios

Child Care Centers

Infants 6 weeks to 18 months.....1 caregiver for every 4 children
 Maximum group size: 8
 Toddlers 18 months to 3 years.....1 caregiver for every 5 children
 Maximum group size: 12

Family Child Care Homes

Informal/Exempt/Legal Two

No more than 2 children in addition to caregiver's own children.
 No more than 2 children under the age of 2, including the caregiver's own children.

Family Child Care (NYS Registered)

6 children, ages 6 weeks to 12 years, AND may care for an additional 2 school-aged children with approval
 There must be one caregiver for every two children under the age of two, including the provider's own children

Group Family Care (NYS Group Licensed)

Caregiver must have an assistant
 12 children, ages 6 weeks to 12 years, AND may care for an additional 4 school-aged children with approval
 There must be one caregiver for every two children under the age of two, including the provider's own children

Protecting children is everyone's job. If you have a concern about a child care program, call the Long Island Regional Office of Children and Family Services at 631-342-7100.