

	specific written instructions on how to prepare, store, and use		
40	Infant formula for a breastfed infant should only be used with parental consent	Certified/Discussed	
41	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Observed	
42	Small hard candies, nuts not served to children under 4 years old	Certified/Discussed	
43	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
44	Feeding schedule according to child's needs	Certified/Discussed	
45	Infants held for bottle feeding	Certified/Discussed	
46	No bottles propped	Certified/Discussed	
47	When able, infants allowed to sit in feeding chair	Certified/Discussed	
48	Toddlers seated while eating	Observed	
49	Child encouraged to experiment with self-feeding, utensils provided	Observed	
50	Disposable utensils used only with close supervision	Observed	
51	Foods eaten from a dish	Observed	
52	Dishes, bottles unbreakable	Observed	
53	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
54	Child not forced or bribed to eat	Certified/Discussed	
55	Food not used as a reward or punishment	Certified/Discussed	
56	Child's hands washed	Certified/Discussed	

	before and after snacks, after diapering, toileting	d	
57	Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	Certified/Discussed	
58	Individual paper towels for each washing and drying	Observed	

Preschool/School-age Program (II.D.3)

S No.	Questions	Answer	Comments
1	Schedule posted that includes 60 minutes of active play	Observed	
2	Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	Certified/Discussed	
3	Time outdoors daily when weather permits for 60 to 90 minutes	Certified/Discussed	
4	Staff permit/encourage conversation among children	Certified/Discussed	
5	Staff give individual attention to each child daily	Certified/Discussed	
6	Radio, TV, videos used only to supplement/enhance daily plan	Certified/Discussed	
7	No child required to watch TV or videos	Certified/Discussed	
8	Videos previewed by staff for appropriateness	Certified/Discussed	
9	Sexually explicit, violent, frightening materials prohibited	Certified/Discussed	
10	Screen time for 2 years old and older limited to 30	Certified/Discussed	

	minutes for half day and 1 hour for full day		
11	Staff recognize differing needs of children	Certified/Discussed	
12	Rest period for children in attendance more than 5 hours	Observed	
13	Rest period at least 45 minutes, not more than 2 hours	Observed	
14	If a child does not sleep after 45 minutes, quiet activities permitted	Certified/Discussed	
15	Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	Certified/Discussed	
16	Clean sheet/covers provided weekly, more often if needed	Certified/Discussed	
17	Cots positioned to allow space for access or emergency exit	Observed	
18	At least one staff present in each room	Observed	
19	Staff able to see all children	Observed	
20	According to each child's needs, each child's hands washed	Certified/Discussed	
21	Staff use Universal Precautions when diapering or handling bodily fluids	Certified/Discussed	
22	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Observed	
23	Meals and snacks comply with USDA guidelines	Observed	
24	Fluid milk served, no powdered milk for drinking	Observed	
25	No child deprived of meal or snack	Certified/Discussed	

26	Special dietary needs in accordance with written instructions	Certified/Discussed	
27	Meals and snacks provided by the center	Observed	
28	Vending machines prohibited in areas used by children	Certified/Discussed	
29	Small hard candies, nuts not served to children under four	Certified/Discussed	
30	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
31	Portions of food suited to child's needs; second portions available	Certified/Discussed	
32	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Observed	
33	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
34	Food served on individual dishes or napkins, not directly on the table	Observed	
35	Children seated while eating	Observed	
36	No child forced or bribed to eat	Certified/Discussed	
37	Children not allowed in the kitchen	Certified/Discussed	
38	Children's hands washed before meals and snack and after toileting	Certified/Discussed	
39	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Certified/Discussed	
40	Disposable gloves used for diapering	Certified/Discussed	
41	Individual paper towels for	Observed	

	each washing and drying		
42	Catered meals and snacks meet requirements	Not applicable	
43	Discipline appropriate to age and developmental level of the children	Not applicable	
44	No Corporal/physical punishment	Not applicable	
45	No verbal abuse	Not applicable	
46	No discipline associated with food, naps, or bathroom procedures	Not applicable	
47	No physical restraint as punishment	Not applicable	
48	No punishment administered by another child	Not applicable	
49	Physical activity/outdoor time cannot be taken away as punishment	Not applicable	
50	Discipline, behavior problems discussed with parent	Not applicable	
51	Center open to visits from parents at any time	Not applicable	
52	Parents informed of their right to visit	Not applicable	
53	Staff available for communication/ conferences	Not applicable	
54	Parents notified of complaint procedures	Not applicable	
55	Parents provided with information on influenza annually	Observed	
56	Parents provided information on child development and children's health annually	Observed	
57	No ill child admitted	Certified/Discussed	
58	If a child becomes ill or is injured, he/she is separated	Certified/Discussed	