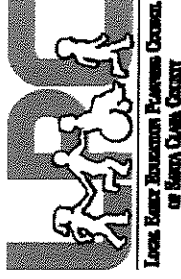




E3 I N S T I T U T E
ADVANCING EXCELLENCE IN EARLY EDUCATION



COMPARISON OF CENTER BASED KEY CHILD CARE STANDARDS AFFECTING SAFETY & QUALITY

Facility indicators
5-6-78
B

Updated information provided by Judy Bugarin & Barbara Driscoll, Santa Clara County Early Care and Education Local Planning Council

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			Kitchen Food serving Food serving equipment Outside Vendor Transportation of food	Cribs Prohibited equipment Telephone Play Equipment More play equipment guidelines Supplies Sinks Toxic Substances Toilets Areas Separate from other areas Ratios Laundry Sleeping Especially for infant sleeping Arrangement of cribs Standards of cribs Storage of cribs Prohibitions (beds) Storage Storages of Dangerous items Playground/Outdoor Play Square footage per child Area available Sun and shade Sandboxes Equipment surfaces, cushioning Water Play Containers of water Water standards (pool) Walkways, steps, stairs Stairs Guardrails and handrails	
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TANDARD	American Academy of Pediatrics (AAP)	CA STATE LICENSING Title 22	TITLE V for CDE funded programs (in addition to Title 22)	Head Start Performance Standards	NAEYC ACCREDITATION	Association of Christian School International (ACSI)
TAFING						
Child:staff ratios	Birth – 12 mos. 3:1 13-30 m 3:1 31-35m 4:1 3 years 7:1 4 years 8:1 5 years 8:1 6-8 years 8:1 9-12 years 8:1 (1.002)	Birth – 12 mos. 4:1 13-24 mos. 4:1 25-30 mos. 4:1 31-35 mos. 12:1 3 yr. olds 12:1 4 yr. olds 12:1 5 yr. olds 14:1 6-8 yr. olds 14:1 9-12 yr. olds 14:1	Birth – 18 mos. 1:3 18-36 mos. 1:4 36-K 1:8 K-14 yrs 1:14 18290 Child : Teacher Birth – 18 mos. 1:18 18-36 mos. 1:16 36-K 1:24 K-14 yrs 1:24 18168	3yrs: 15-17 4-5yrs: 17-20 Double session 3yrs: 13-15 4-5yrs: 15-17 staffing requirements: 1 teacher + aide or 2 teachers. Volunteer recommended. 1306.32	Birth – 12 mos. 3:1 13-24 mos. 3:1 25-30 mos. 4:1 31-35 mos. 5:1 3 yr. olds 7:1 4 yr. olds 8:1 5 yr. olds 8:1 6-8 yr. olds 10:1 9-12 yr. olds 12:1 (F1-F2)	Infants: 1 staff to 4 Ones: 1 staff to 6 Twos: 1 staff to 8 Threes: 1 staff to 10 Fours: 1 staff to 12 Fives: 1 staff to 16 Fives/Kdn. 1 staff to 20 3.3.1.
Maximum Group Size	Birth – 12 mos. 6 13-30 m 8 31-35m 10 3 years 14 4 years 16 5 years 16 6-8 years 20 9-12 years 24 (1.002)	Birth – 12 mos. 13-24 mos. 25-30 mos. 31-35 mos. 3 yr. olds 4 yr. olds 5 yr. olds 6-8 yr. olds 9-12 yr. olds NO LIMIT	Birth – 17 mos. Size 6-8 18-35 mos. 12-14 3-5 yr. olds 24 K 1 –12 28	3 yrs: 17 4-5 yrs: 20 Double session 3 yrs: 15 4-5 yrs: 17 1306.32 Infant only: 4:1 Toddlers: 8:1	Birth – 12 mos. 8 13-24 mos. 12 25-30 mos. 12 31-35 mos. 14 3 yr. olds 20 4 yr. olds 20 5 yr. olds 20 6-8 yr. olds 24 9-12 yr. olds 28 (F1-F2)	
Fixed Age Groups	When there are no infants/toddlers in the group, size is determined by	Whenever groups are commingled and younger group exceeds 50% ratio must	Whenever groups are commingled and younger group exceeds 50% ratio must meet requirements for	Depends on the predominant age of children, and whether or not the class is a	Groups of children may be age-determined or multi-age. Space is arranged to	

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	the majority age group. With infants/toddlers are in group, the ratios for infants/toddlers must be maintained. (1.002)	meet requirements for younger age. If younger group not 50%, compute separately. May exceed ratio by 15% for 120 minutes/day 18291	younger age. If younger group not 50%, compute separately. May exceed ratio by 15% for 120 minutes/day 18291	double session variation. -Predominance determined by whether 50% of the class will be 3 yrs old or 4-5 yrs old by the date child is eligible for public school. 1306.32	facilitate a variety of activities for each age group. Separating non-mobile and mobile infants for safety. Schoolagers have separate space. Outdoor: Age groups use different area or are scheduled at different times. (F1-F2)	
Child:Adult ratios on tips	Same as above. Driver is not included in the ratio. (1.004)	12:1 101216.3a		(in CA, must meet Title 22)	Parents and Volunteers used to ensure adequate supervision.	
Child:Adult ratios swimming	Infants 1:1 Toddlers 1:1 Preschoolers 4:1 School-age 6:1 -Mixed age groups: Infants/toddlers 1:1 I/T/Preschool 3:1 I/T/P/School age 3:1 I/T/School age 4:1 P/School age 5:1 -1 staff or volunteer trained in CPR	Any water play: 2:1 Infants body of water 4:1 infants water play 101416.8 6:1 Preschool -1 staff on site at all times trained in CPR. 101216.6	Any water play: 6:1 -1 staff on site at all times trained in CPR	(in CA, must meet Title 22)		

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	(1.005) -Must hold a CDA credential. (1.006) -Competency in infant care (diapering, bathing, feeding, holding, comforting, laying to sleep, interpersonal relationships. (1.010) -Informed on the development of children ages 3-5. (1.011) -Social and emotional development of school –age children (1.012) -Reflect cultural and language backgrounds of children. (1.013)	Any individual left alone with kids will be 18 fingerprinted	Any individual left alone with kids will be 18, fingerprinted & hold minimum of Child Development Assistant Permit	Staff: have knowledge, skills, and experience to perform assigned functions responsible. 1304.529b)(1) Must meet qualifications in 45CFR 1306.21 (section 648A Head Start Act) -Staff must be familiar with the ethnic background of the families. Must be able to service and communicate with children and families with limited English proficiency. 1304.52(b)(4)	Staff who work directly with children are 18 years of age or older. Volunteers are 16, receive orientation, and only work under supervision of qualified staff. (D-1a) -Staff working with school-age children have training in child development, early childhood education, elementary education, recreation, or a related field. (D-1d)	Members of the instructional staff have adequate training and /or experience to carry out their role in a Christian preschool, with training that meets or exceeds state standards.3.2
Certified Staff	-At least 18 years old. (1.018) -Associate's degree in early child education of development. (1.018) -Basic competency, understand children's needs, sound judgment, and emotional maturity. (1.018)			Trained in theories and principles of child growth and development, early childhood education, and family support. Meets the qualifications for classroom teachers (section 648A of Head Start Act)	Enough staff with primary responsibility for working with children are available to provide frequent personal contact, meaningful learning activities, and supervision, and to offer immediate care as needed. (F-2a)	

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substitutes	Meet general qualifications of staff. Without license, must work under direct supervision, cannot be alone with a group of children. (1.037).	Each center must maintain up-to-date list of qualified teacher substitutes. 18 yrs of age with 6 units in ECE.		1304.52(d)(1) (in CA, must meet Title 22)	Substitutes provided when regular staff are absent. (F-2-b)	All staff members counted in the ratios are at least 18 years old. Volunteers or staff are at least 16 years old and are supervised at all times by a trained adult staff member. 3.3.2
taff Director qualifications	Staff Director: At least 21 years old, undergraduate degree in childhood education, development, social work, or other child-related field. Education includes a course in business administration or equivalent, 4 courses in child development and early education, and 2 years exp. as a teacher of children of age group(s) in care. (1.014)	Administrator: Must be 18 yrs or older with knowledge of requirements for providing care and supervision, ability to communicate with children; comply with laws & regulations; maintain financial & records; establish center's policy, program, & budget; ability to recruit, employ, train, direct, evaluate staff. 101215 -Director: High School grad. 15 units in CD w/ 3 units in admin. -4yrs exp. as teacher -No difference in size of program 101215.1	Child Development Site Supervisor Permit: AA Degree, 60 units w/ 24 units in CD & 6 units in admin. & 2 units in adult supervision & 350 days of exp in an instructional capacity working at least 3 hrs/day within last 4 yrs. Exp must include 100 days of supervising adults in early childhood program No difference in size of program	Director: Meets all the requirements of staff + training in management of childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and, services for children with disabilities 1304.52(a)(2)(ii) Management of family and community partnerships, including parent activities. 1304.52(a)(2)(iii) Demonstrate skills in a management capacity relevant	The chief administrative officer (director): training and/or experience relevant to early childhood program administration such as human resource and financial management. An early Childhood Specialist (BA in ECE/CD and at least 3 yrs. of full-time teaching experience with young children is employed to direct the educational program. (D-2a)	The preschool director has adequate professional training to carry out the work of a director. 2.1It is suggested, though not required, the director have a minimum of an A.A. or A.S. in child development/early childhood education or an equivalent certification with at least 12 credit hours in early childhood education /child development. 2.1.1

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				to human services program management. 1304.52(c)		
Director health & safety training	Director and all staff in direct contact with children certified in pediatric first aid, including rescue breathing and aid for choking. (1.027)	All staff must have completed annual Red Cross First Aid and Safety course (includes AAP specifications) and at least one staff with infant/child CPR training must be in facility at all times. -At least one director or director or teacher shall have 15 hrs. of training on preventive health practices. 101215.1	AA degree includes 1 class in Health & Safety -All staff must have completed annual Red Cross First Aid and Safety course (includes AAP specifications) and at least one staff with infant/child CPR training must be in facility at all times. -At least one director or teacher shall have 15 hrs. of training on preventive health practices. 101215.1	Training in public health, nursing, maternal and child health, or health administration. 1304.52(d)(2)	At least 1 staff has certification in emergency pediatric first-aid CPR and choking is always on site. Certificates on file. (H-10)	One staff member with pediatric first aid and appropriate CPR certification is present on the premises at all times. 7.9
Teacher qualifications	Licensed as lead teacher or associate teacher for: -birth-35 months: undergraduate degree in child-related field. 1 year of experience. in child care of this age group. -3-5 years: undergraduate degree in child-related field. 1 year of	Teachers: 12 units in CD or one of the following: CDA Teacher Permit; child Development Teacher Permit; Child Dev. Master Teacher 101216.1 Assistant Teachers: 6 units in CD High School Grad/18 yrs. Aides: 0 units	Assistant Permit: 6 units in CD Teacher Permit: 12 units in CD + 50 days exp in instructional capacity in ECE program working 3 hrs/day within last 2 yrs. Master Teacher Permit: 24 units in CD including 1 class in supervised field work + 16 units in general ed + 6 units in specialization + 2 units in adult supervision + 350 days	Infant and toddler Teachers: CDA credential for Infant and Toddler Caregivers or equivalent. Training to develop stable and supportive relationships with very young children. Knowledge of infant and toddler development and	Early Childhood Teachers have at least a CDA Credential or an AA Degree in ECE/Child Development. (D-1c) Teacher Assistants are high-school graduates or equivalent and participate in professional development programs. (D-1b)	Members of the instructional staff have adequate training and /or experience to carry out their role in a Christian preschool, with training that meets or exceeds state standards. 3.2

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	experience in child care of this group. -school-age: undergraduate degree in child-related field. 1 year experience in child care of this group. (1.017)		of exp in instructional capacity working at least 3 hrs/day within last 4 yrs.	safety issues. 1304.52(f) By Sept. 2003 51% need AA degree (HeadStart Act)		
Child Abuse Index	Director may not hire employees if they are sexually orientated to children or if they have ever abused children in the past, Check references. (1.008)	All employees Criminal Record fingerprinted and child central abuse index DOJ	All employees Criminal Record fingerprinted and child abuse central Index DOJ	(in CA, must meet Title 22)		The preschool's hiring procedures include screening employees for history of abuse and/or criminal convictions. 7.2
Staff Benefits	Personnel Policies: Sick leave, vacation leave, educational benefits, health insurance, break of 15 min every 4 hours, overtime policy, probation period, training of new caregivers and substitute staff. (8.044).	CA Labor Law: Sick leave Vacation Leave SSI Workers Comp Holidays	CA Labor Law: Sick leave Vacation Leave SSI Workers Comp Holidays	(in CA, must meet Title 22)	Paid leave (annual, sick and/or personal), medical insurance, retirement, subsidized child care, educational benefits, and other options unique to the situation. Benefits for part-time staff are available on a pro-rated basis. (E-4)	The employee handbook includes job descriptions and policies on paid holidays, sick leave, personal days or vacation, guidelines for increased compensation based on experience, job performance, and professional development, insurance or other benefits, resignation/termination procedures, and grievance procedures. 3.10.2

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employee understanding and awareness of policies	All employees know & comply with policies of facility and shall sign an agreement on the discipline policy. -Orientation provided by director addressing philosophy of facility, general information of the children under staff care, nutritional needs of children, emergency and safety procedures. (8.008)	Signed Personnel Record that states duties.	Signed Personnel Record that states duties.	Employees sign statements not to accept personal gratuities, favors, or money from contractors. 1304.52(h)(2) Personnel policies include provision for penalties in the case of violation. 1304.52(3) Staff aware of Head Start Philosophy 1304.52(k)(1) Attach academic credit to training whenever possible. 1304.52(k)(2)	New staff are adequately oriented about the goals and philosophy of the program. Regular training to improve skills provided. Education and workshop attendance encouraged. (D-3)	The staff is instructed, at least annually, on the preschool's employee policies. 3.10 All staff members have a copy of the employee handbook 3.10.1

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employee valuations	Periodic staff evaluations on adherence to policies. (1.052) Annual personnel assessment (1.055. Probation of employee when failure to meet minimum level of competency. (1.056)	No written staff evaluation required. No continuing education for professional growth required.	Annual written performance evaluation required. Child Development Permit 5 yr renewal –105 professional growth 18240	Annual performance reviews of each staff member- strengths and weaknesses of staff identified. 1304.52(i)	At least annually, staff, other professionals, school-age children and parents are involved in evaluating the program's effectiveness in meeting needs. (J-2a) -The evaluation examines the adequacy of staff compensation and benefits and rates of staff turnover. Plan is developed to increase salaries and benefits. (J-2b)	
rofessional evelopment						Members of the teaching staff are involved in regularly scheduled professional development or continuing education programs. 3.11 The instructional staff participates in a minimum of 10 documented hours of continuing education or professional development annually. 3.11.1
ROGRAM ctivities	Written planned program of daily activities based on child's	Provide a variety of daily activities to meet needs of children in care	Provide a variety of daily activities to meet individual needs of children in care	Allows for development of cognitive skills, encourages child	Written daily schedule is planned to achieve a balance of	-The physical environment stimulates learning. The indoor and

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	individual development at each stage of early childhood. -Annual review of program engages all staff, approved by standards in current edition of "Caring for Our Children, the National Health and Safety Performance Standards: Guidelines for out-of-home child care programs. (2.001)	including: quiet and active play, rest & relaxation; eating; toileting. 101230	including: quiet and active play, rest & relaxation; eating; toileting. 101230 Desired Results Developmental Portfolio and Family Data Survey determines child's program	to organize experiences and to develop age appropriate literacy, numeracy, reasoning, problem solving and decision making skills. 1304.21(c)(1)(ii)	activities: (i.e. outdoor play, quiet play, variety in group size, movement, staff and child-initiated activities). (B-4, a-e) -The learning environment and activities for children reflect the program's philosophy and goals. (B-2b)	outdoor space communicates a sense of order and is aesthetically pleasing. 6.2 - Space is arranged to accommodate large and small groups of children. Examples: ~Infants have a protected space for crawling and playing. Toddlers and twos have a book corner as well as space arranged to provide for a variety of activities using such items as blocks, art supplies, and manipulatives; involving music, movement, and water play. Preschool space is arranged to provide for activities such as art projects, music, science, and math; including a library corner, manipulatives, blocks, and materials for home and community role-play and for sand and water play. Before-school and after-preschool programs provide

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						space for older children separate from the younger ones. Opportunities for both active and quiet work and play are offered. 6.3.2
group activity			Agency uses Desired Resulted Developmental Profile and family Survey data to plan and conduct age and developmentally appropriate activities	Individual and small group experiences in both indoors and outdoors. 1304.21(c)(1)(vii) Environment helps children develop emotional security in social relationships. 1304.21(c)(1)(iv) -Enhance each child's understanding of self as an individual and as a member of a group 1304.219(c)(1)(v)	More than one option for group activity (individual, small group, or large group) is available most of the day. Infants and toddlers are not expected to function as a large group. (B-4c)	
				Staff must promote children's learning and development based on observations and direct assessment of each child. 1304.219c(2)	Multiracial, nonsexist, non-stereotyping pictures, dolls, books and materials are available. (B-5a)	
diversity in options.	Activities include structured and		A schedule provides balance of structure	Provide individual and small group	The daily schedule provides a balance	Staff members are sensitive to the

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	unstructured times, teacher directed and child-initiated experiences, and family involvement activities. (2.003)		and flexibility. A variety of play activities occur each day, some teacher directed and some child initiated. Program is inclusive of children with exceptional needs and promotes an environment of acceptance	experiences. Child development and education approach is developmentally and linguistically appropriate based on the individual child's needs, interests, temperaments, language, culture and learning style. 130.1.21 (a) 1. Program is inclusive of children with disabilities. 1304.21(a)(1)(ii)	of activities, taking into account the child's total experience. (what happens before, during, and after the program). (B-4)	culture, language, and special needs of the children and their families 3.4 The curriculum reflects acknowledgement of differences in children and shows God's love for people of each race, color and sex. 4.3.1
	Help child cope with separation & loss. Encourage parents to spend time in facility. Allow objects from home. Play out themes of separation. Frequent exchange of information between parent & teacher. Reassure child of parent's return (2.004)		Programs approach to education is developmentally, linguistically, and culturally appropriate for individual children served.		Staff help children deal with anger, sadness, and frustration by comforting, identifying, reflecting feelings, and helping children use words to solve their problems. (A-8b)	
anguage	At least one staff speaks language of child in center. (2.006)		Program supports home language.			Receptive and expressive language experiences appropriate to

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						development of children are provided throughout the day. 4.6.1
thical aining/ ocial Skills evelopment	Work to increase cultural & ethnic understanding by enrolling a diverse body of children, providing multicultural learning activities. (2.007)		Program supports social and emotional development by building trust, fostering independence, Encouragement and self-control	Provides a balance of child-initiated and adult-directed activities, including individual and small group activities 1304.21 (a)(1)(iv) Provide environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition.	Multiracial, nonsexist, non-stereotyping pictures, dolls, books, and materials are available. (B-5a)	-The instructional program meets the spiritual and educational needs of the children. The program is appropriate to the age of the children and encourages their spiritual, intellectual, emotional, social and physical growth. 4.1 -The director plans and implements regularly scheduled parent education programs that assist in fulfilling the preschool's spiritual mission. 8.5
ostering ndependenc				Allow and enable children to independently use toilet when developmentally appropriate and efforts supported by parents 1304.21(a)(1)(v)	Staff encourage independence in children as they are ready. Infants: safe places for independent play. Toddlers: finger feeding self. Washing hands selecting own toys. Threes and Fours: dressing, picking up toys, fives: setting table, cleaning, acquiring self-help skills. (A-	

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Monitoring					5) The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming. (B-6)	
Transitions between activities.					Smooth and unregimented transitions between activities. Children told to get ready ahead of time. New activity is prepared before transition to avoid waiting. (B-9)	
					Routine tasks such as diapering, dressing, and sleeping are handled in a relaxed and individualized manner. (B-11) -Minimize number of transitions	
Language and Literacy	Opportunities for language development: abundance of books, first-hand experience with caregivers. Staff speaks with children, serving as models of verbal expression. Books have		The program provides for the development of each child's cognitive and language skills by using various strategies including experimentation inquiry, observation play and exploration. Program provides for the development of each child's cognitive and language skills by	Ensure opportunities for creative self-expression through activities such as art, music, movement, and dialogue. Promote interaction and language use among children	Staff talk with and listen to individual children during activities. (A-1) - Staff actively seek meaningful conversations with children. (A-1) -Staff talk with individual children, and encourage children of all ages to use language.	

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	imaginative themes. (2.019)		ensuring opportunities for creative self expression through such activities as art, music, movement and dialogue, and by promoting interaction and language use among children and between children and adults.	and between children and adults.	(A-3b).	
RORGRAM Birth-35mo. infant and toddler	-Each child develops a personal relationship with at least one of the caregivers. Limit number of caregiver-child interactions to 3 in one day. Caregiver Holds and comforts the upset, engage in social interchanges, act as play partners and protectors, and are attune to children's feelings. (2.010) Caregivers talk, listen to, and interact with young infants as they feed, change, and cuddle them. (2.011)		Program provides continuity of care. Program supports social and emotional development by planning for routines and transitions so that they occur in a timely predictable and unhurried manner according to each child's needs. Program groups children with certain primary caregivers to support the development of the child.	Encourage the development of secure relationships by having consistent teachers over extended period of time, when possible speak child's language	Staff encourage prosocial behaviors in children such as cooperating, helping, taking turns, talking to solve problems. (A-10)	Routine activities such as diapering, eating, napping, and transitions are handled in a relaxed manner for children under three years of age. 4.36. Routine for children under three, such as sleeping and feeding schedules, are tailored to their individual needs and rhythms.4.3.8
				Support emerging communication and physical skills. Allow child to explore environment. Provide a variety	Staff verbally labels objects and events within the infant's experience. Respond to infant sounds, occasionally imitating infant's	Cognitive development: Activities include fill and dump, hiding games such as peek-a-boo, toys for cause and effect such as chiming toys, busy

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				of sensory and motor activities with support of teachers.	vocalization.	boxes, turn and learn, and bright colorful objects that enhance awareness of the environment. 4.62
	Facility shall provide space, colorful materials, equipment, indoors and outdoors arranged to support learning. Child can act upon the environment. Play reduces anxiety, aids in adaptation to reality. (2.012)			Encourage development of self awareness, autonomy.	Encourage creative expression and the appreciation for the arts. (B-7g)	Physical development: Children are given time, space and equipment for activities such as sitting, kicking, rolling, swinging, walking, climbing, jumping, and sliding. 4.7.1 For examples: Toddler rooms include push and pull toys, stacking toys, cubes, puzzles, play phones, dolls and toys listed above. 4.3.5.
	In mixed age groups with children, those younger than 3 years are separated from older children. (2.013)				No more than 8 children (birth to 12 mos.) in single group. Non-mobile and mobile infants separated for safety	Social development: Children require activities for one to one interaction, protected space for small group interaction and assistance with social behaviors as needed. 4.8.2 -Toys and toy parts for infants an toddlers are large enough to prevent swallowing. 7.1.2

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						-Parents of children two and under are required to provide a daily change of clothing. 7.12.2
ROGRAM 3-YEARS (toddler)						
	Opportunities to build long-term trusting relationships with a few caring caregivers – limit # of adults assigned to care for child (6-8 per year (2.014)		Program helps children develop emotional security and facilitate social relationships.	Support emerging literacy and numeracy development through materials and activities according to the developmental level of each child. Provide for the development of cognitive skills by encouraging child to organize child to organize his experiences	Infant/toddlers spend majority of time interacting with same person each day. (F-3c) - Respond to toddlers' attempts at language in supportive ways.	Periods of activity for children three years old and older include large group activities, small group activities, and individual choice. 4.3.1 The length of group time is appropriate for the age and development of the class. 4.3.2
	Age-appropriate equipment for indoor & outdoor play, selected for safety & ability to provide large and small motor experiences, and for its adaptability to serve different ideas, functions, and forms of creative expression. (2.016)		Program provides for child's cognitive and language skills by using various strategies. (experimentation, observation, play exploration, art, music, movement and dialogue)	Enhance each child's understanding of self as an individual and member of a group.	Developmentally appropriate materials. Active play equipment for climbing and balancing, unit blocks and accessories, puzzle, picture books and records, musical instruments, art materials such as finder and tempera paints, crayons, scissors, and	Developmentally appropriate materials and equipment are available for all ages enrolled in the preschool. 4.3.5.

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					paste, dramatic play materials such as dolls, dress-up clothes and props, child-sized furniture, puppets, sand and water toys	
hysical development	Opportunities to help child learn about the body and how it functions, in context of socialization with others. Body mastery includes feeding, toilet, running, skipping, climbing, balancing, playing with peers, and using manipulating space. (2.020) Children learn about their bodies, and how they function in the context of socializing. Support children in body mastery, consistent with parental expectations and cultural preferences. Includes toilet training, playing, displaying			Promote physical development by providing time, space equipments, and materials or active play and movement.	Provide many opportunities for children to initiate activity, develop and demonstrate control of their bodies and self-help skills. Provide time and space for active play such as jumping, running, balancing, climbing, riding tricycles.	Children are given time, space and equipment for activities such as jumping, running, climbing, swinging, sliding, balancing, and riding. 4.7.1 The curriculum includes activities for eye-hand coordination and gross and fine motor skills. 4.7.2
	Individual Toileting plan Children learn about their bodies, and how they function in the context of socializing. Support children in body mastery, consistent with parental expectations and cultural preferences. Includes toilet training, playing, displaying	Individual Toileting plan	Individual Toileting plan, Program supports social and emotional development by building trust, fostering independence, encouraging self-control by setting clear, consistent limits.	(in CA, must meet Title 22)Encouraging respect for their feelings and rights of others. 1304.21(a)(3)(i)(d) Provide appropriate environment and adult guidance for participation of children with special needs.	Develop and demonstrate control of body and self-help skills.	

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	affection, and using space. (2.020)					
	Health, nutrition, and safety awareness integral part of program. (2.021)					
ROGRAM-school age.						
	Specialized program includes: free choice of play, opportunities to run, climb, & jump; opportunities for concentration, alone or in group; time to read or do homework; opportunities to be creative, explore arts, sciences, social studies and to solve problems. (2.022)	All play equipment and materials used for children shall be age-appropriate. Provide a variety of age-appropriate equipment, toys, and materials in good condition and in sufficient quantity to allow children present to fully participate in planned activities.	All play equipment and materials used for children shall be age-appropriate. Provide a variety of age-appropriate equipment, toys, and materials in good condition and in sufficient quantity to allow children present to fully participate in planned activities.	(in CA, must meet Title 22)	Staff provide a variety of dev. approp. Hands-on activities to achieve the following goals: foster self-concept: provide opportunities to express growing independence ability to make choices, initiate own activities. Allow opportunities to play alone, ensure privacy. Focus on activities rather than outcomes.	
	Opportunities to develop trusting, supportive relationships with staff & peers. (2.024)				Staff are available and responsive to children. listen to children with attention and respect, respond to children's questions and requests.	
	Offer a program based on needs and interests of the age group, as				Active play equipment, construction materials,	

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	well as the individuals within it. Children participate in the planning of activities. (2.025)				accessories, materials for art projects, cooking and music available. Child may also complete homework with adult help if desired.	
	Opportunities for community outreach & involvement, such as field trips and community involvement projects. (2.026)				Staff encourages independence in children as they are ready: performing responsible jobs, participating in community activities.	
upervision	Maintain supervision of children at all times. Every Center, regardless of size shall have staff with Director qualifications on-site at all times. (2.028)	No child left without supervision of teacher at any time. Supervision includes visual observation 101229 Every Center, regardless of size shall have staff with Director qualifications on-site at all times. 101215.1e	No child left without supervision of teacher at any time. Supervision includes visual observation 101229 Every Center, regardless of size shall have staff with Director qualifications on-site at all times	Staff must supervise outdoor and indoor play areas so that children's safety can be monitored. 1304.52(g)(5) No child will be left alone or unsupervised. 1304.52 (h)(1)	Children are under adult supervision at all times. Staff are aware of the activities of the entire group even when dealing with a smaller group; staff position themselves strategically and look up often from involvement.	-Children are supervised at all times, and the adult-child ratio is maintained while on the playground. 6.11.3 -The preschool provides for the supervision of children at all times by appropriately trained adults who are paid employees of the preschool. The employees meet all local and state standards. 7.13 -Supervision of children is maintained by sight. 7.13.1

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						-The preschool has developed safe arrival and departure procedures. 7.14 -These procedures are carefully observed by parents, children, and staff. 7.14.1 -Children are appropriately belted into vehicles or transported by regulation preschool buses. 7.14.2
ield Trips	Adult with CPR & First Aid on every trip. First aid kits taken on every trip. All drivers, passenger monitors, etc. receive instructions in safety precautions. (2.029)	Only licensed driver over 18 yrs. first aid kit in vehicle. Infants in child passenger restraint. Staff-infant ratio maintained. Infants in motor vehicle supervised at all times.	Only licensed driver over 18 yrs. first aid kit in vehicle. Infants in child passenger restraint. Staff-infant ratio maintained. Infants in motor vehicle supervised at all times.	(in CA, must meet Title 22)	Parents are informed about procedures and policies for fieldtrips. Parents are notified of all activities outside of the program, and are accompanied by parents. Trips are preplanned and emergency procedures are prepared. (H-7b) -Adequate first-aid supplies are readily available.	
discipline	Positive guidance, and redirection, and setting limits to foster self-discipline. Disciplinary	Ensure each child is accorded rights: dignity in personal relationships with staff. Safe, healthful and comfortable	Ensure each child is accorded rights: dignity in personal relationships with staff. Safe healthful and comfortable accommodations,	Staff uses positive methods of guidance and does not engage in corporal punishment, emotional or	Staff use positive approaches to help children behave constructively including redirection, planning ahead to	

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	measures are clear and understandable, consistent, explained to child before & after action. (2.039)	accommodations, furnishings, equipment to meet needs. Free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, or mental abuse or punitive including interference with functions of daily living eating, sleeping, toileting, or withholding shelter, clothing, medication or aids to physical functioning; not to be locked in any room, building or center premises; not to be placed in any restraining device, medical care. Center shall give each parent copy of personal rights.	furnishings, equipment to meet needs. Free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, or mental abuse or punitive including interference with functions of daily living eating, sleeping, toileting, or withholding shelter, clothing, medication or aids to physical functioning; not to be locked in any room, building or center premises; not to be placed in any restraining device, medical care. Center shall give each parent copy of personal rights.	physical abuse, or humiliation. No methods of discipline that involve isolation or he use of food as punishment or reward, or the denial of basic needs. 1304.52(h)(1)(iv)	prevent problems, encouragement of appropriate behavior, consistent clear rules, encourage children's evaluation of problem, logical natural consequences. (A-6a)	
	Caregivers guide to dev. self-control. Show child positive alternatives. Good behavior rewarded. No				Children are encouraged to talk about feelings and ideas instead of solving problems with force. (A-11).	

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	physical punishment or abusive lang. - Caregivers shall intervene immediately when children become physically aggressive (2.040)					
	Following behavior prohibited: corporal punishment including spanking, hitting, beating, striking, shaking, pinching or physical pain; threat or withdrawal of food, rest, or bathroom; abusive or profane lang.; public or private humiliation, including threats of physical punishment; emotional abuse including rejection, terrorizing, ignoring, isolation, or corruption. (2.042)			(in CA, must meet Title 22)	Staff do not use physical punishment or other negative discipline methods that hurt, frighten, or humiliate children. Staff do not force children to apologize or explain their behavior but help children recognize another child's feelings. Food or beverage is never withheld as a discipline device. (A-6b).	

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	- "time out" to be used selectively, taking into account the child's developmental stage. (2.039)					
	Children not to be physically restrained longer than necessary. No bonds, ties, or straps to restrain young children. (2.043)	Infants: confinement to cribs, high chairs, playpens or other furniture or equipment not permitted as from of discipline. 101423.1	Infants: confinement to cribs, high chairs, playpens or other furniture or equipment not permitted as from of discipline. 101423.1	(in CA, must meet Title 22)	Staff expectations of children's social behavior are developmentally appropriate. (A-10)	
arent relationships	All aspects of the program designed to facilitate parental input. -Information about child's daily needs & activities shared daily. Joint resolution with parents for any problems that arise. Arrangements are documented. (2.044)		There is a plan for parent involvement and education program ensures that two way comprehensive communication between parents and staff. 8203,8204,8261	Agency must engage in process of collaborative partnership building with parents. Process must be initiated as soon as possible. 1034.40(a)(1) - Collaborate with family in deciding interests including: emergency assistance, education, quality of service received. 1304.40(b)	Provisions are made for safe arrival and departure of all children that also allow for parent-staff interaction. A procedure for accountability when a child fails to show for the program is in place and followed. (H-5) -Parents and other family members are encouraged to be involved in the program in various ways.	-All preschool parents receive a handbook that describes how the preschool functions on a day-to-day basis, including the philosophy statement as well as the policies regarding holidays, illnesses, hours, fees, refunds, enrollment, and termination. 8.1 -Weekly or monthly memoranda are sent to parents as a regular means of communication. 8.2 -The preschool communicates with parents regarding their child's

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						development progress at least annually. 8.3 -Conferences with each child's parent(s) are held at least once a year and at other times as needed to discuss the child's progress, care, and education. Parents are encouraged to participate in the goal-setting process of their child. 8.3.1 -Child observation forms are used for scheduled observations and parent conferences. 8.3.2 -Parents are provided information regarding the preschool's philosophy of child development and discipline techniques in order to minimize potential conflicts and confusion for the children. 8.4.2 -Significant changes in a child's physical or emotional state are reported to parents immediately, documented, and

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						placed in child's file. 8.4.3 -The director is familiar with community services and resources and can direct parents or children with specific needs to an appropriate agency. The director and teachers work collaboratively with community agencies in providing information, as needed. 8.5.1 -Policies concerning parental involvement (e.g., visiting, observing, and volunteering) are in place to ensure that the partnership between home and preschool is maintained. 8.5.2
	-Open door policy allowing parents to communicate freely with caregivers. (2.046)		Parent advisory committee selected by parents has been established	Offer parents opportunities to develop and implement individualized family partnership agreements describing family goals, responsibilities, etc. 1304.40(a)(2)	A verbal and/or written system is established for sharing day-to-day happenings that affect children.	

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	Parents invited to participate in all decision-making activities. Invitation to attend meetings documented. PR48 Parents may visit site at any time when child is there, and are admitted immediately. (2.046)	Anyone may inspect center during operating hours.	Anyone may inspect center during operating hours. Parents have unlimited access to their children during operating hours. (Desired Results DP)	Create opportunities for agency to interact with parents throughout the year 1304.40(a)(4) Meetings must be respectful of each family's diversity and ethnic background. 1304.40(a)(5) Parent participate on policy council for shared decision making program planning and assessment. 1304.50	Parents are welcome visitors in the program at all times	
	Planned communication (parent conference) to discuss health, behavior, medical, development. Signed by parent & staff. As part of intake, health update every 6 mo. till 6yrs; every yr. over 6; new information. Notes maintained in child's file. (2.047)	Infant's Needs and Services Plan updated quarterly in mtg. With parents.	Infant's Needs and Services Plan updated once every three months with parents. Toddlers individual plan updated every four months with parents. Thirty six months and up update plan with parent once every six months EC8203.5 (b)	Agency must conduct staff-parent conferences, no less than 2 times per year. 1304.40(e)(5)	Staff and parents communicate about childrearing practices in the home and at the program in order to minimize potential conflicts and confusion for children. Conferences are held at least once a year or as needed, to discuss children's progress, accomplishments, and difficulties at home and in the program.	
	Specific staff assigned to each		A parent advisory committee selected by	Agency must provide	Child observations reported regularly.	

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	parent to ensure contact. Contact consists of observations about child and providing opportunity for parents to observe child in center. (2.048)		parents has been established 18275(e)	opportunities for parents to enhance parenting skills and understand the developmental needs of children. 1304.40(e)(3) -Must assist parents in becoming their children's advocate during transition from Early Head Start to Head Start and from Head Start to elementary school. 1304.40(g)	Staff and parents communicate to ensure that children experience smooth transitions from one program to another during the day. Also discussion to ensure continuity from one program to another over time.	
				Agency must not require that parents permit home visits. 1304.40(i)(1) No less than two home visits per year to the home of each child unless parents expressly forbid it. 1304.40(i)(2)	Parents are informed about the program and other critical issues that could potentially affect the program and/or the early childhood profession through regular newsletters, bulletin boards, frequent notes, telephone calls, and other similar measures.	
HEALTH information sharing	Facility will help families who have no health care to locate	Complete immunizations required prior to enrollment. Report	Complete immunizations required prior to enrollment. Report & file to Health	Determine whether or not each child has ongoing health	Child health records include results of recent health exam,	The preschool keeps current health records for each child. Children in

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	such a resource. (2.055)	& file to Health Dept. Immunization Prior to enrollment obtain written medical assessment I Medical assessment including dietary restrictions, instructions for action, signed consent. 101221	Dept. Immunization Prior to enrollment obtain written medical assessment I Medical assessment including dietary restrictions, instructions for action, signed consent. 101221	care. If child does not have a source, agency must assist parents in accessing one. If child is up-to-date, agency must ensure that the schedule continues. 1304.20(a)(1)(i). -Agency must request that parents inform them of health or safety needs of the child. 1034.22(b)(3)	record of immunizations, emergency contract information, names of people authorized to call for child, important health history.	attendance are in compliance with state and local health regulations regarding immunizations and communicable diseases. 7.4
	Center makes available to parents information about human service resources in the community. (2.056)		Health and social service needs are identified and documented. Referrals and follow up are made. EC8203(1m), 8208 (q) 8240(1)(e)	Obtain from health care professional evidence that child is receiving up-to-date preventive and primary health care (medical, dental and mental). Must meet standards used by the EPSDT program of the Medicaid agency of the State and latest immunization recommendations from local Health Services	The director is familiar with and makes appropriate use of community resources including social services, mental and health, educational programs, museums, libraries, neighborhood centers. Staff make appropriate professional referrals when necessary.	-The preschool has a written Blood-borne Exposure Control Plan. 7.16.1 -Annual in-service is conducted on blood-borne pathogens and protective procedures. 7.16.2 -All employees practice "universal precautions" when encountering children's' bodily fluids. 7.16.3

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				Advisory Committee. 1304.20(a)(1)(ii). Must establish procedures to track the provision of health care services. 1304.20. Obtain further diagnostic testing and treatment for child with health problem, also implementing a follow up plan. 1304.20(a)(1)(ii)(B)		
health education	Caregivers shall talk about healthful behaviors and encourage achievement. (2.060) Health Ed. includes physical, oral, mental & social and be integrated in daily program. (2.061)		Tooth brushing occurs daily	Staff must promote effective dental hygiene among children in conjunction with meals. 1304.23(b)(3). Integrates all educational aspects of the health, nutrition, and mental health services into program activities. 1304.21 (c)(1)(iii)	Encourage and demonstrate sound health, safety, and nutritional practices. Discuss doctors and dentists. For infants, describe routine health activities as implemented, for school-age include discussion of life skills.	The board, the director, and all other preschool personnel demonstrate a commitment to the physical health and safety of the children in their charge. 7.1
health protection	Daily, continual health observation of child. (3.001)	Behavior & health of children continually observed. 101226.3	Behavior & health of children continually observed. 101226.3	Agency tracks the provision of health care services. 1304.20(a)(1)(ii)(C)	Daily health observation of child.	

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	Written record of concerns center identifies for each child during daily health checks kept for 3 months. (3.002)	Any unusual behavior or injury or illness reported to parents and recorded in child's record.	Any unusual behavior or injury or illness reported to parents and recorded in child's record.	(In CA, must meet Title 22)	Accident Reports Documented	
	Written documentation of age appropriate immunizations provided. Children with immunizations that are late or missing are immunized according to the schedule recommended by the AAP. (3.005)	Prior to enrollment, all immunizations & obtain written medical assessment of child enabling center to assess if they can provide necessary health-related services to child. Assessment performed by physician & include: record of infections or contagious disease, identification of special needs, identification of prescribed medications, ambulatory status. 101220	Prior to enrollment, all immunizations & obtain written medical assessment of child enabling center to assess if they can provide necessary health-related services to child. Assessment performed by physician & include: record of infections or contagious disease, identification of special needs, identification of prescribed medications, ambulatory status. 101220	Each staff member, including volunteers has an initial health examination, including a screening for tuberculosis. Periodic re-examinations required. They must not pose a risk to health or safety of others in the program. 1304.52 (j)(1)	Health records of children including record of immunization, emergency contact information, person's authorized to call for child.	
	Facility shall program an opportunity, but not require, sleep and rest. (3.008)	All children given opportunity to nap/rest without disturbance. Cot or mat available for each child under age 5. No child forced to stay awake or stay in nap area longer than normal	All children given opportunity to nap/rest without disturbance. Cot or mat available for each child under age 5. No child forced to stay awake or stay in nap area longer than normal	Nonporous gloves must be worn by staff when they are in contact with spills of blood or other bodily fluids. 1304.22(e)(3)	Encourage health practices such as getting enough rest.	

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		awake or stay in nap area longer than normal period. 101230b	period. 101230b			
	Children over 2 yrs. shall brush teeth with fluoride toothpaste after each meal or snack (3.010)			Dental follow-up treatment includes fluoride supplements and other preventive measures. 1304.20(c)(3)(i)-(ii)	Encourage health practices such as brushing teeth.	
oileting, diapering	Children diapered in changing area. (3.015)	Diapered on a changing table. No infant left unattended on changing table.	Diapered on a changing table. No infant left unattended on changing table.	Toileting and diapering areas must be separated from areas used for cooking, eating, or other children's activities. 1304.53(a)(1)(xiv).		-Restrooms used by children are cleaned daily. 6.6 -Sinks are located in the area near the toilets, with soap and paper towels provided. 6.7 -Children and adults wash their hands after toileting, before eating or handling food, and as necessary to prevent the spread of disease. 6.8 -Drinking water, sinks, and toilets are readily accessible to children. Platforms or safe steps are provided as necessary. 6.9
	Diapers checked at least hourly, visually inspected	Infant kept clean and dry at all times. Changed as times. Changed as	Infant kept clean and dry at all times. Changed as often as	Agency must adopt procedures that protect the		

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	every 2 hours and whenever child indicates discomfort. All wet or soiled diapers are changed. (3.013)	often as necessary. 101428	necessary. 101428	health and safety of the child. 1304.22(e)(5) Toilet training equipment provided for children. 1304.53(a)(10)(xv)		
	Soiled cloth diapers are never rinsed or carried through the child care area. Handling approved by health dept. Soiled cloth diapers stored in a labeled container with a tight-fitting lid, or in a sealed plastic bag. (3.018)	Soiled cloth diapers placed in airtight container. Containers sanitized daily. Diapers provided by center rinsed, washed, sanitized daily.	Soiled cloth diapers placed in airtight container. Containers sanitized daily. Diapers provided by center rinsed, washed, sanitized daily.	(in CA, must meet Title 22)	Soiled diapers are disposed of or held for laundry in closed containers out of reach of children.	
	Children never left alone on a table. A safety strap or harness is not used on the changing table. (3.014)	Towels & washcloths used for leaning infants not shared, washed after each use.	Towels & washcloths used for leaning infants not shared, washed after each use.	(in CA, must meet Title 22)	Staff wash hands with soap and water at appropriate times.	
	Changing tables are nonporous, kept in good repair, and cleaned and sanitized after each use remove visible soil, followed by	Changing table disinfected after each use. Covered with disposable paper towels ok. Still disinfected.	Changing table disinfected after each use. Covered with disposable paper towels ok. Still disinfected.	(in CA, must meet Title 22)	Changing table is disinfected and cover is disposed after each use.	

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	wetting with sanitizing solution. (3.019)					
anitation, isinfection, laintenance	-Adopt guidelines set by the Centers for Disease Control and Prevention for hospitals. -Staff aware of routine precautions to prevent transmission of blood borne pathogens. (3.026)			Spills of any bodily fluids must be cleaned and disinfected immediately. Any tools used to clean spills must be cleaned and disinfected immediately. Blood-contaminated materials must be disposed of in a plastic bag. 1304.22(e)(4)	As children use the facility, staff and children keep areas reasonably clean.	The staff and children keep the facility reasonably clean. Examples: Toys are sanitized, paper and other trash is placed in containers, tables are washed, and floors are swept after meals. 7.1.1
	Odors in toilets, bathrooms, changing tables, etc. are controlled by ventilation and sanitation. Mechanical ventilation used when necessary. Chemical air fresheners prohibited (3.032)	Diaper changing area wash & disinfected after each use. Walls & floors surrounding immediate area including, dispensers for talc, lotion, soap, paper towels, countertops, sinks, drawers & cabinets.	Diaper changing area wash & disinfected after each use. Walls & floors surrounding immediate area including, dispensers for talc, lotion, soap, paper towels, countertops, sinks, drawers & cabinets.	(in CA, must meet Title 22)	Toileting and diapering areas are sanitary. Toilet area is sanitized daily. -The facility is cleaned daily, including disinfecting bathroom fixtures and removing trash.	
	Potty chairs discouraged. If used, they are emptied into a toilet, cleaned in a utility sink, and sanitized after each use, and stored in the	Potty chair promptly emptied into flushing toilet, all surfaces cleaned and disinfected. 101428	Potty chair promptly emptied into flushing toilet, all surfaces cleaned and disinfected. 101428	Potties must be emptied into the toilet and cleaned and disinfected after each use. 1304.22(e)(6)		

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	bathroom. Utility sink is also sanitized. (3.029)					
	Walls, ceilings, floors and other surfaces free from soil and in clean condition. Area available for those allergic to dust mites or components of furnishings or supplies shall be maintained. (3.034)	Infants: Walls & portable partitions washed with disinfecting solution at least weekly or more if necessary. 101438.1	Infants: Walls & portable partitions washed with disinfecting solution at least weekly or more if necessary. 101438.1	(in CA, must meet Title 22)	As children use the facility, staff and children keep areas reasonably clean. Tables and floors are washed and floors are swept after meals. Toys are picked up after use.	
	Toys in children's mouths set aside and cleaned with water and detergent; disinfected and rinsed before handling by another child. Machine wash OK. (3.036)	Objects mouthed washed & disinfected daily or more often if necessary.	Objects mouthed washed & disinfected daily or more often if necessary.	(in CA, must meet Title 22)	Toys that are mouthed are washed daily.	
	Thermometers, pacifiers, teething toys, and similar objects are cleaned and sanitized between uses. Pacifiers never shared. (3.037)			(in CA, must meet Title 22)	Infant equipment washed and disinfected at least twice a week. Toys that are mouthed are washed daily.	
	All bedding can be washed. Each child's bedding is separate from the others, and	Infants: Linens washed and sanitized daily. Preschool: weekly. Used by one child.	Infants: Linens washed and sanitized daily. Preschool: weekly. Used by one child.	(in CA, must meet Title 22)	Individual bedding washed weekly and only used by one child. Cribs, cots, mats	

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	individually stored and labeled. (3.039)	Covered with vinyl, disinfected daily.	Covered with vinyl, disinfected daily.		washed if soiled	
	Before walking on surfaces infants use for play, adults and children remove or cover shoes worn outside. (3.035)	Infants: Washing, cleaning, and sanitizing required for: floors vacuumed, swept, mopped with disinfecting solution a least daily. Carpeted floors and rugs vacuumed daily and cleaned every 6 mo. 101438.1	Infants: Washing, cleaning, and sanitizing required for: floors vacuumed, swept, mopped with disinfecting solution a least daily. Carpeted floors and rugs vacuumed daily and cleaned every 6 mo. 101438.1	(In CA, must meet Title 22)	Facility cleaned daily, including disinfecting bathroom fixtures and removing trash	
Inness	Child not admitted or sent home when illness prevents child from participating comfortably in activities or: oral temp. 101, rectal temp. 102, armpit temp. 100; symptoms of severe illness; uncontrolled diarrhea, vomiting, mouth sores, rash with fever, conjunctivitis, scabies/lice, strep throat, chicken pox, pertussis, mumps, hepatitis.	No child w/ obvious symptoms of illness – fever or vomiting. Written inspection procedure. No child accepted without contact with staff. Person bringing child must remain until child is accepted. 101226.1b	No child w/ obvious symptoms of illness – fever or vomiting. Written inspection procedure. No child accepted without contact with staff. Person bringing child must remain until child is accepted. 101226.1b	Agency must temporarily exclude a child with a short-term injury or contagious illness. 1304.22(b)(1) - Agency must not deny admission to any child for a long-term period, solely on the basis of his/her health care needs. 1304.22(b)(2)	Staff alert to health of each child. Problems recorded, notification to parents, written record kept. The program has a written policy specifying limitations on attendance of sick children and staff.	The preschool has a written policy regarding the attendance of children who are sick or have been diagnosed with a contagious disease. The preschool provides and area where sick or contagious children are isolated while waiting for someone to take them home. 7.5

TANDARD	American Academy of Pediatrics (AAP)	CA STATE LICENSING Title 22	TITLE V for CDE funded programs (in addition to Title 22)	Head Start Performance Standards	NAEYC ACCREDITATION	Association of Christian School International (ACSI)
	measles, rubella, respiratory, shingles. (3.065)					
	A child with uncontrolled vomiting or diarrhea or other illness that requires child to be sent home is provided separate care from other children, with extra attention to hygiene and sanitation until parent arrives. (3.066)	Center equipped to isolate and care for child who becomes ill. Located to afford easy supervision. Not located in kitchen or general use toilet area. Isolation area equipped with crib, cot, mat or playpen for infants, under constant visual observation. Parent notified. 101226.2 101426.2	Center equipped to isolate and care for child who becomes ill. Located to afford easy supervision. Not located in kitchen or general use toilet area. Isolation area equipped with crib, cot, mat or playpen for infants, under constant visual observation. Parent notified. 101226.2 101426.2	(in CA, must meet Title 22)	Provisions are made for the notification of sick child's parents, the comfort of the child, and the protection of well children.	The preschool alerts the appropriate staff to the health conditions of the children. 7.6
	Alert parents when there is possible exposure to communicable disease. (3.084) Health department informs parents of other children who attend the facility that they may have been affected with certain diseases. (3.085)	Required to report communicable disease to parents and Health Dept.	Required to report communicable disease to parents and Health Dept.	(in CA, must meet Title 22)		
Indications	Administration of medicines limited to what is	All medicines centrally stored, kept in safe place	All medicines centrally stored, kept in safe place inaccessible to	Labeling and storing, under lock and key, and		A detailed medical log is maintained that includes a record of

STANDARD	American Academy of Pediatrics (AAP)	CA STATE LICENSING Title 22	TITLE V for CDE funded programs (in addition to Title 22)	Head Start Performance Standards	NAEYC ACCREDITATION	Association of Christian School International (ACSI)
	prescribed or ordered by health care provider. (3.081)	inaccessible to children; containers have unaltered labels; refrigerator used to store as needed. 101226	children; containers have unaltered labels; refrigerator used to store as needed. 101226	refrigerating, if necessary, all medications. 1304.22(c)(1) - Written procedures regarding the handling and storage of medication for each child. 1304.22(c)		all medications given and the person administering any medication. 7.8
	Any medication is dated and labeled with child's full name, date prescription was filled, name of health care provider, expiration date, instructions, and the name and strength of the medication. (3.082)	All prescription & nonprescription medications maintained with child's name and shall be dated. Prescribed & nonprescribed meds administered only if written approval and instructions from parent. Record kept in child's record. Instructions from patent not in conflict with directions on prescription. Written plan to record administration of meds. All meds returned or disposed of when no longer needed.	All prescription & nonprescription medications maintained with child's name and shall be dated. Prescribed & nonprescribed meds administered only if written approval and instructions from parent. Record kept in child's record. Instructions from patent not in conflict with directions on prescription. Written plan to record administration of meds. All meds returned or disposed of when no longer needed.	Designate a trained staff member or nurse to handle child medications. 1304.22(c)(2) - Maintain individual record of all medications dispensed. 1304.22(c)(4) Obtain physicians' instructions and written parent authorizations for all medications administered by staff. 1304.22(c)(3)	Medication administered only when written order by parent, medication administered by designated staff. Written records kept	The preschool has developed written policies that comply with the laws and regulations for administering and storing medications. 7.8.1
death	If a child dies, notify emergency					

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	personnel, parent's, Licensing agency, and provide appropriate information for children and parents. (3.089).					
Child Abuse and Neglect	Report when there is reasonable cause to believe that child is abused, neglected or exploited. (3.053)	Staff are Mandated Reporters for suspicion of child abuse.	Staff are Mandated Reporters for suspicion of child abuse.	Standard methods for handling cases of suspected or known child abuse. 1304.22(a)(5)	Staff know procedures for reporting suspected incidents of child abuse. Suspected incidents of child abuse and neglect by parents, staff, or other persons are reported to appropriate local agencies.	The staff and director are trained to recognize signs of child abuse and neglect, and know the law and procedures for reporting to the appropriate agency. Risk prevention policies are in place. Examples: Two teachers in each room, bathroom doors left open, random walk-throughs, and open door policies. 7.3
	Caregivers form linkages with professionals to assist children that are abused and neglected, and those willing to provide consultation suspicious situations. Inspection required. (3.054)				Staff make appropriate professional referrals when necessary. - Staff training include child abuse and neglect.	All incidents that might indicate child abuse are reported, with reports maintained in a confidential file. 7.3.1
	Caregivers know				A training plan both	

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	methods for reducing the risks of child abuse and neglect. They know how to recognize signs of abuse. (3.056)				individualized and program-wide, developed an implemented including child abuse and neglect.	
mergency rocedures	Written plan for immediate management and access to medical care. (3.049)		Emergency medical treatment authorization form.		Plan for dealing with medical emergencies that includes a source of emergency care, written parental consent forms, and transportation agreements.	The preschool has a plan for general building evacuation and personal medical emergencies; the plan is well-known to the staff. 7.10
mergency rocedure	In the event of an emergency: First Aid employed, plan for emergency transportation to local hospital, parent or parent's emergency contact soon, staff member accompanies child to hospital and stays until parents arrive. (3.048)	-Emergency medical treatment authorization form. -Disaster and mass casualty plan of action in writing including: Designation of admin authority & staff assignments; contingency plan for action for fires, floods, earthquakes – means of exiting, transportation, relocation sites, supervision, contacting local agencies. Disaster drills conducted every 6 mo., documented.	-Emergency medical treatment authorization form. -Disaster and mass casualty plan of action in writing including: Designation of admin authority & staff assignments; contingency plan for action for fires, floods, earthquakes – means of exiting, transportation, relocation sites, supervision, contacting local agencies. Disaster drills conducted every 6 mo., documented.	Methods of notifying parents in event of emergency. 1304.22(a)(4) - Posted policies and plans of action. 1304.22(a)(1)	Written emergency procedures posted. Emergency telephone numbers including police, fire, rescue, and poison control services are posted by telephones. Staff familiar with primary and secondary evacuation routes monthly.	The fire escape route and procedures are posted in a conspicuous place in each room. 7.10.1
	Syrup of ipecac			Readily available	Adequate first aid	Staff members are

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	available but only under direction of poison control center or physician. (3.050)			first aid kits, age appropriate. Accessible to staff members at all times. 1304.22(f)(1) - First aid kits restocked after use. Conduct inventory regularly. 1304.22(f)(2)	kit available.	familiar with fire escape route and procedures, and they can operate fire extinguishers. 7.10.2
	Staff can locate and operate fire extinguishers. (3.051) Children instructed to STOP, DROP, and ROLL when garments catch on fire. Also told to crawl on floor. Cool water applied to burns immediately. (3.052)	All children, personnel instructed in duties & responsibilities.	All children, personnel instructed in duties & responsibilities.	(in CA, must meet Title 22)	Staff familiar fire extinguishers and severe storm warnings.	Fire drills are held monthly, and a fire drill log is maintained including the date, time, evacuation time, and number of children. 7.10.3 -Staff are familiar with route and procedures for severe storm warning (where necessary). 7.10.5 -Emergency phone numbers or 911 is posted by the telephone for quick reference in securing the fire department, police department, poison control, and rescue squad. 7.10.6 -A plan is in place to contact parents in case of an emergency closing. Parents know the

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						plan. 7.10.7 -Children are provided with a change of clothing or a generic outfit in case of an emergency. 7.12 -The preschool maintains a change of clothing to give children in case of an emergency. 7.12.1
Water Safety	Constant supervision for any body of water. (3.045) Caregivers prohibit dangerous activity such as pushing and holding in or around the pool are (3.046)	Ratio not less than 6:1 maintained in or near bodies of water. 1 adult has water-safety certificate on file 101216.6	Ratio not less than 6:1 maintained in or near bodies of water. 1 adult has water-safety certificate on file 101216.6	(in CA, must meet Title 22) (in CA, must meet Title 22)		
Animals	Any pet or animal in the facility is in good health and shows no evidence of carrying a disease. It is fully immunized, and	Infants: no access to animals.	Infants: no access to animals.	(in CA, must meet Title 22)	At least one staff member who has certification in emergency pediatric first-aid treatment, CPR for infants and children, and emergency management of choking is always in the center. Current certificates are kept on file.	

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	fleas and ticks are controlled. Veterinarian's cert. Is on file. (3.042)					
smoking & prohibited substances	Use of tobacco, alcohol, and illegal drugs prohibited on premises during hours of operation. (3.041)	Smoking prohibited on premises. 101231	Smoking prohibited on premises. 101231	(in CA, must meet Title 22)		
NUTRITION AND FOOD						

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General Quality	Food is nourishing and attractive, developed by a qualified child care nutrition specialist. -The nutrition plan can handle emergencies such as choking. -Meals and snacks allow for observation and conversation, assisting in social development of child. (4.001)	All food safe and quality & quantity necessary to meet needs of children. 101227	All food safe and quality & quantity necessary to meet needs of children. 101227	Take into account any relevant nutrition-related assessment data. Consult w/ family 1304.20(d) -Implement a program that meets the nutritional needs of each child, including those with special dietary needs and those with disabilities. Center must serve a variety of foods, considering cultural and ethnic preferences. 1304.23(b)(1).	Where food is prepared on the premises, the program is in compliance with legal requirements for food preparation and service. Food may be prepared at an approved facility and transported to the preschool in approved containers and approved temperatures. 5.1 Parents are provided with written menus, which meet all state, county, and other agency nutritional requirements. 5.2	If food is prepared on the premises, the preschool must be in compliance with legal requirements for food storage, preparation and service. Food may be prepared at an approved facility and transported to the preschool in approved containers and approved temperatures. 5.1 Parents are provided with written menus, which meet all state, county, and other agency nutritional requirements. 5.2
Standard met	All meals and supplements & prep, service, storage shall meet requirements of meals of USDA Child Care Food Program and Code of Federal Regulations. (4.002)	Each meal includes amount of food components as specified by Title 7, Code of Federal Regulations. All food selected, stored, prepared, served in a safe & healthful manner. 101227	Each meal includes amount of food components as specified by Title 7, Code of Federal Regulations. All food selected, stored, prepared and served in a safe & healthful manner. 101227	Must use funds from USDA food and Consumer Services Child Nutrition Programs as a primary source of payment for meals. Agency funds may be used to cover those costs not covered by the USDA. 1304.23(b)(1)(i)	The food provided meets the nutritional needs of the child. Appropriate quantities and food groups are offered for the age of the child. 5.11	The food provided meets the nutritional needs of the child. Appropriate quantities and food groups are offered for the age of the child. 5.11
Quality of food.	Children offered 5 or more servings of a fruit,	Commercial foods approved by appropriate	Commercial foods approved by appropriate federal,	Each child in a part day program must receive		Children are encouraged through conversation and

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	vegetable, or juice each day. Servings are high in Vitamin C. A fruit, vegetable, or juice high in Vitamin A is offered 3 times a week. (4.004)	federal, state and local authorities. All foods selected, transported, stored, prepared and served to be free from contamination and spoilage. Food in damaged containers not accepted or used.	state and local authorities. All foods selected, transported, stored, prepared and served to be free from contamination and spoilage. Food in damaged containers not accepted or used.	meals that provide at least 1/3 of child's daily nutritional needs. Each child in a full-day program must receive 1/2-2/3 of daily nutritional needs. 1304.23(b)(1)(ii)		curriculum to develop balanced nutritional awareness by including all food groups. 5.1.2 Written menus of all snacks and meals are posted in an area easily seen by parents. At least two food groups are included for each snack and four food groups for each lunch. 5.2.1 Parents providing meals or snacks are encouraged to include at least two food groups for each snack and four food groups for each lunch. 5.3.2
Dry milk products	No cow's milk served to those under 12 months. Whole, pasteurized milk for children 12-24 months. No skim, nonfat dry milk unless directed by parent and health care provider. (4.020)	Powdered milk not used as a beverage but allowed in cooking and baking. Raw milk not used. Milk shall be pasteurized.	Powdered milk not used as a beverage but allowed in cooking and baking. Raw milk not used. Milk shall be pasteurized.	All children in morning settings must be served a nourishing breakfast if child has not eaten prior to arrival. 1304.23(b)(1)(iii)		na

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Meat and poultry	Meat is from government-inspected sources or approved by government authority. (4.052)	Meat and poultry products inspected by state or federal authorities. Written evidence available for all products.	Meat and poultry products inspected by state or federal authorities. Written evidence available for all products.	(in CA, must meet Title 22)		na
poiling food	-Foods inspected daily for spoilage or mold, and discarded. -Opened moist foods are dated, covered, and stored at a temp. of 40 degrees or lower in refrigerator, and 0 degrees or lower in the freezer. (4.052)	All foods or beverages capable of supporting rapid and progressive growth of microorganisms that can cause food intoxications or food infections shall be stored in covered containers at 45 degrees F.	All foods or beverages capable of supporting rapid and progressive growth of microorganisms that can cause food intoxications or food infections shall be stored in covered containers at 45 degrees F.	(in CA, must meet Title 22)		na
canned foods	Home-canned food, or food from dented, leaking, deformed or without labels, are not used. (4.052)	All home-canned food process in accordance of UC Agricultural extension Services. Home-canned foods from outside source not used.	All home-canned food process in accordance of UC Agricultural extension Services. Home-canned foods from outside source not used.	(in CA, must meet Title 22)		na
snacks	-If child is in care for 8 and fewer hours: at least 1 meal and 2 snacks or 2 meals. -More than 8 hours: 2 meals and 2 snacks or 3	Half-day programs shall offer midmorning or midafternoon snack. - Full-day programs shall offer a midmorning snack and mid-afternoon snack & afternoon snack &	Half-day programs shall offer midmorning or midafternoon snack. - Full-day programs shall offer a midmorning snack and mid-afternoon snack & ensure that each child has a lunch.	Meal and snack periods scheduled and adjusted to ensure that individual needs are met. 1304.23(b)(1)(vii)		

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	snacks and 1 meal. -Snacks are nutritious and offered to all children in mid-morning and mid-afternoon. (4.003)	ensure that each child has a lunch.				
ood intervals.	-Offer children food at intervals no less than 2 hours, and no more than 3 hours. (4.003)	Not more than 15 hrs shall elapse between third meal of one day and first meal of following day.	Not more than 15 hrs shall elapse between third meal of one day and first meal of following day.	Sufficient time allowed for each child to eat. 1304.23(c)(4) - Food is not used as a punishment or reward. Each child is encouraged, but not forced to eat his/her food. 1304.23(c)(2)	na	na
ortification nd nutrients.		Iron fortified infant formula. iron from whole-grain or enriched meal or flour. Snacks shall include at least one serving from each of two or more of four major food groups. 101227	Iron fortified infant formula. iron from whole-grain or enriched meal or flour. Snacks shall include at least one serving from each of two or more of four major food groups. 101227	(in CA, must meet Title 22)		na
lodified iet	If modifications are necessary, the caregiver will modify or supplement the child's diet on a case-by-case	Modified diets in writing from physician. No food on record given to child with allergy.	Modified diets in writing from physician. No food on record given to child with allergy.	Nutrition services supported by staff who are registered dietitians or nutritionists. 1304.529d)(3)		na

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	basis after consulting parents and specialist. Medical special needs require instructions from parent and specialist. (4.007)					
lenus	Written menus prepared at least 1 month in advance, dated, and made available to parents. Any substitutions are of equal nutrient value. (4.008)	Menu's in writing and posted one week in advance. Copies dated and kept on file for 30 days.	Menu's in writing and posted one week in advance. Copies dated and kept on file for 30 days.	(in CA, must meet Title 22)	Written menus are provided for parents. (1-2a).	Written menus of all snacks and meals are posted in an area easily seen by parents. 5.2.1
ifants	Written instructions from parent -Facility encourages breast-feeding. -Solid foods and fruit juices to infants 6 months and younger only after consent of parents and specialist. (4.011)	Individual feeding plan for each infant prior to first day. Parent sign plan including: instructions fro dr., feeding schedule, breast milk or formula, schedule for introduction of solid and new foods, food consistency, food likes and dislikes, food allergies, intro of cups and utensils. Updated to reflect changes. Discussion with parents covers dangers of honey.	Individual feeding plan for each infant prior to first day. Parent sign plan including: instructions fro dr., feeding schedule, breast milk or formula, schedule for introduction of solid and new foods, food consistency, food likes and dislikes, food allergies, intro of cups and utensils. Updated to reflect changes. Discussion with parents covers dangers of honey. 101427	Family discussion on current feeding schedules, including type of milk, meal patterns, food preferences, etc. Information must be shared regularly. 1304.23(a)(3).	Feeding times and food consumption information is provided to parents of infants and toddlers at the end of each day. (1-2b).	

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Restrictions	-Until 2 years of age, no nonfat, skim, or reduced fat milk. (4.020) Full strength fruit juice only. (4.005)	101427 No honey or corn syrup served to infants. -Infant cereal (dry types) at 4-6 mo. - Full-strength fruit juice	No honey or corn syrup served to infants. -Infant cereal (dry types) at 4-6 mo. -Full-strength fruit juice	(in CA, must meet Title 22)		
Feeding schedule	Infants fed on demand, unless parent specifies otherwise.(4.013)	Bottle-fed infants fed at least once every four hours.	Bottle-fed infants fed at least once every four hours.	Infants must be fed "on demand." 1304.23		A record of feeding times and amount consumed is provided to parents of infants daily. 5.2.2
Feeding methods	Infants fed held or sitting up. Facility does not permit infants to have bottles in the crib or to carry bottles with them. (4.014)	Infants unable to hold bottle held by staff. At no time shall bottle be propped.	Infants unable to hold bottle held by staff. At no time shall bottle be propped.	- Infants held while being fed, not laid down to sleep with a bottle. 1304.23(c)(5)	Infants are held while bottle fed and spoon fed so social interaction can occur.	
Storage of breast milk	Human milk is placed in a clean and sanitary bottle. Bottle is labeled with infant's name, and immediately stored in the refrigerator. (4.015)	Formula or breast milk bottled before being accepted by center. Bottles shall be labeled. Bottles and nipples maintained at center not shared or used by another infant unless sterilized. 101427	Formula or breast milk bottled before being accepted by center. Bottles shall be labeled. Bottles and nipples maintained at center not shared or used by another infant unless sterilized. 101427	Facilities for proper storage and handling of breast milk and formula. 1304.23.		
Commercial food.	Commercially packaged baby food is served from a bowl or cup and not directly from the commercial container.	- Center provide only commercially prepared formulas for infants. Commercial formulas stored and prepared in accordance to	-Center provide only commercially prepared formulas for infants. Commercial formulas stored and prepared in accordance to label. No formula from basic ingredients.	(in CA, must meet Title 22)		

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	Uneaten food is discarded. Baby jars are washed with soap and warm water, and examined closely for glass pieces or foreign objects in food. (4.021)	label. No formula from basic ingredients. - Commercial food transferred to dish. Any food left over discarded. Formula partially consumed discard at end of day. Food discarded if not consumed within 72 hrs of date on label.	-Commercial food transferred to dish. Any food left over discarded. Formula partially consumed discard at end of day. Food discarded if not consumed within 72 hrs of date on label.			
oddlers & reschool						
elf-feeding	Encouraged to hold and drink from cup, use spoon, and fingers for self-feeding.(4.024)	Adaptive devices provided for self-help in eating as needed by children.	Adaptive devices provided for self-help in eating as needed by children.	For 3-5 yr olds, foods must be high in nutrients and low in fat, sugar, and salt. 1304.23(b)(1)(vi).	Toddlers and preschoolers are encouraged to serve and feed themselves and assist with clean-up.	
ood size-oddlers	-Small-sized portions and permitted to have additional servings. (4.023) Follow indicated meal and snack patterns. (4.022)	Food shall be cut, chopped or ground to meet individual needs.	Food shall be cut, chopped or ground to meet individual needs.	For 3-5yr olds, the food servings must conform to recommended sizes and standards recommended by the USDA. 1304.23(b)(1)(v)		
leal Service						
ood repARATION	Follow U.S. Food and Drug Administration model food standards and all applicable state and local food service rules.	All persons engaged in food preparation and service shall observe personal hygiene and food-service sanitation practices that	All persons engaged in food preparation and service shall observe personal hygiene and food-service sanitation practices that protect food from contamination.	(in CA, must meet Title 22)	Program is in compliance with legal requirements for food preparation and service.	

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	(4.050)	protect food from contamination.				
child seating	Children not requiring high chairs are comfortably seated at tables between waist and mid0chest level. -Furniture and eating utensils allow children to eat at best skill level. (4.028)	High chairs or appropriate seating equipment used. Infants unable to sit held by staff.	High chairs or appropriate seating equipment used. Infants unable to sit held by staff.	(in CA, must meet Title 22)	Chairs, tables, and eating utensils are suitable for the size and development levels of the children. (1-3)	-Infants are held when bottle fed. 5.4.1 -Appropriate high chairs or toddler seats are used when children are spoon fed. 5.4.2 -Tables and chairs used for snack and lunch times are suitable for the size of the children. 5.4.3
child mobility	No children eating while walking, running, playing. (4.030)	An infant not allowed to carry a bottle while ambulatory. Bottle given to infant unable to hold own bottle shall be unbreakable.	An infant not allowed to carry a bottle while ambulatory. Bottle given to infant unable to hold own bottle shall be unbreakable.	(in CA, must meet Title 22)		
community/eating	Caregivers sit at table and eat with children. Family-style service encouraged. Social interactions encouraged. (4.031) -Older children and staff actively involved in serving food and other mealtime activities such as setting and			Child eats with assigned classroom staff, eating family style and sharing the same menu. 1304.2(c)(4). - Nutritional services must contribute to the development and socialization of enrolled children. 1034.23(b)(2) - Opportunity provided for the	- Mealtimes promote good nutrition habits. (1-3) -Mealtime is a pleasant social and learning experience for children. (1-3) -At least one adult sits with children during meals to provide a good role model and encourage	Mealtime is a pleasant social time when children can learn to acknowledge God's provision of food. 5.4 -The children are encouraged to serve themselves and assist with cleanup in keeping with their level of ability. 5.4.4 -Staff members sit with children and

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	cleaning the table. (4.032)			involvement of children in food-related activities. 1304.23(c)(7)	conversation. (1-3)	encourage social interaction and good table manners. 5.4.5
cultural attention	Offer foods that are typical of the child's culture and religion. Consult parents and nutrition specialist. (4.033)				Foods indicative of children's cultural backgrounds are served periodically. (1-3).	
ethics/ food	Food not used as reward or punishment. -Child encouraged, but not forced to eat. (4.039)	Free from action of punitive nature including interference of daily living. 101223	Free from action of punitive nature including interference of daily living. 101223	(in CA, must meet Title 22)	Food or beverage is never withheld as a discipline device.	
parents awareness	Facility informs parents of nutrition requirements and suggests ways to meet them. Facility has food to supplement. (4.041)	Center ensure availability of food intake meeting child's needs. 101227	Center ensure availability of food intake meeting child's needs. 101227	(in CA, must meet Title 22)	If the program does not provide food, parents are educated regarding well-balanced meals that may be brought from home. (1-4).	If parents are providing meals and snacks, they are given suggestions for items that meet the children's nutritional needs. 5.3.1
kitchen	Food prep area separate from eating, playing, toileting, animals, not passage way. (4.042)	Food prep area not used for children's play, napping, passage-way.	Food prep area not used for children's play, napping, passage-way.	(in CA, must meet Title 22)		
food serving	Surfaces that come in contact with food are in good repair, free of cracks, and made of smooth, nonporous material that is	All equipment dishes and utensils kept clean and maintained in safe condition. All kitchen, food preparation and storage area shall	All equipment dishes and utensils kept clean and maintained in safe condition. All kitchen, food preparation and storage area shall be kept clean and free of litter and	(in CA, must meet Title 22)		

TANDARD	American Academy of Pediatrics (AAP)	CA STATE LICENSING Title 22	TITLE V for CDE funded programs (in addition to Title 22)	Head Start Performance Standards	NAEYC ACCREDITATION	Association of Christian School International (ACSI)
	cleaned and sanitized. (4.044)	be kept clean and free of litter and rubbish. All measures taken to keep area free of rodents and other vermin. 101227	rubbish. All measures taken to keep area free of rodents and other vermin. 101227			
ood serving equipment	Equipment is designed and operated according to manufacturer's instructions, meeting standards of the National Sanitation Foundation or local or State public health authority, or USDA codes. (4.043)	Equipment necessary for storage and prep provided and well-maintained including: sink, hot & cold running water, refrigeration, storage space for food.	Equipment necessary for storage and prep provided and well-maintained including: sink, hot & cold running water, refrigeration, storage space for food.	(in CA, must meet Title 22)		
	Facility maintains and inventory of food service equipment, including date of purchase, warranty date, and history of repairs. (4.044)	Dishes & utensils used for eating and drinking and in prep of food and drink shall be cleaned and sanitized after each use. Dishwashing machine reach temp of 165 degrees or alternative comparable method.	Dishes & utensils used for eating and drinking and in prep of food and drink shall be cleaned and sanitized after each use. Dishwashing machine reach temp of 165 degrees or alternative comparable method.	(in CA, must meet Title 22)		
utside vendor	Food from outside vendor from source	Preparation source meets all applicable	Preparation source meets all applicable requirements for	(in CA, must meet Title 22)	Food may be prepared at an approved facility	

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	approved by local health authority. (4.066)	requirements for commercial food services. 101227	commercial food services. 101227		and transported to the program in appropriate sanitary containers and at appropriate temperatures.	
ransportatio of food.	Food is transferred in clean, covered, and temperature controlled containers. Hot foods: 140 degrees or higher. Cold foods: 40 degrees or lower. (4.067)	Center has equipment and staff to receive and serve food and clean up.	Center has equipment and staff to receive and serve food and clean up.	(in CA, must meet Title 22)	See above.	
ACILITIES APPLIES, EQUIPMENT TRANSPORTATION						
ocation, layout, construction	Center is not located in a private residence. (5.001) Yearly submission to local licensing authority, stating facility complies with the Fire Prevention Code. (5.003)	Prior notification to construction or alterations of building. Department has authority to require building inspection is suspicion of hazard to children's health and safety exists. 101237 -Follow Health Dept. Code	Prior notification to construction or alterations of building. Department has authority to require building inspection is suspicion of hazard to children's health and safety exists. 101237 -Follow Health Dept. Code	Agency must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child. 1304.53	Space is arranged to facilitate a variety of activities for each age group.	
istinguishing areas, standards	In buildings of wood construction, children cared for	CA Fire Code first floor only unless sprinklers and two exits dedicated to	CA Fire Code first floor only unless sprinklers and two exits dedicated to children only. Exits,	-Indoor and outdoor space for infants/toddlers separated from	Space is arranged to accommodate children individually, in	The preschool facilities meet the required legal standards for fire

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	only on ground floor. Rooms have door to exterior that is easy to open. (5.008) -Play, dining, and napping only takes place in the same room if room is of sufficient size to have a defined area for each activity. Use of the room for one purpose does not interfere with the use of another room of another purpose. (5.012)	children only. Exits no locks, openable by children.	no locks, openable by children.	general walkways and from areas used by preschoolers. 1304.53 - Exits clearly visible and evacuation routes marked. 1304.53. - Space organized into functional areas, recognizable by children. Allow social interactions. 1304.53.	small groups, and in large group. There are clear pathways for children to move from area to another without disturbing activities. Areas are organized for easy supervision by staff. Staff has access to designated space in sufficient time to prepare the environment before children arrive.	protection, safety, sanitation, and health. They are suitable for the size and program of the preschool and are clean and well-maintained. Outdoor play areas are of sufficient size and are safe for the children to play. 6.1
privacy					Private areas where children can play or work alone or with a friend are available indoors and outdoor, book corners, tunnels, playhouses easy for adults to supervise..	
dangerous areas of the enter.	Rooms for kitchen, heater, maintenance, storage, paint or toxic substances separated from child care areas and exits. (5.0110)	CA law – no closer than 300 ft. to toxic materials. Separate storage for cleaners, disinfectants, toxins. Not counted in square footage allowed for children.	CA law – no closer than 300 ft. to toxic materials. Separate storage for cleaners, disinfectants, toxins. Not counted in square footage allowed for children.	Safety inspection annually to ensure space, light, ventilation, heat, etc. are healthful for children. 1304.53.		

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ocation and yout safety.	-Located in areas not subject to high air pollution, loud or constant noise, heavy traffic, and away from unsafe buildings, deep excavations, radiation or harmful environmental elements. (5.005)	Fencing required, 4 feet high - Any construction or equipment that could pose hazard shall be made inaccessible to children. Include incinerators, air conditioning equipment, water heaters and fuse boxes.	Fencing required, 4 feet high - Any construction or equipment that could pose hazard shall be made inaccessible to children. Include incinerators, air conditioning equipment, water heaters and fuse boxes.	-Play areas arranged to prevent any child from leaving the premises and getting into unsupervised areas. Children must not be exposed to vehicular traffic without supervision. 1304.53.	Outdoor play area is protected from access to streets and other dangers by fences or natural barriers.	The preschool provides adequate protection for the play area, including fencing for play areas of children under kindergarten age. 6.14
lay Indoors	35 sq. ft per child 50 sq. ft wall-to-wall FA138 - Office space separate from care areas provided for admin. & staff. FA8	35 sq. ft per child - Office space not counted in square footage for children	35 sq. ft per child - Office space not counted in square footage for children	35 sq. ft. of usable space per child. 1304.53(a)(5)	35 sq. ft per child. Enough usable space indoors so children are not crowded. (G-1a)	-The physical environment includes adequate indoor space arranged to accommodate children's various activities. 6.3 -Indoor floor space meets or exceeds state regulations. A minimum of 35 sq. ft. per child is recommended. 6.3.1
indows	Windows where children are under 5 years of age are constructed or adjusted to limit the exit opening accessible to children less than 3.5 inches, or are protected with guards. Guards					

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	can be released in the case of emergency by staff. (5.014)					
safety of windows	Openings used for ventilation are screened against insects. (5.015) -Glass windows and door panels within 36 inches of the floor have safety guards, and equipped with a vision strip. (5.0166)	All window screens in good repair and free of insects, dirt and debris.	All window screens in good repair and free of insects, dirt and debris.	Windows and glass doors prevent injury to children. 1304.53.	Screens placed on all windows that open.	
doors	-Each building has at least 2 exits leading to an opening at ground level. (5.020). -Exits have ramps if there are children with disabilities. (5.021) - Doorways free of debris. Two exits. No lock or fastening to prevent escape from interior. (5.018)	ADA Fire Code	ADA Fire Code	(in CA, must meet Title 22)		
heating/cooling	Draft-free temperature of 65 degrees to 75 degrees F is maintained at 30%-50% relative humidity. (5.028)	Comfortable temperature for children maintained at all times between 68 – 85 degrees.	Comfortable temperature for children maintained at all times between 68 – 85 degrees.	(in CA, must meet Title 22)	Areas used by children are well-lighted and ventilated and kept at a comfortable temperature.	Buildings maintain adequate lighting, good ventilation, and a comfortable temperature. 6.10.2

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	-All heating and ventilating equipment inspected before each cooling and heating season. (5.032)					
lectrical	Facilities have electric service. Outlets and fixtures installed and connected to the source of energy, meeting the National Electric Code. (5.047) - Electrical outlets are child resistant. (5.048) -If extension cords are used, not placed under carpeting or across water source. Not frayed or overloaded. (5.051)	Fire Code	Fire Code	Rooms well lit. Emergency lighting also provided. 1304.53. - Electrical outlets use child-resistant covers or center uses safety plugs. 1304.53	Electrical outlets are covered with protective caps.	Electrical outlets are covered. 6.10.1
ire	Smoke detection system installed and placed in each story in front of doors to the stairway, corridors of all floors, langes, and sleeping rooms. (5.053) - Fire extinguishers	Fire Code.	Fire Code.	No highly flammable furnishings or materials. 1304.53. - Approved, working fire extinguishers available. 1304.53 Appropriate number of smoke	Smoke detectors and fire extinguishers are provided and periodically checked.	-The fire escape route and procedures are posted in a conspicuous place in each room. 7.10.1 - Staff members are familiar with fire escape route and procedures, and they can operate fire extinguishers. 7.10.2

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	installed and maintained. A-B-C size and # determined by local Fire Marshall. (5.054)			detectors installed and tested regularly. 1304.53.		- Fire drills are held monthly, and a fire drill log is maintained including the date, time, evacuation time, and number of children. 7.10.3 - Fire extinguishers and smoke detectors are provided and checked periodically. 7.10.4
Water	Facility supplied by piped running water under pressure from source approved by EPA. Any facility not served by public water supply shall keep documentation of approval on file. (5.055) - Drinking water tested by the regulatory health authority at least once a year. Testing in compliance with NSF, or equivalent. (5.059)	Drinking water from non-contaminating fixture readily available both indoor and outdoor activity areas. 101239.2 - Children free to drink as they wish. Anchored steps or broad-based platform utilized when drinking fountain to high.	Drinking water from non-contaminating fixture readily available both indoor and outdoor activity areas. 101239.2 - Children free to drink as they wish. Anchored steps or broad-based platform utilized when drinking fountain to high.	Only sources of water approved by local or State health authority used. 1304.53	The program presents valid certification that it is in compliance with all legal requirements for protection of the health and safety of children in group setting, such as sanitation, water quality, and fire protection.	Drinking water, sinks, and toilets are readily accessible to children. Platforms or safe steps are provided as necessary. 6.9
Emergency/bottled water	Emergency safe drinking water supplied during	Bottled water or portable containers allowed	Bottled water or portable containers allowed provided water	(in CA, must meet Title 22)	See above.	

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	interruption of regular approved supply. Bottled water certified as chemically & bacteriologically potable by local Health Dept. (5.063)	provided water and containers are free of contamination, secured to prevent tipping. Condition of initial licensure inspection of water and bacteriological analysis by local health dept. subsequent evidence as frequently as necessary. 101172	and containers are free of contamination, secured to prevent tipping. Condition of initial licensure inspection of water and bacteriological analysis by local health dept. subsequent evidence as frequently as necessary. 101172			
hot water		Faucets used by children for personal care shall deliver hot water.	Faucets used by children for personal care shall deliver hot water.	(in CA, must meet Title 22)	Hot water does not exceed 20F at outlets used by children. (H-17)	
ewage	Sewage facilities provided and inspected in accordance with local regulations. - Where public sewer not available, septic tank system approved by local health installed. (5.064)	Health Dept. Codes	Health Dept. Codes	All sewage disposed of through a locally approved sewer system. Garbage stored in a safe and sanitary manner. 1304.53		
Waste & Diaper Storage	Garbage & rubbish removed from classrooms daily rooms occupied by children at least twice weekly or at	Solid waste stored, located in manner that will not transmit communicable diseases or odors,	Solid waste stored, located and disposed in manner that will not transmit communicable diseases or odors, create a nuisance or provide a breeding	(in CA, must meet Title 22)	The facility is cleaned daily, including disinfecting bathroom fixtures and removing trash.	The diapering area is sanitized after each use, and soiled diapers are stored in a sealed container. 6.4

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	frequencies approved by regulatory health authority. (5.065)	create a nuisance or provide a breeding place or food source for insects or rodents.	place or food source for insects or rodents.			
Waste Containers	Containers are approved by the regulatory health agency. Constructed of durable metal or other types of material, and free from openings for pests and animals. Kept covered with tight-fitting lids of covers when stored. (5.066)	Drainage device to allow for complete cleaning. -Containers for storage of solid waste have tightfitting cover that is kept on, in good repair, and leakproof and rodent proof.	Drainage device to allow for complete cleaning. -Containers for storage of solid waste have tightfitting cover that is kept on, in good repair, and leakproof and rodent proof.	(in CA, must meet Title 22)		
Soiled Diapers	Soiled diapers stored in containers separate from other waste. Washable, plastic liner, tightly covered, operated with foot pedal within arms reach of changing table. Separate container for cloth diapers and soiled clothes. (5.067)	-Soiled waste containers emptied once per week.	-Soiled waste containers emptied once per week.	(in CA, must meet Title 22)	Soiled diapers are disposed of or held for laundry in closed containers and out of reach of children. Soiled waste containers cleaned and disinfected daily.	The diapering area is sanitized after each use, and soiled diapers are stored in a sealed container. 6.4
Pest Control	Areas where children play are free from animal	Center take measures to keep center free of flies, and	Center take measures to keep center free of flies, other insects, and	(in CA, must meet Title 22)	Screens placed on all windows that open.	

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	wastes, insects, etc. (5.070) Facility excludes and exterminates pests when there is the presence of pests. The extermination is done by a certified pest controlled operator. (5.070)	other insects, and rodents.	rodents.			
	Each foundation, floor, wall, ceiling, roof, window, exterior door, and basement and cellar hatchway is free from openings allowing rodents to enter. (5.071)				The program presents valid certification that it is in compliance with all legal requirements for protection of the health and safety of children in group setting, such as sanitation, water quality, and fire protection.	
General furnishings	Furniture is durable and child-sized, adapted for children's use. Tables are at waist height of child-user, and feet can reach a firm surface when the child is seated. (5.076)	Tables & chairs scaled to size of children. 101239	Tables & chairs scaled to size of children. 101239	- Agency must provide for the maintenance, repair, safety, and security of all materials and equipment. 1304.53 -	Chairs, tables, and eating utensils are suitable for the size and developmental levels of the children. - The building, play yard, and all equipment are maintained in safe, clean condition and in good repair. No sharp edges, splinters, protruding or rusty nails, or missing parts	The physical environment includes appropriate furnishings. 6.10

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cleaning, toxic substances	Equipment, furnishings, toys, and play materials have smooth, nonporous surfaces or washable fabric surfaces. Easy to clean and sanitize. (5.077)	All materials and surfaces accessible to children, including toys, shall be free of toxic substances. 101239	All materials and surfaces accessible to children, including toys, shall be free of toxic substances. 101239	Infant and toddler toys made of non-toxic materials, sanitized regularly. 1304.53(b)(2)	The building, play yard, and all equipment are maintained in safe, clean conditions and in good repair.	
Arrangement	Equipment placed to avoid collisions and accidents and permit freedom of action by children. (5.078)	Furniture and equipment including cots and mats used for napping, arranged so that no exit is blocked. 101239	Furniture and equipment including cots and mats used for napping, arranged so that no exit is blocked. 101239	(in CA, must meet Title 22)	Space arranged for a variety of individual and group activities. There are clear pathways for children to move from one area to another without disturbing activities. Areas are organized for easy supervision by staff.	Space is arranged to accommodate large and small groups of children. Examples: ~Infants have a protected space for crawling and playing. Toddlers and twos have a book corner as well as space arranged to provide for a variety of activities using such items as blocks, art supplies, and manipulatives; involving music, movement, and water play. Preschool space is arranged to provide for activities such as art projects, music, science, and math; including a library corner, manipulatives, blocks, and materials for home and community role-play

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						and for sand and water play. Before- and after-preschool programs provide space for older children separate from the younger ones. Opportunities for both active and quiet work and play are offered. 6.3.2
looring	Floors, walls, ceilings smooth, good repair, easy to clean. Free from cracks, bare concrete, dampness, splinters, sliding rugs, and uncovered telephone jacks or electrical outlets. -Carpeting is clean, in good repair, nonflammable, and nontoxic. (5.079)	Floors shall have a surface that is safe and clean.	Floors shall have a surface that is safe and clean.	(in CA, must meet Title 22)	Floor covers are attached to the floor or backed with non-slip coverings. Electrical outlets are covered with protective caps	Each room contains carpet and other sound-absorbing materials. 6.10.3
ligh chairs	Wide base and equipped with a tray, with a passive means to prevent a child from slipping. Chairs have a safety strap. Labeled and warranted by the manufacturer.	High chair have broad-based legs.	High chair have broad-based legs.	(in CA, must meet Title 22)		

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cribs	(5.081) Cribs are made of wood, metal, or plastic, and have secure latching devices. Slats spaced no more than 2-3/8 inches apart, with a mattress fitted so that no more than 2 fingers can fit b/w the mattress and the crib side in the lowest position. (5.145)				Sides of infants' cribs are in a locked position when cribs are occupied.	
rohibited quipment	Infant Walkers prohibited. (5.083) -Projectile toys prohibited. (5.090) -Water play tables prohibited. (5.091) -Play with balloons prohibited. (5.089)	Infant Walkers prohibited.	Infant Walkers prohibited.	(in CA, must meet Title 22)	- The water table is cleaned and sanitized with a bleach solution daily, when in use.	
elephone	Facility shall provide one working non-pay telephone for general and emergency use. (5.084)	Telephone in working order required.	Telephone in working order required.	(in CA, must meet Title 22)	Emergency telephone numbers, including poison control services are posted by telephones.	
lay quipment	Meets the standards of the Consumer Product Safety	All meet standards of Consumer Product Safety Commission and	All meet standards of Consumer Product Safety Commission and American Society for	- Equipment is age-appropriate, safe, and supportive of	A Variety of age-appropriate materials and equipment	The are adequate instructional equipment and supplies at the

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	Commission and the American Society for Testing and Materials for Juvenile products. Appropriate to the developmental needs of the child. Enough play equipment that long waits are avoided. (5.085) –Hazardous play equipment is made inaccessible to children by barriers. (5.086)	American Society for Testing and Materials for juvenile products. -Playground equipment securely anchored to ground. Safe condition, free of sharp, loose or pointed parts. 101239 - US Consumer Product Safety Standards	Testing and Materials for juvenile products. -Playground equipment securely anchored to ground. Safe condition, free of sharp, loose or pointed parts. 101239 -US Consumer Product Safety Standards	child's developmental level. 1304.53 -Selection and maintenance of equipment and surfaces minimize injury to children. 1304.53(a)(10)(x) -Meets needs of children and adults. Equipment, toys, materials, and furniture must be supportive of the specific educational objectives of the local program and the cultural and ethnic backgrounds of the children. 1304.53 - Equipment stored in a safe and orderly fashion when not in use. 1304.53 (b)(1)(vii)	available for children indoors and outdoors. A sufficient quantity of materials and equipment is provided to avoid problems with sharing or waiting . - Climbing equipment, swings, and large pieces of furniture are securely anchored. (H-19b)	appropriate age level and in the quality and amount required for achieving the preschool's spiritual and educational objectives. Included are both outdoor and indoor equipment. 6.12 -Toys and toy parts for infants and toddlers are large enough to prevent swallowing. 7.1.2
lore play equipment uidelines...	Tricycles and other riding toys spokeless, steerable, and appropriate size. And have low centers of gravity. Good condition,				Infants: simple, lightweight, open ended, easily washable toys. Pictures of real objects. Toddlers: push and pull toys,	-The preschool has age-appropriate play equipment that is safe for use by children. The equipment is inspected on a regular basis. 6.13

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	free of sharp edges or protrusions. Helmets worn by all riders. Plastic liners used so children can share helmets. When not used, toys stored in location free from obstacles. Riding toys inspected. (5.092)				stacking toys, large wooden spoons/beads/cubes, sturdy picture books, music, pounding bench, simple puzzles, play telephone, dolls, pretend toys, large paper, crayons, sturdy furniture to hold on to while walking, sand and water toys.	-Playground equipment is varied and sufficient for the number of children on the playground at the same time. Examples: Climbing apparatus, swings, slides, riding toys, equipment for sand and water play, playhouse, and outside easel. 6.13.1
supplies	Facility maintains one readily available first aid kit, and another for field trips. First aid kit kept in each vehicle used to transport children, containing all the items necessary (list provided). (5.093)	First aid supplies in location accessible to staff but inaccessible to children. Taken on field trips.	First aid supplies in location accessible to staff but inaccessible to children. Taken on field trips.	(In CA, must meet Title 22)	Adequate first-aid supplies are readily available.	The preschool maintains adequate first aid supplies, which are conveniently available in each classroom. 7.7
sinks	Handwashing sink is accessible without barriers to each child care area. Sinks are placed at the child's height, and equipped with a stable step platform to make the sink available to children. Children have	Sink within arms reach of changing table.	Sink within arms reach of changing table.	(In CA, must meet Title 22)	A sink with running water of comfortable temperature is very close to diapering and toileting areas. Toilets, drinking water, and hand washing facilities are easily accessible to children. Soap and disposable towels	Drinking water, sinks, and toilets are readily accessible to children. Platforms or safe steps are provided as necessary. 6.9

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	access to water, at a temp. at least 60 and no hotter than 120 degrees. (5.126)				are provided.	
toxic substances	Cleaning materials, detergents, aerosol cans, pesticides, etc. stored in original containers, used according to manufacturers for intended purpose. Not used in manner that will contaminate play surfaces, food, or constitute hazard to children. When not in use kept in place inaccessible to children and separate from medications and food. (5.100)	Soaps, detergents, cleaning compounds or similar substances stored in areas separate from food supplies. 101227. Dispose of water and any disinfectants/solutions that have been used for cleaning. 101238 Disinfectants, cleaning solutions, poisons and other items that could pose a danger shall be stored where inaccessible to children. Storage areas for poisons shall be locked. Firearms and other weapons not allowed on or stored on premises. 101238	Soaps, detergents, cleaning compounds or similar substances stored in areas separate from food supplies. 101227. Dispose of water and any disinfectants/solutions that have been used for cleaning. 101238 Disinfectants, cleaning solutions, poisons and other items that could pose a danger shall be stored where inaccessible to children. Storage areas for poisons shall be locked. Firearms and other weapons not allowed on or stored on premises. 101238	Free of toxins, cigarette smoke, lead, pesticides, herbicides, and other air pollutants. 1304.53(a)(8)	Certification that nontoxic building materials, no lead paint or asbestos used. - All chemicals and potentially dangerous products such as medicines or cleaning supplies are stored in original, labeled containers in locked cabinets inaccessible to children. (H-20a)	
toilets Areas	Toilets located on the same floor as, and next to,	All toilets, handwashing and bathing facilities	All toilets, handwashing and bathing facilities maintained in safe and	Facilities are clean and in good repair.	Toilets, drinking water, and handwashing	-Restrooms used by children are cleaned daily. 6.6

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	the sleeping areas.(5.116)	maintained in safe and sanitary operating condition. Additional equipment, aids or conveniences provided as needed.	sanitary operating condition. Additional equipment, aids or conveniences provided as needed.	1304.53(a)(7)	facilities are easily accessible to children. (H-17a) -Soap and disposable towels are provided. (H-17b) -Sink with running water of comfortable temperature is very close to diapering and toileting areas. (H-14b)	-Sinks are located in the area near the toilets, with soap and paper towels provided. 6.7 -Children and adults wash their hands after toileting, before eating or handling food, and as necessary to prevent the spread of disease. 6.8 -Drinking water, sinks, and toilets are readily accessible to children. Platforms or safe steps are provided as necessary. 6.9
eparate om other reas.	-Toilets are located in rooms separate from those used for cooking or eating. An adult accompanies children younger than 5 years of age to and from the toilet area. (5.117)	Separate toilet facilities for males and females 6 yrs. or older.	Separate toilet facilities for males and females 6 yrs. or older.	(in CA, must meet Title 22)		
ratios	Ratios of toilets, urinals, and hand sinks, easily accessible and able to be	1:15 sink & toilet – toddler – school age	1:15 sink & toilet – toddler – school age	(in CA, must meet Title 22)		

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	supervised: 1:10 for toddlers and preschool-age. 1:15 for school-age. (5.122)					
aundry	Each center has a mechanical washing machine and dryer on site or contracts with a laundry service. (5.140)	Linens provided to meet needs.	Linens provided to meet needs.	(in CA, must meet Title 22)	Individual bedding is washed once a week and used by only one child between washings. Individual cribs, cots, and mats are washed if soiled	Infant bedding is washed daily and is used by only one child between washings. Preschool bedding is washed as needed, at least weekly. 6.5
leeping	Facility has individual cribs, cot, sleeping bag, bed, mat, or pad with clean linen for each child who spends more than 4 hours a day in the center. Children do not sleep on a bare, uncovered surface. Covering is seasonally appropriate. (5.144)	All children given opportunity to nap/rest without disturbance. Cot or mat available for each child under age 5. No child forced to stay awake or stay in nap area longer than normal period. 101230b	All children given opportunity to nap/rest without disturbance. Cot or mat available for each child under age 5. No child forced to stay awake or stay in nap area longer than normal period. 101230b	(in CA, must meet Title 22)	Encourage health practices such as getting enough rest.	
specially for infant leeping.	Separate sleeping rooms for infants, with a minimum of 30 sq. ft. of space per child. (5.143)	Separate napping room required. Large enough for each child, not touching.	Separate napping room required. Large enough for crib for each child, not touching.	(in CA, must meet Title 22)		
rrangement f cribs	Objects hung over an infant in a crib are held securely, and in a	Napping equipment arranged providing access to		Space cribs and cots for infants and toddlers at least three ft.		

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	way that the infant is not injured if it falls on the infant. (5.088)	walkway.		apart to avoid spreading of contagious illness. 1304.22(e)(7)		
standards for cribs	All cribs meet the standards of the American Society for Testing Materials. (5.145) -Mats and cots are covered with a waterproof material, easily washed and sanitized. (5.144)	Mats constructed of foam at least ¾" think. Covered with vinyl that can be wiped. Marked or colored so sleeping side distinguished.	Mats constructed of foam at least ¾" think. Covered with vinyl that can be wiped. Marked or colored so sleeping side distinguished.	Reduce risk of SIDS- all mattresses for infants are firm. Avoid soft bedding. 1304.53(b)(3)		
storage of cribs	Sleeping mats stored so there is no contact with the sleeping surface of another mat. (5.144)	Sleeping mats stored so identifiable & no contact with another mat. Wiped with detergent weekly or when soiled.	Sleeping mats stored so identifiable & no contact with another mat. Wiped with detergent weekly or when soiled.	(in CA, must meet Title 22)		
prohibitions on cribs	Children younger than 6 years do not use the upper levels of the double-deck beds. (5.148)	Stack cribs prohibited. -No double-deck beds -Bedding not shared	Stack cribs prohibited. - No double-deck beds	(in CA, must meet Title 22)		
storage	Separate storage area for each child & staff. Labeled bedding labeled and stored separate. -Toothbrushes, towels, and washcloths are dry so they can	General permanent or portable storage space shall be provided for equipment and supplies.	General permanent or portable storage space shall be provided for equipment and supplies.	(in CA, must meet Title 22)	Individual space is provided for each child's belongings. There is a place to hang clothing. There are places for storing extra clothing and other belongings such as art work. (G-5)	-Individual spaces, such as cubbies, are provided for the children's work and personal belongings. 6.3.3 -The facility includes adequate and well-maintained storage

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	be stored. (5.151)					space. Storage space includes provision for resources that are rotated to maintain interest. Examples: Books manipulatives, nature and science materials, role-play props, and music and movement equipment. 6.15
storage of dangerous items	Facility has storage space for all adaptive equipment to be stored in a safe way. (5.152) -Gasoline and other flammable materials are stored in a separate building. (5.158) Free of firearms, pellet or BB guns, darts, bows, etc. (5.161)	No firearms on premises or stored.	No firearms on premises or stored.	(in CA, must meet Title 22)		-The preschool has appropriately stored all potentially dangerous products in a locked cabinet. 7.11 -There is a plot plan of the preschool property that identifies the location of all materials that are "dangerous if swallowed" and other hazardous materials. 7.11.1 -All chemicals, medicines, and other "dangerous if swallowed" materials are stored in their original containers. 7.11.2
layground/ outdoor Play	Facility is equipped with an outdoor play area that directly	Outdoor play area permits children to reach safely. 75 sq. ft. per child.	Outdoor play area permits children to reach safely. 75 sq. ft. per child.	75 sq. ft. per child for each child 1304.53(a)(5)	Minimum of 75 sq. ft of play space outdoors per child. (G-1-b)	-The physical environment includes adequate outdoor space developed to

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	adjoins the indoor facilities or that can be reached be a route free of hazards, no farther than 1/8 mile from the facility. 75 sq. ft. for each child using the playground at one time. (5.162)					accommodate various play activities. 6.11 -Outdoor play space meets or exceeds state regulations. 75 sq. ft. per child is recommended. 6.11.1 -The preschool provides adequate protection for the play area, including fencing for play areas of children under kindergarten age. 6.14
q. footage per child.	Exceptions: 33 sq. ft. per infant. 50 sq. ft. per child 18-24 months. (5.162) -If a facility has less than 74 sq. ft of outdoor space per child, there is a space for active play indoors. (5.163)	75 sq. ft. per infant 75 sq ft. per toddler	75 sq. ft. per infant 75 sq ft. per toddler	(in CA, must meet Title 22)		Indoor floor space meets or exceeds state regulations. A minimum of 35 sq. ft. per child is recommended. 6.3.1
rea available	Total outdoor play area accommodates at least 33% of licensed capacity at one time. (5.164)	Outdoor play area accommodates 100% of capacity or special waiver requested.	Outdoor play area accommodates 100% of capacity or special waiver requested.	(in CA, must meet Title 22)	There is enough usable space for outdoor play for each age group. Age groups use different areas or are scheduled at different times.	-The physical environment stimulates learning. The indoor and outdoor space communicates a sense of order and is aesthetically pleasing. 6.2

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un and hade	Sunlit and shade areas provided by means of open space and tree plantings or other cover in outdoor spaces. (5.177)	Provide shaded rest area for children.	Provide shaded rest area for children.	(in CA, must meet Title 22)	Balance of sun and shade.	The playground provides areas of sun and shade. 6.11.2
andboxes	Sandboxes have drainage. Covered when not in use. Regularly cleansed of foreign matter. Free from animal excrement. Sand in the box is washed regularly. (5.180)	Sandboxes inspected daily and kept free of hazardous foreign materials.	Sandboxes inspected daily and kept free of hazardous foreign materials.	(in CA, must meet Title 22)	Sandboxes have coverings when not in use.	
quipment urfaces, ushioning	Any impact absorbing material beneath play equipment is checked at least monthly for packing, and if found to be compressed, it is fixed. (5.197) -All equipment is free of sharp edges, protruding parts, weaknesses, and flaws in material construction. (5.185)	Area around and under high climbing equipment. Cushioned with material that absorbs falls. Sand woodchips, peagravel, rubber mats. 4" of sand.	Resilient surface around equipment. 4" of sand.	(in CA, must meet Title 22)	Cushioning materials such as mats, woodchips, or sand are used under climbing equipment, slides, and swings. (H-19a)	Wood chips, sand, and other cushioning materials to an appropriate depth are used under equipment such as swings and climbing apparatus, as recommended by licensing or national playground safety standards. 6.13.2
ater Play	Enclosed with fence at least 5 ft.	Ensure inaccessibility of	Ensure inaccessibility of pools and water	(in CA, must meet Title 22)		

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	high and 3 1/2 " of ground. Exit and Entrances have self-closing latching gates; locking device 55" from ground. (5.198)	pools and water through pool cover or 5' fence. Fence cannot obscure pool from view. Bottom and sides comply with Division 1, Appendix Chapter 4 of Uniform Building Code.	through pool cover or 5' fence. Fence cannot obscure pool from view. Bottom and sides comply with Division 1, Appendix Chapter 4 of Uniform Building Code.			
Containers of water.	Bathtubs, buckets pails emptied immediately after use. (5.212) - Small, portable wading pools not permitted. (5.213)	Empty after each use, operating pump and filtering system. - Wading pools OK, no fence for inflatable or portable plastic with sides low enough for children to step out unassisted.	Wading pools OK, no fence for inflatable or portable plastic with sides low enough for children to step out unassisted.	(in CA, must meet Title 22)		
Water standards (pools)	PH levels between 7.2 and 7.8 (5.216) -Water temp. between 82 and 88 degrees. (5.218) -Water sampled for bacteriological analysis at intervals required by the local health authority. (5.216)			(in CA, must meet Title 22)		
Walkways, steps, Stairs	All walking surfaces have a non-slip finish. (5.191)	All outdoor and indoor passageways, stairways, inclines, ramps, open porches	All outdoor and indoor passageways, stairways, inclines, ramps, open porches	(in CA, must meet Title 22)	Clear pathways.	

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	-All walking surfaces are free of holes and irregularities. (5.192) - Inside and outside stairs, ramp, porches, and other walkways are constructed for safe use and are in good repair. (5.220)	ramps, open porches and other areas of potential hazard shall be kept free of obstruction.	and other areas of potential hazard shall be kept free of obstruction.			
stairs	Securely installed, effective guards are provided at the top and bottom of each open stairway in facilities with infants and toddlers. (5.225)	Uniform building code.	Uniform building code.	(in CA, must meet Title 22)	Stairways well-lighted, equipped with handrails.	
uardrails and Handrails	Preschool and school age bottom guardrail no more than 2 feet above floor for all porches, landings, balconies. Infants no more than 6" above floor. (5.221) - Handrails at a maximum height of 38" on both sides of stairway, securely attached. (5.223)	Uniform building code.	Uniform building code.	(in CA, must meet Title 22)		

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ADMINISTRATION						
Program Governance	Facility has identifiable governing body or person with responsibility over operation of the center. Governing body employ one person who is responsible for day-to-day management. (8.001)	Delegation of Authority form. Accountable for general supervision and establishment of policies concerning operation. Governing body shall be active and functioning. 101214	Delegation of Authority form. Accountable for general supervision and establishment of policies concerning operation. Governing body shall be active and functioning. 101214	Standards of conduct: Respect unique identity of child Follow confidentiality policies 1304.52(h)(1)(i)-(ii)	In cases where program is governed by a board of directors, the program has written policies defining roles and responsibilities of board members and staff. Board members are informed about elements and methods involved in implementing a high quality, DAP program. Records of board meetings are kept.	There is a board or committee responsible for the general policies and the financial stability of the preschool. Provisions are made by the board to encourage good communication and mutual respect between itself, the administration, the faculty and staff, the parents, and the students. 1.1
Policies, written	Written delegation of administrative authority, designating the person in charge of the facility and the person in charge of individual children, for all hours of operation. (8.002)	Center must comply with all written policies.	Center must comply with all written policies.	(In CA, must meet Title 22)	The program has a written statement of its philosophy and goals for children which is available to staff and parents. The learning environment and activities for children reflect the program's philosophy and goals.	The board establishes and maintains written policies that are consistent with the school's biblically-based philosophy. 1.1.2
Management Plan	Management Plan includes: Admission Policy Supervision Policy Discipline Policy	Written and kept on file Plan of Operation including: Statement of purpose, program goals;	Written and kept on file Plan of Operation including: Statement of purpose, program goals;	(in CA, must meet Title 22)	List of Documents: Goals/Philosophy Curriculum Plan Daily Schedules Operating Policies Personnel Policies	An advisory board or committee is required for accredited member Christian preschools. 1.1.1 The board defines

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	Care of Ill Children Health Plan Medication Policy Emergency Plan Evacuation Plan and Drills Safety Plan Nutrition Plan and Policy Evening and Night Care Smoking and Prohibited Substances Review and Revision of Policies, Plans, and Procedures. (8.005)	methods and goals; Admission policies & procedures; Copy of admissions agreements; Admin organization; Staffing plan, qualifications & duties; Admin organization; Staffing plan, qualifications & duties; Plan for inservice education of staff if regulations governing the center; Sketch of building occupied, including floor plan that describes capacity, sketch of grounds, all show dimensions; Sample menu's & schedule; Transportation arrangements; rate setting policy; Consultant & community resources utilized by center. Any changes subject to department approval.	Admission policies & procedures; Copy of admissions agreement; Admin organization; Staffing plan, qualifications & duties; Plan for inservice education of staff if regulations governing the center; Sketch of building occupied, including floor plan that describes capacity, sketch of grounds, all show dimensions; Sample menu's & schedule; Transportation arrangements; rate setting policy; Consultant & community resources utilized by center. Any changes subject to department approval.		Evidence of nondiscriminatory hiring policies Attendance Records of Staff & children List of enrolled children Emergency evacuation plan Food inspection certificate Meal plans, nutrition information	the preschool's overall vision, mission, and goals. The board also establishes policies with input from the director, and the director leads the staff in implementing the policies and carrying out the preschool's functions. The board by making policy decisions and by hiring the director, has the power to change the school quickly and drastically. 1.0
arent otification of olicies	Parents given policies at enrollment, including statement of	Notification of Parent's Rights. Admission agreements in writing signed by	Notification of Parent's Rights. Admission agreements in writing signed by parent includes: basic	(in CA, must meet Title 22)	Written operating policies and plans for meeting children's nutritional needs	-All preschool parents receive a handbook that describes how the preschool functions on a day-to-

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	services. Parents sign this statement with the standards mentioned above. (8.045)	parent includes: basic services, optional services, payment provisions, refund conditions, right of department, termination conditions. Signed, kept at center, copy to parent.	services, optional services, payment provisions, refund conditions, right of department, termination conditions. Signed, kept at center, copy to parent.		are available to parents.	day basis, including the philosophy statement as well as the policies regarding holidays, illnesses, hours, fees, refunds, enrollment, and termination. 8.1 -Weekly or monthly memoranda are sent to parents as a regular means of communication. 8.2 -The preschool communicates with parents regarding their child's development progress at least annually. 8.3 -Conferences with each child's parent(s) are held at least once a year and at other times as needed to discuss the child's progress, care, and education. Parents are encouraged to participate in the goal-setting process of their child. 8.3.1 -Child observation forms are used for scheduled observations and parent conferences.

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						8.3.2 -Parents are provided information regarding the preschool's philosophy of child development and discipline techniques in order to minimize potential conflicts and confusion for the children. 8.4.2 -Significant changes in a child's physical or emotional state are reported to parents immediately, documented, and placed in child's file. 8.4.3 -The director plans and implements regularly scheduled parent education programs that assist in fulfilling the preschool's spiritual mission. 8.5
Records Personnel Records	Records: name, birth date, address, telephone number, record of work experience, criminal record, health assessment record, name and	Personal records ; application forms including name, DL#, date of employment, signed statement that 18yrs., address, phone #, documentation of ed., experience, duties, termination, signed notice of employee	Personal records ; application forms including name, DL#, date of employment, signed statement that 18yrs., address, phone #, documentation of ed., experience, duties, termination, signed notice of employee	(In CA, must meet Title 22)	Personnel policies including job descriptions, compensation with increments based on performance and pro. Dev. termination, benefits,	

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	telephone number of party to be notified in case of emergency, job description, required licenses, date of employment, daily record of hours worked, record of continuing education, written performance evaluations, benefits, signed statement of agreement that he/she understands all child-care regulations. (8.058)	duties, termination, signed notice of employee rights. Health screening, tb test. Kept for 3 yrs. at site.	rights. Health screening, tb test. Kept for 3 yrs. at site.		grievances. New staff given probationary period during which their physical and psychological competence for working with children is evaluated.	
statement of services given to parents)	Written Statement of Services given to parents including: Admission policy, supervision policy, discipline policy, care of ill children, health plan, medication policy, emergency plan, evacuation plan, safety plan, sanitation plan, nutrition plan, and Review and	Admission policies in writing and available to public including limitations on license, criteria for children, ages program activities, supplemental services, field trips, transportation, food-service, medical assessment. Admissions agreement signed	Admission policies in writing and available to public including limitations on license, criteria for children, ages program activities, supplemental services, field trips, transportation, food-service, medical assessment. Admissions agreement signed & copy to parents.	(in CA, must meet Title 22)	A process exists for orienting children and parents to the program that may include a pre-enrollment visit, parent orientation meeting, or gradual introduction of children to program.	

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	Revision of policies. (8.005)	& copy to parents.				
Child records	Records: name, address, sex, DOB, full names of child's parents, telephone contacts (parents and emergency, names and telephone of child's primary sources of medical care, health payment resource. Duplicate records with parent signatures, one copy accessible at all times. Information updated quarterly. Duplicate card taken at each excursions. (8.046)	Complete current record for each child maintained at center including: name, DOB, sex, date of admission, name address, telephone # of authorized representative, emergency info, signed copy of admission agreement, physician, medical assessments, dietary restrictions, signed consent for emergency treatment, record of illness, record of meds, date of termination. Kept for three yrs.	Complete current record for each child maintained at center including: name, DOB, sex, date of admission, name address, telephone # of authorized representative, emergency info, signed copy of admission agreement, physician, medical assessments, dietary restrictions, signed consent for emergency treatment, record of illness, record of meds, date of termination. Kept for 3 yrs.	(in CA, must meet Title 22)		
Confidentiality	Written policy of confidentiality of the records of staff and children ensuring that the facility will not disclose material in the records without the written consent of parents. (8.054)	All records confidential. - Cannot reveal or make available any confidential info.	All records confidential. - Not reveal of make available any confidential info.	(in CA, must meet Title 22)	Staff keep information about children, families and associated confidential.	
Attendance and	Daily attendance records kept,	Parent sign-in and out	Parent sign-in and out	(in CA, must meet Title 22)	Attendance records or staff and children	The preschool has developed safe

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departure	including times of arrival and departure for each child: 90 days. (8.059)				are kept.	arrival and departure procedures. 7.14
Recording illness and accidents.	Record illness or injury, date and time, person affected, response of staff, who was notified and response of staff to the symptoms. (8.061)	Any unusual behavior, injury or signs of illness requiring assessment or admin. Of first aid reported to parent and recorded in child's record. 101226.3	Any unusual behavior, injury or signs of illness requiring assessment or admin. Of first aid reported to parent and recorded in child's record. 101226.3	(in CA, must meet Title 22)	Accident records documented.	
financial records		Financial requirements: develop & maintain financial plan and records, submit financial reports.	Financial requirements: develop & maintain financial plan and records, submit financial reports.	(in CA, must meet Title 22)	Fiscal records are kept.	
valuation		Centers inspected by Department at any time, without advance notice. Any person may inspect during operating hours, file complaint. Dept. can interview children, staff, parents, examine all records, physical conditions. Evaluated: deficiencies in writing reasonable time to comply.	CDD notified of all substantiated allegations. Department may inspect at any time, without advance notice. Any person may inspect during operating hours, file complaint. Dept. can interview children, staff, parents, examine all records, physical conditions. Evaluated: deficiencies in writing reasonable time to comply..	(in CA, must meet Title 22)	At least once a year, staff, other professionals, parents are involved in evaluating the program's effectiveness in meeting the needs of children and parents. Includes examination of staff compensation and benefits, turnover, plan is developed to increase salaries, ensure recruitment and retention of	

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licensing	Every facility shall hold a valid license or certificate of, or documentation of, registration prior to operation as required by the local or state statute. (8.065)	Every Center shall hold a valid license displayed in central area.	Every Center shall hold a valid license displayed in central area.	(In CA, must meet Title 22)	qualified staff, and continuity of relationships. The program is licensed or accredited by appropriate state/local agencies. If exempt, program demonstrates compliance with state regulations for centers subject to licensing.	
	All regulatory documentation available: Licensing/registration Fire Inspection, Sanitation, building code, plumbing, gas, and electrical, zoning, water tests, evacuation drill records. (8.066)	All regulatory documentation available: Fire Inspection, Sanitation, building Code, Zoning, water tests, evacuation drill records	All regulatory documentation Fire Inspection, Sanitation, building Code, Zoning, water tests, evacuation drill records	(in CA, must meet Title 22)	The program presents valid certification that it is in compliance with all legal requirements for protection of the health and safety of children in group settings, such as sanitation, water quality, and fire protection.	
	Fire Extinguisher records (inspection and maintenance) renewed every 3 mo. (8.066)	Fire Code	Fire Code	Fire Code	Fire extinguishers are provided and periodically checked.	
	Insurance includes: accident insurance on children, liability, vehicle, property.	Insurance includes: accident insurance on children, liability, vehicle, property.	Insurance include accident insurance on children, liability, vehicle, property.	(in CA, must meet Title 22)	Accident protection and liability insurance coverage is maintained for children, adults, vehicles.	

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	(8.070)					
	Community Resource File updated annually in languages (8.075).	Consultants and community agencies used by center on file.	Consultants and community agencies used by center on file.	(in CA, must meet Title 22)	The director is familiar with and makes appropriate use of community resources including social services, mental and health, educational programs, museums, libraries, neighborhood centers. Staff make appropriate professional referrals when necessary.	