

Navy Child and Youth Programs Health/Sanitation Comprehensive Inspection Family Child Care Homes

Navy Child and Youth Program Health/Sanitation Comprehensive Inspection				
FCC Provider Name			Installation	
FCC Administrator Name			Office Phone:	
FCC Administrator Email				
Inspector Name and Title			Office Phone:	
Inspector Email				
Inspection Date:	Inspection Time:	Number of children present	Under 2 years	Over 2 years
Inspection Type (Select One)				
Comprehensive Health/Sanitation Inspection		Multi-Disciplinary Team Inspection		Initial/Annual Certification Inspection
A. Health Documentation				
COMPONENTS			MET	NOT MET
A.1	Parents review and update child and youth health documentation annually.			
A.2	Child files contain documentation of up-to-date immunizations.			
A.3	FCC Provider files contain documentation of a current health screening.			
A.4	FCC Provider files contain documentation of required immunization for Provider and all household members.			
B. Inspection Oversight				
COMPONENTS			MET	NOT MET
B.1	Health and sanitation findings identified during previous inspections remain corrected.			
B.2	Parents review and update child and youth health documentation annually.			
B.3	Child files contain documentation of up-to-date immunizations or approved waiver.			
C. Food Safety				
COMPONENTS			MET	NOT MET
C.1	Food and beverages served in a safe and sanitary manner. Provider puts food away as soon as possible following meal service.			
C.2	Kitchen equipment, food contact surfaces, dishes and utensils are clean and in good repair.			
C.3	Food purchased or home made with products from approved sources (i.e. grocery store). Fresh fruits and vegetables from a home garden allowed.			
C.4	Food and beverages from Parents brought into the home are appropriately stored and disposed. Only commercial baby food products are used. Home-canned (jar) food is prohibited.			
C.5	Dry goods are appropriately stored.			
C.6	Refrigerated and frozen foods are appropriately stored. Record temperatures:			
C.7	Provider follows appropriate food handling practices.			
C.8	Dishes, utensils, cooking and serving items, and bottles are washed in a dishwasher, or washed in clean, hot, soapy water, rinsed, sanitized in bleach and water solution, and then air dried.			
C.9	Dishes and cooking utensils are stored in a clean dry location, not exposed to dust or other contamination, and are at least 6 inches above the floor.			

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D. Nutrition, Food Service and Dietary Accommodations							
COMPONENTS				MET	NOT MET	NA	
D.1	Drinking water is readily available at all times.						
D.2	Provider follows children's food allergies substitutions and restrictions according to posted list. List is posted where meals and snacks are prepared and served.						
D.3	Provider maintains written documentation of children's dietary accommodations.						
E. Infant Feeding							
COMPONENTS				MET	NOT MET	NA	
E.1	A process is in place for storing and discarding formula and human milk.						
E.2	Provider prepares formula and human milk safely. Bottles are not warmed in crock-pots and microwaves.						
E.3	An accountability system is in place for bottles and labeled with child's name and date.						
F. Facility Design							
COMPONENTS				MET	NOT MET	NA	
F.1	A secure step is located in front of any sink where children wash their hands, or children can reach faucets without a step, or follow Centers for Disease Control procedures for washing infants' hands.						
F.2	FCC providers have access to hand washing and food preparation sinks with hot and cold running water. The kitchen sink is not used for hand washing after diapering or toileting, or it is cleaned and disinfected after such use.						
F.3	Plumbing fixtures are in good working condition.						
F.4	The FCC home is maintained at a comfortable temperature.						
G. Custodial Services/Housekeeping							
COMPONENTS				MET	NOT MET	NA	
G.1	All solid waste and garbage (food & diapers) are kept in a durable, leak-proof, non-absorbent waste container with tight fitting lids and emptied at least daily. Trash containers are hands free.						
G.2	Provider cleans "high-touch" areas daily or as needed, such as door knobs, handles on toilets, remote controls for TV's or video games etc.						
G.3	Provider sweeps or vacuums all floors used by children daily. Washable floors used by children are mopped with disinfectant at least twice per week.						
G.4	Bathrooms are clean and odor free.						
H. Hand Washing							
COMPONENTS				MET	NOT MET	NA	
H.1	Hand washing procedures are posted.						
H.2	There is a hand washing sink with liquid soap, running hot and cold water and paper towels where children and provider can wash and dry their hands.						
H.3	FCC providers follow appropriate hand washing procedures including when preparing food.						
H.4	FCC providers supervise children during hand washing to teach the appropriate hand washing process.						
I. Medication Administration and Storage							
COMPONENTS				MET	NOT MET	NA	
I.1	A current Medication Authorization Form is on file for each medication administered. FCC providers document the administration of medications.						
I.2	Medication is maintained in the original container, properly labeled, and current. Medications that are expired or no longer needed are returned to the parent or properly disposed.						
I.3	Medications are properly stored.						

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I.	Medication Administration and Storage (continued)	MET	NOT MET	NA
I.4	FCC provider knows and understands the medical conditions of children and youth in their care who require rescue medications.			
I.5	Emergency Medical Action Plans are in place for the specific medical conditions of children and youth in the program.			
I.6	FCC Provider has written permission to apply basic topical care items such as diaper cream, sunblock, or lotion.			
J.	Equipment Cleaning and Sanitation			
COMPONENTS		MET	NOT MET	NA
J.1	Cleaning, sanitizing, and disinfecting solutions (diluted bleach) are prepared daily, and labeled with the current date and used appropriately.			
J.2	Clean and individual bedding is provided for each child.			
J.3	Mouthed toys are cleaned and sanitized prior to being used by another child. This include teething rings and pacifiers.			
J.4	Infant equipment is washed and disinfected at least daily.			
J.5	Water tables are drained, cleaned and sanitized daily when used.			
J.6	Furniture and equipment, in areas where food is consumed, are appropriately cleaned and sanitized after meal service.			
J.7	Playground equipment, hard surfaces used for outdoor play and high touch sports equipment are regularly cleaned.			
J.8	Indoor play equipment, toys and surfaces are routinely cleaned, sanitized, and/or disinfected.			
K.	Diapering Procedures			
COMPONENTS		MET	NOT MET	NA
K.1	Diapering procedures are posted at all diapering areas.			
K.2	Provider follows appropriate diapering procedures.			
K.3	Soiled clothing and diapers are changed promptly.			
K.4	Diapering is not conducted immediately adjacent to food preparation areas.			
L.	Sudden Infant Death Syndrome (SIDS) Prevention			
COMPONENTS		MET	NOT MET	NA
L.1	Infants under 12 months are placed on their backs to sleep.			
L.2	SIDS prevention measures are in place.			
L.3	Infants are provided ‘tummy time’ under careful supervision and within arms reach of the FCC Provider.			
L.4	Cribs and porta-cribs meet current federal safety standards.			
M.	Pets and Plants			
COMPONENTS		MET	NOT MET	NA
M.1	Any pet or animal present, indoors or outdoors, shall be in good health, have current immunizations and show no evidence of carrying any disease.			
M.2	Animal cages, pens, bowls, fish tanks and holding areas are clean.			
M.3	Pet and animal food, supplies and litter boxes are properly stored out of children’s reach. Litter boxes, pet food/dishes or pet toys are kept out of reach of children and out of food preparation and service areas.			
M.4	Pets or animals must be even-tempered and friendly and comfortable around children; or they are kept in areas inaccessible to children.			
M.5	Pets and animals are not housed immediately adjacent to areas where meals and snacks are prepared, served, or consumed.			

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N	Facility Maintenance			
COMPONENTS		MET	NOT MET	NA
N.1	Indoor and outdoor areas are clear of litter and clutter.			
N.2	There is no evidence of water damage, mold, or mildew.			
N.3	There is no evidence of pests, insects, rodents, or stray animals.			
O.	Wellness			
COMPONENTS		MET	NOT MET	NA
O.1	Procedures are in place to identify sick children and exclude them from care.			
O.2	The FCC Provider identifies an area in the home where a sick child can rest until parents pick up. The area must be in sight of and sound of the Provider.			
O.3	The FCC Provider reports any communicable and vaccine preventable diseases to the FCC Coordinator.			
O.4	Cots/cribs are appropriately spaced. Cots/cribs/mats are spaced three feet apart or children sleep head to toe.			
O.5	The home and outdoor area are free of signs and odors of smoking, alcohol, and drug use during childcare hours.			
Inspector Comments/Notes:				
<i>* Program must complete the Inspection Deficiency Status Report to include component number and inspector comments for all components marked Not Met. Programs must ensure corrective actions are documented for each component identified by the Inspector.</i>				
Signatures: Review the findings and corrective actions from this inspection with the FCC Provider and FCC Director and provide copies of the signed report.				
Inspector Signature:			Date (YYYY/MM/DD)	
FCC Administrator Signature:			Provider Signature:	