

**DAY HOME ASSESSMENT CHECKLIST
FOR HEALTH-RELATED CONCERNS**

Name of Day Home: _____

Phone: _____

Operator's Name: _____

Fax: _____

Address: _____

Postal Code: _____

Assessment performed on (dd/mm/yy) _____

E-mail address: _____

Total Number of Children: _____, and of those _____ use diapers.

This checklist has been developed to assist day home operators in addressing the health-related aspects of their child care operation. Please complete and submit, along with any other required documentation, to:

Environmental Health Services, #2 Hospital Road, Whitehorse, Yukon Y1A 3H8

Phone: (867) 667-8391 • Fax: (867) 667-8322 • Toll-free: 1-800-661-0408, ext. 8391

E-mail: environmental.health@gov.yk.ca Internet: <http://www.hss.gov.yk.ca/prog/eh/index.html>

MARK BOX IF MET, LEAVE EMPTY IF NOT • USE N/A , IF NOT APPLICABLE

GENERAL

1. *Well Beings* published by the Canadian Paediatric Society; and *Guidelines and Policies for Child Care and Family Day Home Programs*, produced by Yukon Health & Social Services, Child Care Services have been reviewed.

2. Water supply meets the health parameters of the *Guidelines for Canadian Drinking Water Quality*, as updated. Water source is:
 Municipal (piped), or
 Private (wells or delivered water)
 For a private water source, the water is tested annually for bacterial growth. Day homes with infants are to test for nitrate levels every 3 years. [Surface water or dug wells must be treated (e.g., filtration, chlorination). Water holding tanks are to be annually cleaned and sanitized, more often if necessary. The operator is responsible for any fees or charges incurred for water tests or maintenance.]

3. Indoor heating is provided, and capable of maintaining a minimum temperature of 17°C (62.6°F). Indoor temperature ranges generally range between 20°C (68°F) to 25°C (77°F).

4. Ventilation is adequate [refer to *Well Beings*].

5. Hot water is provided, and where children have access, the temperature is set at a maximum of 48.8°C (120°F) or a scald guard is installed.

6. Day home is serviced by a municipal sewer system, or by an adequately sized and approved sewage disposal system.

7. Drains and plumbing fixtures meet *National Building Code* standards and are in good repair, and operating as intended.

8. Play areas have adequate lighting, so as not to cause eye strain [refer to *Well Beings*].

9. Chemicals, cleaning supplies, hazardous products and medications are being stored in such a manner that they are not accessible to children. Preferably in a locked cupboard or cabinet, and not just out of reach.

10. Day home does not have a pest infestation problem. [Should pests (insects, rodents, animals that may be harmful) become a problem contact an Environmental Health Officer (E.H.O.).]

- 11. Thumbtacks and staples are not used in infant/toddler play, sleeping or eating areas; or in the kitchen.

(February, 2003)

- 12. Wood stoves & heating units are not accessible to children (e.g., fenced off).
- 13. Indoor and outdoor garbage is being handled as outlined in *Well Beings*.
- 14. Pets are handled as outlined in *Well Beings* and the *Guidelines and Policies for Child Care and Family Day Home Programs*.
- 15. Plants, located in areas accessed by children, are not harmful. A list of acceptable indoor and outdoor plants is available in *Well Beings*.
- 16. All indoor areas, used by children, have finished surfaces, including ceiling tiles and floor coverings.

FOOD SERVICE

- 17. Operator has successfully completed FOODSAFE Level 1.
- 18. Kitchen is constructed so that it is readily cleanable. Walls, floor covering (carpet not permitted), counters, cabinets and drawers are non-absorbent, free from cracks/crevices; and are being maintained in a clean and sanitary manner.
- 19. Kitchen is bright, well lit [refer to *Well Beings*].
- 20. Other than food provided by a parent or guardian for their own child(ren), food (and beverages) are supplied in accordance to *Well Beings*.
- 21. All milk/milk products and honey are pasteurized. Honey is not given to infants.
- 22. Fruits and vegetables are thoroughly washed before preparation or being served.
- 23. Cracked eggs are not used.
- 24. In the refrigerator, raw meat is stored below ready-to-eat foods.

- 25. Food/food products are protected from contamination (e.g., covered, placed in sealed food-grade plastic containers).

- 26. Potentially hazardous food/food products (e.g., meat and meat products, milk and milk products, eggs, poultry, fish and shellfish) are:
stored in the refrigerator or freezer.
An accurate thermometer is used to ensure the temperature in the refrigerator is 4°C (40°F) or less, and is located near the door opening; **OR**
held hot at a temperature of 60°C (140°F) or higher. An accurate probe thermometer is used to ensure this temperature is maintained.

KEEP COLD FOODS COLD & HOT FOODS HOT!

- 27. Food is cooled quickly (e.g., in shallow metal containers). An accurate probe thermometer (not meat thermometer) should be used to ensure that hot potentially hazardous foods reach an internal temperature of 21°C (70°) within 2 hours and is further cooled from 21°C (70°) to 4°C (40°F) within 4 hours.
- 28. Food is adequately cooked, generally to a minimum internal temperature of 74°C (165°F). Probe thermometer should be used to check that temperature has been reached for a minimum of 15 seconds.
Ground meat (hamburger) is cooked until meat is brown & juices are clear.
- 29. Utensils, equipment and any apparatus used in the preparation, cooking, storage, serving or consumption of food are free of breaks, corrosion, open seams and cracks/chips; and are maintained in a clean & sanitary manner.
- 30. Paper towels and liquid soap, each in their own dispenser, are available at the kitchen sink to facilitate hand washing.
- 31. Thorough hand washing is performed, prior to handling food and any time hands may or have become contaminated/soiled.
- 32. Children's hands are thoroughly washed in the washroom prior to eating.
- 33. Hair is restrained (e.g., long hair tied back) and an apron is worn during food preparation.

- 34. Smoking is not permitted during food preparation or dishwashing.
- 35. Kitchen dish cloths are laundered between uses, and are not used for wiping children's hands or faces.
- 36. Dishes are in good condition, and are not cracked or chipped. Ceramic dishes with lead glaze are not used.
- 37. Minimum of a two-compartment kitchen sink is available for dishwashing; and the following method is used:
 - a) wash in warm-hot water with detergent; then
 - b) rinse with warm-hot clean water; then
 - c) sanitized by immersion in warm-hot water with a chlorine solution of not less than 100 ppm (1 tbsp. or 1 capful household bleach per 1 gallon of water) for a min. of 2 minutes; then
 - d) air dry in a clean, non-absorbent dish rack (using a dish towel may add bacteria to the sanitized dishes).

AND/OR

- Where a domestic dishwasher is being used, it is maintained and operated according to the manufacturer's specifications; and the following dishwashing method is used:
 - a) pre-rinse dishes so as to remove most of the soiled material; then
 - b) place in dishwasher in a manner that allows the mechanical action of the water to remove soiled material; then
 - c) air dry within dishwashing unit.
- 38. Dishes, glasses and utensils are stored in such a manner as to prevent them from becoming contaminated.
- 39. Separate cutting board is used for raw meats, and is cleaned and sanitized after each use. Cutting boards are replaced when the cutting surface is too scored for proper sanitizing.
- 40. Pets are not permitted in the kitchen area while food is being prepared.
- 41. Blenders and food processors are cleaned after each use; stove tops daily; microwave ovens and refrigerators weekly; ovens monthly; and freezers every 6 months.

- 42. "First in, first out" (FIFO) principle is used. Expiry and best before dates are checked. Processed baby food must not be used after its expiry date.
- 43. Plastic bibs are cleaned and sanitized after every snack and meal, and laundered every 2nd day, or as required. Cloth bibs are laundered after each use.
- 44. Good hygiene is practiced.
Food or drink is not handled by anyone who may or has a communicable or infectious disease that can be spread through food or drink.
- 56. Infant and toddler puzzles, board books and hand held toys are sanitized twice a week.

PLAY AREAS

- 45. Outdoor play areas are protected from fecal contamination. Generally done by fencing the area so as to prevent the entrance of dogs and cats.
- 46. All indoor and outdoor equipment is maintained in a safe and sanitary manner.
- 47. Indoor carpets are vacuumed daily. Infant play areas are steam-cleaned monthly & other play areas every 3 mos.
- 48. Mouthed toys, such as musical instruments, are sanitized before use by another child, minimum daily.
- 49. Mats are sanitized weekly or as needed, or before use by another child. Each child has their own bedding which is laundered weekly, or as needed.
- 50. Soft toys and dress-up clothing are laundered weekly, or as needed.
- 51. Toys belonging to older children and larger toys, play/gym mats are cleaned weekly, more often if soiled.
- 52. Water and sand tables, wading pools and sand boxes are maintained as outlined in *Well Beings*.
- 53. Sand/water toys are sanitized after use.
- 54. Children wash their hands before and after playing in sand or water.
- 55. Older children's toys are stored away from younger children's play area.

WASHROOM(S)

- 57. Washroom surfaces, floor coverings (carpet is not permitted) and walls are smooth, non-absorbent and easily cleanable.
- 58. Washroom(s) is/are cleaned and sanitized daily, or as necessary.
- 59. Washroom(s) have mechanical ventilation that is maintained in good working order.
- 60. Washroom(s) is/are bright and adequately lit to facilitate cleaning.
- 61. Training potty is cleaned and sanitized by an adult, between uses; and is stored in a sanitary manner.
- 62. Soap is provided to facilitate hand washing. Children are shown the correct method of hand washing as outlined in *Well Beings*. Dispenser is cleaned between refills.
- 63. Paper towels or individually labeled wash cloths and towels are used. Wash cloths and towels are stored so that they are not touching one another, and are laundered daily.
- 64. Labeled toothbrushes are stored away from the toilet area in a way that each brush is separate from the other.
- 65. Washing and grooming materials (e.g., combs, brushes, towels) are labeled and not exchanged between children. These are stored in a way that each one is separate from the other.

DIAPER CHANGING AREA

- 66. Diaper changing area is located near a hand washing facility (e.g., washroom); and away from any food preparation and play areas.
- 67. Diaper changing is performed in a manner that ensures comfort, safety and hygiene; using a study table with a safety ledge (surface to be constructed in a manner that facilitated cleaning) which is covered by a non-absorbent diaper changing pad.
- 68. Diaper changing pads are easily cleanable (not having buttons, or rips/tears); sanitized after each use with the sanitizing solution which is left on for a minimum of 30 seconds.
- 69. Sanitizing solution (1 tsp. household bleach per 2 cups of water) is made fresh daily, and available in the immediate area.
- 70. The child and caregiver thoroughly hand wash with soap after each change. In addition to hand washing, a hand sanitizer may be used to further reduce the level of transient bacteria.
- 71. Soiled diapers are disposed of, or cleaned and stored in a manner that prevents the spread of disease, as outlined in *Well Beings*.
- 72. Soothers or bottles are not permitted in the diaper change area.
- Previous deficiencies (if any) have been corrected.**

Comments (note any changes from previous submission): _____

I declare, to the best of my knowledge, that the information submitted is accurate:

Operator's Signature _____

Date Signed:

Name of Family Day Home _____

Based on the information provided, the day home appears to be in compliance with regulations pursuant to the *Public Health and Safety Act*.

_____, Environmental Health Officer on (date) _____

Personal Information is collected under the authority of the *Child Care Act* and *Public Health and Safety Act* for the purpose of safeguarding children under care. This information is subject to provisions of the *Access to Information and Protection of Privacy Act*. Questions regarding the collection of this information should be directed to the Supervisor , Child Care Services at (867) 667-3492.