

Center Self-Assessment to Assist in Preparing for Inspection by the Office of Licensing (OOL) for Compliance with the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)

The Department of Children and Families is authorized to inspect and examine the physical plant or facilities, including, but not limited to, storage areas and additional floor levels, and program of a child care center without delay or an escort, and inspect all documents, records, files, or other data maintained pursuant to the Child Care Center Licensing Act, N.J.S.A. 30:5B-1 et seq., during the center's normal operating hours and without prior notice.

Section 1: License Renewal Requirements to be completed in NJCCIS

Users must have an NJCCIS Administrator Role to complete the following NJCCIS items.

	Submit Renewal Application (NJCCIS → Provider Information → Child Care Center Wizards → Renewal Application)
	Submit Renewal Attestation (NJCCIS → Provider Information → Child Care Center Wizards → Renewal Attestation Form) <i>[not applicable for Programs in Operating Public Schools (POPS)]</i>
	Mail Application Fee (NJCCIS → Provider Admin → Mail-In Forms → Invoice for Application Fee)

Section 2A: Administrative Records to be Uploaded to NJCCIS File Cabinet

The following documentation may be:

1. Uploaded to the NJCCIS File Cabinet Prior to Inspection
2. Emailed to Assigned OOL Inspector Prior to Inspection
3. Available for Review Upon Inspection

Record	NJCCIS Document Type	Description
Renewal CARI for the Sponsor/Sponsor Representative	CARI Clearance for Sponsor Rep.	[Year] Renewal
Renewal CHRI for the Sponsor/Sponsor Representative	CHRI Clearance for Sponsor Rep.	[Year] Renewal
Comprehensive General Liability Insurance	Liability Insurance	[Year] Renewal
Life Hazard Use Certificate of Registration <i>(applicable to licensed capacity/ages serve)</i>	Life/Hazard Use Registration	[Year] Renewal
Radon Testing <i>(completed every 5 years for each room on the lowest floor level used by children, posted in each building)</i>	Radon Testing Report	[Year] Renewal
DCF Drinking Water Checklist <i>(for centers with a public community water system)</i>	Drinking Water Testing Checklist	[Year] Renewal
DCF Drinking Water Statement of Assurance <i>(for centers with a public community water system)</i>	Drinking Water Testing Statement of Assurance	[Year] Renewal
Drinking Water Testing Report <i>(for centers with a public community water system or located in an operating public school)</i>	Water Testing Report	[Year] Renewal
Current Documentation from the NJ DEP Bureau of Safe Drinking Water (BSDW) <i>(for centers with private well water)</i>	Cert Acceptable Drinking Water	[Year] Renewal
NJ DOH Safe Building Interior Certification, if Applicable <i>(or other approval issued by DOH, contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email using the link at www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu)</i>	Safe Building Interior Certification	[Year] Renewal
Lead Paint Inspection Report and Certificate, if Applicable <i>(for buildings built prior to 1978)</i>	Lead Paint Inspection Report	[Year] Renewal
Current Lead Paint Risk Assessment, if Applicable <i>(required for renewal if "Lead Safe" or "Lead Hazard Free")</i>	Lead Paint Inspection Report	[Year] Renewal
Asbestos, if Applicable <i>(documentation of asbestos inspection and follow-up action, if needed)</i>	Other	[Year] Renewal
Playground Equipment ASTM F-1487 Documentation of Compliance, if Applicable	Other	[Year] Renewal

	Current Floor Plan (<i>depicting OOL approved areas, room identifications</i>)	Floor Plan	[Year] Renewal
	Table of Organization (<i>current, including lines of authority and responsibility</i>)	Table of Organization	[Year] Renewal
	Job Descriptions	Table of Organization	[Year] Renewal
	CPR/First Aid Certification (<i>at least 2 staff on site at all times when enrolled children are present</i>)	CPR Certification	[Year] Renewal
	Fire Safety Inspection Certificate	Fire Certificate	[Year] Renewal
	Staff Records Checklist (<i>OOL Form/Format</i>)	Staff Record Checklist	[Year] Renewal

Section 2B: Administrative Records to Be Maintained on File at the Center and Available for Review by the OOL

The following documentation may be:

1. Emailed to Assigned OOL Inspector Prior to Inspection
2. Available for Review Upon Inspection

	Staff Substitute System
	Record of Parent Involvement (EC ² Only) (<i>may include a governing board, advisory committee, an annual meeting, or an annual open house</i>)
	Record of Parent/Staff Conferences (EC ² Only) (<i>held semi-annually and upon request</i>)
	Emergency Plan (<i>includes evacuation, disaster, and lockdown procedures, alternate location</i>)
	Field Trip Permission Slips, if Applicable (<i>including the type of vehicle(s) used, driver(s) name, and the name and phone number of the transportation company being used</i>)
	Record of Extermination Services, if Applicable
	Pet Documentation Including Acceptable Vaccinations, if Applicable
	Notification to Parents of Pets at the Center, if Applicable
	Toilet Training Policy, if Applicable
	Center Policies, Procedures, and Information (<i>including center schedule, a direct on-site center phone number</i>)
	Primary Caregiver List (<i>for groups of 4 infants and/or 6 toddlers</i>)
	Discipline Policy (<i>reflecting the provisions specified in N.J.A.C. 3A:52-6.6 (a-c) and include the acceptable actions that a staff member may take when disciplining a child</i>)
	Policy on the Use of Technology and Social Media (<i>including the use and type of social networking and other web sites; use of e-mail, text messages, and other electronic means of communication with staff and parents; methods and devices used to communicate with parents; and guidelines for appropriate conduct by staff members and parents</i>)
	Policy on the Release of Children (<i>indicating procedures to follow if a parent is late picking up a child, or appears to be impaired state</i>)
	Policy on Methods of Parental Notification of Injuries, if Applicable (<i>if methods, other than a phone call, of notifying parents when a child bumps his or her head, bites that break the skin, or falls from a greater than their own, or injuries requiring professional medical attention</i>)
	Expulsion Policy (<i>indicating circumstances, methods to notify parents, sufficient time limits, and reasons for immediate expulsion</i>)
	TV/Computer/Video Policy (<i>plans for limiting use to educational and instructional, ensuring age and developmentally appropriate content, not as a substitute for planned activities or for passive viewing, and the permitted length of time for use as it pertains to children in care less than four hours and children in care more than four hours for children over 2 and children with special needs</i>)
	Outline of Daily Activities
	Record of Consulting Head Teacher Visits (<i>staff development needs, dates (at least 2 per month) and times of program observations, evaluations of staff, and ensuring implementation and appropriateness of the program, if applicable</i>)
	Communicable Disease Management Policy
	Medication Policy (<i>administering prescription and non-prescription medication, securing parental authorization for giving medication or health care procedures, treatment of unused medication (disposed of/returned to parent), storage of medication (secured and in the original prescription container), medication records required, authorized staff to administer medication or supervise the self-administration of medication for older children whose parents authorize it</i>)
	Accident/Injury Reports (<i>including name of child; date; time; location; description of accident/injury; witnesses; type of first aid used; treatment/consultation by doctor; type and time of notification to parent</i>)
	Illness Logs (<i>child's name; date; symptoms of illness observed; center's actions, date child returned to the center</i>)

	Log of Monthly Fire and Bi-annual Lockdown Drills
Staff Records	
	Child Abuse Record Information (CARI) Checks <i>(completed within 2 weeks of hire and at renewal for the sponsor/sponsor representative and staff aged 14 years and above)</i>
	Criminal History Record Information (CHRI) Checks <i>(completed within 2 weeks of hire and at renewal for the sponsor/sponsor representative staff aged 18 years and above)</i>
	Staff Daily Time Sheets <i>(arrival and departure time of ALL staff)</i>
	Staff Records Checklist <i>(OOL Form)</i>
	Staff Employment Application <i>(name, address, phone number, emergency contacts)</i>
	Criminal Disclosure Statement
	Staff References <i>(at least 2, written or verbal)</i>
	Staff Credentials <i>(education/training and work experience)</i>
	Record of Staff Signature for Receipt of: <ul style="list-style-type: none"> • OOL Information to Parents (2017) • Policy on the Release of Children • Discipline Policy • Policy on the Use of Technology and Social Media
	Record of Mantoux (TB) Results
	Record of Medical Exam <i>(based on a physical exam completed within 6 months preceding start date)</i>
	Documentation Orientation <i>(within 2 weeks of hire and annually, MUST include topics listed below)</i> <ol style="list-style-type: none"> 1. Supervision and tracking all children 2. Understanding center operations, policies, and procedures 3. Implementing group size limits and primary caregiver responsibilities (as applicable) 4. Recognizing and reporting child abuse or neglect 5. Evacuating the center and using the fire alarms 6. Implementing the center's release policy 7. Implementing the center's discipline policy 8. Implementing health practices, including medication administration, and responding to symptoms of illness 9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome (if applicable) 10. Preventing Shaken Baby Syndrome and Abusive Head Trauma (if applicable) 11. Recognizing and responding to injuries and emergencies, including the allergic prevention of and response to emergencies due to food-related allergies and other reactions 12. Including children with special needs in the center's program
	Documentation of Staff Development <i>(12 hours for regular staff, 20 hours for credentialed staff/ designee)</i>
	OOL Understanding Licensing Regulations Certificate <i>(required for new directors and designees within 90 days of the start of their position)</i>
	Documentation of Infant/Toddler Staff Development <i>(specific to staff working with children under 2 ½ years; initiated within 90 days of hire, completed within 1 year)</i>
	Documentation of Designated Staff Trained to Administer Medication <i>(at least two staff and shall include training in use of blood of glucose monitors, nebulizers, epi-pens if needed)</i>
Children's Records	
	Children's Daily Time Sheets <i>(arrival and departure times)</i>
	Children's Records Checklist <i>(OOL Form/Format)</i>
	Enrollment Application <i>(including name, address, birthdate, phone number, emergency contacts)</i>
	Custody Document, if Applicable
	Universal Health Records <i>(for EC² children not enrolled in public or private school, completed prior to admission unless eligible for a 30-day grace period, updated annually per the date of the child's physical)</i>
	Immunization Records <i>(for EC² children not enrolled in public or private school)</i>
	Authorization for Emergency Medical Treatment
	Written Parental Authorization for a School Age Child to Self-Administer Medication or a Health Procedure, if Applicable

	<i>(self-administration must be under the supervision of authorized staff)</i>
	Care Plan for Children with Special Health Needs, if Applicable
	Medical Declaration Statement <i>(for children enrolled in public or private school)</i>
	Record of Signature for Receipt of: <ul style="list-style-type: none"> • OOL Information to Parents Document (2017) • Policy on the Release of Children • Expulsion Policy • Policy on the Use of Technology and Social Media • Communicable Disease Management Policy • Policy on Methods of Parental Notification of Injury, if Applicable
	Written Permission from Parents for Walks, if Applicable
	Written Instructions/Permission from Parents Allowing Their Child(ren) to Leave the Program Unsupervised, if Applicable
	Medication Administration Records <i>(child's name; parental authorization; name of medication; illness being treated; dosage, frequency, and other instructions; time and by whom medication was administered; any adverse effects)</i>
	Infant Feeding Plan <i>(feeding schedule, specific formula, breastfeeding arrangements and accommodations, and/or expressed breast milk, nutritional needs, and introduction of new food for each child. For children less than 12 months of age, the feeding plan shall be: documented in writing; maintained on file; made available to each staff member responsible for feeding each child)</i>
	Record of Illnesses or Injuries Reported by the Next Working Day to the OOL <i>(includes an injury or illness that occurs while under the center's supervision that results in: a child visiting the emergency room or being admitted to the hospital; a call to 911; on-site medical care or transported emergency care or urgent care; or the death of a child. Documentation provided within one week)</i>
	Record/Report of Unusual Incidents
Transportation Records, if Applicable	
	Vehicle Record <i>(for each vehicle, including copy of driver's CDL, copy of registration, copy of insurance, name of assigned additional adult on vehicle and their address, names of each child transported)</i>
	Written Parental Authorization for Transporting School-Age Child
	Center Policies and Procedures for Ensuring the Safe Transportation of Children
	Record of Staff Development on the Center Policies and Procedures for Ensuring the Safe Transportation of Children for Driver(s) And Additional Adult(s)
	Record of Semi-Annual Emergency Evacuation Drills for Type I and Type II School Buses
	Maintenance and Inspection Records for Each Vehicle

Section 3: Center Self-Assessment Checklist		
SA ¹	EC ²	Posted Documentation
		Center License <i>(in each building)</i>
		Fire Certificate <i>(per NJUFC)</i>
		Health Certificate <i>(current per N.J.A.C. 8:24, for centers that prepare meals or have a swimming pool)</i>
		Radon Testing <i>(completed every 5 years for each room on the lowest floor level used by children, posted in each building)</i>
		Discipline Policy
		Diagram <i>(depicting OOL approved areas, room identifications, how the center is to be evacuated during an emergency from each classroom and the outdoor play area)</i>
		Life/Hazard Use Registration <i>(applicable to licensed capacity/ages served)</i>
		Individualized Written Diets and Feeding Schedules <i>(if submitted by the child's parent or health care provider, are posted in a location that is accessible to staff members caring for the children, and are followed)</i>
SA ¹	EC ²	Physical Facility: Indoors
		Is the center complying with the licensed capacity of the facility and with each room and written conditions of the license?
		Is the center only use space that the OOL has approved? Is unapproved space inaccessible to children?
		Are all approved spaces labeled (i.e. signs with room numbers or letters)?
		Is the center complying with co-location requirements in multi-use buildings?
		Is there a telephone on site?
		Is the structure of the building secure and in good condition? (i.e. leaks, drafts, etc.)
		Do windows and/or doors used for ventilation have screens in good repair?
		Is lighting and heating adequate throughout the center (i.e. 68 degrees minimum for heat)?
		Are walls, doors, and trim paint throughout the center in good condition (clean, not chipping)?
		Are the vents operable, clear, and clean?
		Are radiators, fans, steam and hot water pipes, and lally columns properly covered?
		Are the electrical outlets covered/tamper resistant for early childhood rooms/areas?
		Are window blinds clean and in good condition, with cords out of children's reach?
		Are the floor tiles, rugs, and carpets clean, secure, and in good condition?
		Are the ceiling tiles clean, secure, and in good condition?
		Are all electric space heaters removed from the center?
		Is all shelving and furniture clean, secure, in good repair, and not overloaded?
		Are appliances (televisions, computers, etc.) secured to a stable surface?
		Are all interior doors of rooms used by children unlocked?
		Are barriers in large rooms/areas to separate groups of more than 12 children 0-18 months old; 20 children 18 months-5 years old; 30 children 6-13 years old?
		Are toxic products like cleaners, air fresheners, hand sanitizers, etc. stored in locked cabinets and/or inaccessible to children?
		Is there a designated area equipped with rest equipment where an ill child can be separated from other children? Is the equipment washed and disinfected after each use?
		Are garbage receptacles durable, leak-proof, covered, and clean?
		Is the indoor equipment sturdy, safe, free of hazards, and used in accordance with manufacturer's instructions?
		Has the website, www.cpsc.gov/recalls been reviewed to ensure that items listed are not at the center?
		Has excess storage and/or combustibles been removed from the furnace room?
		Are the lighting covers secured and in good condition?

		Are pesticides applied after operating hours, and are toys removed first?
		Is commercial disinfectant being used? Are staff following the manufacturer's instructions for use?
		Are toilets, toilet seats, sinks, sink faucets, and drinking fountains washed and disinfected daily?
		Are water table, water play equipment, and play tables washed and disinfected daily?
		Are smooth surfaced, non-porous floors in areas used by children washed and disinfected daily?
SA ¹	EC ²	Physical Facility: Outdoors
		Are outdoor play areas, routes to the outdoor play area, walks, etc. safe, well lit, and free from hazards?
		Is the fence secure, in good condition (no protruding wires, bolts, or splintering wood) and gate easily operable?
		Are there any tripping hazards, like exposed concrete footings, tree stumps, or rocks that need to be removed?
		Is there any stagnant water on the play area or equipment?
		Does the playground equipment and design meet public playground design standards (ASTM F-1487)? Is the documentation for the equipment on file?
		Is the equipment sturdy, safe, in good condition, free of hazards, used in accordance with manufacturer's instructions?
		Does community playground equipment and design used comply with applicable Playground Safety Subcode?
		Is there enough resilient surfacing (ASTM F-1292) under play equipment and in use zones?
		Does any equipment need repair like open "S" hooks, cracks, rusting, protruding or rusted bolt ends?
		Is there any debris or overgrown vegetation on the playground?
		Is sand in the outdoor play area asbestos-free and maintained in a sanitary manner?
		Does the center have helmets for children riding bicycles?
		Is the equipment age and developmentally appropriate?
		Has the center prohibited the use of wading pools?
		Does the center limit the number of children using the outdoor play area to the maximum capacity?
SA ¹	EC ²	Emergency Preparedness
		Is there a first aid kit and first aid manual? Is it stocked appropriately?
		Are there 2 staff members trained in First Aid and CPR in the center at all times?
		Does the center have disposable gloves for staff to use when handling blood or vomit?
		Were the required monthly fire drill and at least one fire drill during naptime ensuring everyone is evacuated within 3 minutes?
		Is all of the fire safety equipment (exit signs, emergency lights, and extinguishers) maintained/operable?
		Do the locking devices used during lockdown procedures pose a risk of harm to children? Have staff been trained on the use of locking devices?
		Has the center conducted a lock down drill?
		Are all of the emergency exits easily operable (opening and closing) and egress areas unobstructed?
SA ¹	EC ²	Staffing and Programming
		Is the staff providing direct supervision of children at all times?
		Does the staff always know the number and ages of children when I ask, wherever they are?
		Is there a minimum of 2 staff on trips even when ratios require less?
		Is there at least 2 staff in the facility and on walks even when ratios require 1 staff?
		Are the staff/child ratios correct for single and/or mixed age groups? Are staff aware of when and how to apply a mixed age group ratio?
		Does the center provide 2 staff in the facility when 6 or more children are present, even when ratios allow for 1 staff?

	Does the center provide 2 staff on any field trip, outing, or special event away from the center regardless of transportation even when ratios allow for 1 staff?
	When using a minimum of 1 staff, is another staff member immediately accessible?
	Is staff below 18 years old directly supervised by a staff member who is 18 years of age or older?
	Is the staff supervising newly hired staff that have not completed orientation and CARI and CHRI clearances?
	Does the Director work at least 50% of center's daily operating hours? Is there a director designee appointed to carry out the responsibilities of the director and ensure that he or she does not have full time classroom responsibilities in the director's absence?
	Are the head teacher and/or group teacher scheduled to work at a least 75% of the center's daily operating hours, or at least 6 hours a day, (whichever is less) and have scheduled time in classrooms?
	Are staff implementing the center's discipline policy appropriately?
	Are the staff properly implementing the two-step washing and disinfecting process as required?
	Are staff/child interactions appropriate?
	Are the children presented with a variety of activities geared to their ages and developmental levels? that promote language development, thinking and problem-solving skills, curiosity, exploration, large and small muscles, coordination and movement skills, social competence, self-esteem, and positive self-identity? Are they relevant to the cultural background of the children and foster intercultural awareness?
	Are the time frames of activities age and developmentally appropriate for the children?
	Do the children have free choice of materials? Are materials always accessible to children, except during naptime, lunch?
	Is there a mixture of staff directed and child selected activities? Active and quiet experiences?
	Is there a written outline of daily activities that staff follow?
	Are children prohibited from being inactive for more than 30 minutes unless sleeping, eating, completing a seated activity, or are ill?
	Does the Director make daily unannounced visits to every group of children?
	Can parents visit at any time without prior approval?
	Are there enough supplies, furniture and equipment for the required activities in each room?
	Does our daily schedule include indoor and outdoor energetic physical activity that promotes coordination and movement skills as required?
	Is staff implementing the center's TV/Video/Computer Policy? Are children under age 2 prohibited from use?
	Are there at least 5 type of activities with at least 5 type of supplies and equipment in each activity area in rooms for children ages 18 months -13 years? 4 distinct areas of activities with at least 4 activities in each area in infant/toddler rooms?
	Are infants provided with age-appropriate, supervised tummy time at least twice per day?
	Is use of infant equipment including, but not limited to swings, exersaucers, and bouncers limited to no more than 30 minutes at a time?
	Are infants/toddlers removed from their cribs when they are awake?
	Are toys mouthed by infants and toddlers washed and disinfected after each use?
	Are there primary caregivers assigned for groups of 4 infants and 6 toddlers?
	Do the school age children participate in making rules or are they made aware of the discipline rules?
	Are the school age children given opportunities for involvement in activity planning?
	Is the program supervisor scheduled to work at a least 75% of the center's daily operating hours, or at least 6 hours a day, whichever is less?
	Does the center provide 2 staff with more than 12 school-age children on walks?
	Are children taken outdoors daily?

		Are staff carefully supervising children on the playground to ensure their safety?
		Does staff know how many children they have with them outside?
		Are children playing with equipment that is age-appropriate?
		Do children wash their hands with soap and water immediately after outdoor play?
SA ¹	EC ²	Feeding and Nutrition
		Is a written plan for feeding schedules for children less than 12 months made available to the staff? Are there accommodations for breast feeding mothers?
		Has the center made sure that pacifiers do not have straps or any other attachments?
		Are tables or feeding chair trays washed and disinfected directly before each meal?
		Is uneaten food in a child's dish discarded and unused food stored appropriately and discarded after 24 hours if not consumed?
		Does the center serve nutritious meals and/or snacks and beverages that comply with the manual and CACFP standards?
		Does the center have age-appropriate seating for children who no longer need to be held for feeding? Are safety straps used?
		Is each child's bottle labeled with their name and the date and not propped when feeding?
		Are sippy cups labeled with the child's name?
		Does the center ensure milk, formula, and/or breast milk is not warmed in a microwave oven?
		Is formula or breast milk that is served but not completely consumed discarded immediately or refrigerated and consumed within 24 hours?
		Are bottles, cups, and pacifiers removed when children are crawling or walking?
		Does the center have access to a working refrigerator for perishable foods or medication?
		Does the center maintain a barrier to the kitchen area to prevent accidental access by children?
		Are microwaves/toaster ovens out of children's reach; secure; not used when children are in the area?
		Does the Director ensure that staff are not withholding food as a means of discipline or disciplining a child for failing to eat?
SA ¹	EC ²	Toileting and Diapering
		Are platforms available for children who can't reach an adult toilet or a sink?
		Does the center have a supply of soap/toilet tissue/individual or disposable towels?
		Do the children wash their hands with soap and water immediately after toileting?
		Does staff wash their hands after assisting each child in toileting?
		Are toilet training seats and potty chairs washed and disinfected after each use?
		Are toilets, sinks, plumbing fixtures, stalls, secure, clean, free of rust, and operable?
		Does the hot tap water not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit (SA)?
		Is the staff/adult toilet facility identified? Is a lock provided for privacy?
		Are potty chairs located in areas separate from food?
		Are children afforded age and developmentally appropriate privacy when toileting?
		Does the Director ensure that children are not disciplined for soiling themselves?
		Are children unable to lock themselves in bathrooms?
		Are diapers changed frequently?
		Is the diapering area not used for food preparation and within 15 feet of a sink not used for food preparation?
		Is the diapering surface flat, non-absorbent, in good repair, and clear of supplies?
		Do the children wash their hands with soap and water after diaper changes?
		Is the changing area washed and disinfected after each use?

		Are soiled diapers placed in closed, lined containers, and removed daily?
		Does the staff wash their hands with soap and water after each diaper change?
		Are cleaners, creams, or other toxic substances and/or medications inaccessible to children?
		Are platforms available to assist staff in infant/toddler handwashing, if needed?
		Are fabric washcloths used for cleaning children washed and disinfected after each use?
SA ¹	EC ²	Rest and Sleep
		Does the center provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk, and play?
		Does the center provide daily rest/sleep as needed for each child less than 18 months?
		Is daily rest/sleep provided for children over 18 months and under 4 years who attend the center for 4 or more consecutive hours?
		Does sleeping equipment (cribs, cots, mats, etc.) meet CPSC standards and OOL requirements?
		Does the center ensure that only one child uses a crib that is labeled (or other sleeping equipment) at a time?
		Is sleeping equipment labeled, in good condition, and washed and disinfected weekly?
		Are mats that are not stored separately washed and disinfected after each use?
		Are the cribs/cots/mats spaced to leave a 3-foot unobstructed aisle?
		Are pillows, soft bedding, bumpers, loosely fitted sheets, and other hazards kept out of cribs and playpens?
		Are sheets and blankets: provided to each child over 12 months; labeled; stored separately; and washed and disinfected weekly? Do I have a supply of extras for when parents forget their child's sheet and/or blankets?
		Is swaddling prohibited?
		Are naptime preparations completed before reducing to naptime ratios?
		Are all children under 12 months asleep before reducing to naptime ratios; initially placed on their back to sleep; prohibited from using a blanket?
		When children rest, are their faces uncovered and enough light provided to oversee the children properly?
		Does the center meet staff/child ratios during nap time? Is additional staff readily accessible to go back to awake ratios?
		Does the center utilize a staff member in each sleeping area and ensure children are directly supervised?
		Are bottles and cups removed when children have fallen asleep?
		Are children who don't sleep after 30 minutes of rest provided an alternate activity and not disciplined for failing to sleep?

¹SA=School Age (6-13 Years)

²EC=Early Childhood (0-5 Years)