

Codes: C = Compliant NC = Non Compliant NA = Non Applicable			Date of Visit:			
Topic #	Regulation#	Reg Description	C	NC	NA	Description NC
1. Immunizations - Prevention/Control Infectious Disease	10.1.d.	Caregiver shall maintain a record of each child's health examinations and immunizations.				
2. Prevention Sudden Infant Death/Safe Sleeping Practices	6.3.a.2.	Documentation verifying completion of approved pre-service health and safety training.				
	16.1.a.1.	Only use cribs, portable pack and play yards that comply with Consumer Product Safety Commission standards, Cribs manufactured after June 28, 2011, and any portable pack and play yards manufactured after February 19, 2014.				
	16.1.c.	Shall not place soft pillows or stuffed animals in infant beds during sleep or nap times				
	16.2.h.	Place infant who is unable to turn over independently on his/her back to sleep unless medical documentation prohibits sleep in that position.				
3. Administration of Medication, Consistent w/Standards for Parental Consent	10.1.b.	A caregiver shall obtain written permission from parents to administer non-prescription and prescription medication according to the following guidelines:				
	10.1.b.1.	Non-prescription medication, including medical cannabis, shall be administered according to a written schedule, with information about dosages, how to administer the medication, and times provided by the parents				
4. Prevention/Response to Emergencies Due to Food/Allergic Reactions	12.1.b.	Emergency information for each child and parental permission forms for emergency medical treatment shall be obtained prior to a child's placement in the home, maintained in the providers records, and updated when information changes.				
	18.1.a.	A family child care home shall maintain all completed parental forms required by the department, including emergency information and medical forms, on file.				
5. Building and Physical Premises Safety, Including Identification of/Protection from Hazards, Bodies of Water, Vehicular Traffic	7.1.b.4.	7.1.b.4. Floors, walls, ceilings, steps, railings, doors, windows, and furnishings in the home shall be kept clean and in good repair.				
	9.3.b.	Play areas shall be free from unsanitary or hazardous items, trash receptacles, burning facilities, abandoned cars, appliances, farm animals, animal waste, debris, combustible rubbish, unsafe toys, open sewage, chemicals, exposed roots, open or abandoned wells, tires, vehicular traffic, and any other hazardous items or conditions.				
	9.3.c.	Outdoor play equipment shall be safe, in good repair, and free of sharp edges and protruding parts.				
	10.2.f.4.	Maintain the family child care home and furnishings in a safe and sanitary condition to prevent accidents and illnesses				
	11.3.a.1.	Enclose all swimming pools deeper than 24 inches with a fence at least four feet high				
	11.3.a.2.	Ensure that entry gates remain locked when the pool is not in use.				

6. Prevention of Shaken Baby Syndrome, Abusive Head Trauma, Child Maltreatment	6.3.a.2.	Documentation verifying completion of approved pre-service health and safety training.				
7. Emergency Preparedness	8.1.a.	A family child care home shall develop and post a written plan for an emergency evacuation in the event of fire, natural disaster or other threatening situation that may pose a health or safety hazard to the children in the family child care home.				
	12.1.a.	A family child care home shall ensure that written emergency information is available near the telephone within easy access of the caregiver, children, and substitutes that contains telephone numbers for the following:				
	12.1.a.1.	Police and fire departments.				
	12.1.a.2.	The child abuse and neglect hotline.				
	12.1.a.3.	Ambulance service.				
	12.1.a.4.	A poison control center or the universal poison control center telephone number, 1-800-222-1222.				
	12.1.a.5.	Parents' work and home.				
	12.1.a.6.	Numbers for each child's health care provider.				
8. Handling/Storage of Hazardous Materials & Appropriate Disposal of Biocontaminants	7.3.b.	Store cleaning supplies, detergents, aerosol cans, pesticides, poisons, flammable materials, poisonous or unknown plants, medicines, medical cannabis, and alcoholic beverages or toxic materials out of the reach of children under six years of age.				
	7.3.c.	Store hazardous materials separately from food items.				
	Appendix 78-19-B Universal Precautions	Blood-contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.				
9. Precautions Transporting Children	12.1.c.	Emergency information for each child includes . . . permission to transport the child.				
	13.1.	When transporting children, the caregiver shall:				
	13.1.b.	Make sure the children's emergency consent forms are carried in the vehicle in case of accident or illness.				
	13.1.d.	Ensure the driver transporting the children has a valid driver's license.				
	13.1.e.	Ensure the vehicle used to transport the children is maintained in safe running condition, with insurance and a current inspection sticker.				
	13.2.	A family child care home shall ensure that each child is secured in an approved child safety seat or seat belt at a ratio of one child per seat belt as required by W. Va. Code §17C-15-56.				
10. Pediatric First Aid and Cardiopulmonary Resuscitation	6.3.a.1.	Caregiver receives approved training in pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid within 3 months of initial registration.				
11. Recognition and Reporting of Child Abuse and Neglect	19.1.	A family child care home shall immediately report suspected child abuse or neglect to the department in accordance with W. Va. Code §49-2-801 et seq.				

98.43 Criminal Background Checks	6.4.a.	A caregiver shall ensure that a state and federal fingerprint-based criminal background investigation is performed on the caregiver and each adult household member pursuant to the provisions of the West Virginia Clearance for Access: Registry and Employment Screen Act (WV CARES), W. Va. Code §16-49-1 et seq., 69CSR10, and shall keep the following information on file:				
	6.4.a.1.	A completed and signed WV CARES self-disclosure application and consent form. A copy of the form shall be on file and uploaded to the WV CARES system no later than the date of approval to operate;				
	6.4.a.2.	A variance or waiver if the individual has convictions or pending charges of disqualifying offenses;				
	6.4.a.3.	A fitness determination of eligibility from the WV CARES unit;				
	6.4.a.4.	The caregiver shall update the documentation of a completed background check in the caregiver's and each adult household member's file at the expiration of rap back enrollment.				
	6.4.a.5.	A state criminal background check shall be done in the state where the caregiver and each adult household member has resided in the past five years. Fingerprint checks for other states are optional.				
	6.4.b.	A state check of the sex offender registry or repository shall be done in the state where the caregiver and any adult household member currently resides and shall be done in any other state where the caregiver and each adult household member has resided in the past five years.				
	6.4.c.	A search shall be done of the state-based child and adult abuse and neglect registries and protective services databases in each state where the caregiver and each adult household member resided during the preceding five years. The same search shall be done in the state where the caregiver and each adult household member currently resides and shall be repeated every five years.				
	6.4.d.	A new household member must have his or her criminal background check completed within 180 days of moving into the household.				
Group Size Limits & Child:Staff Ratios 98.42 (b)(2)(i)	6.6.a.	A family child care home shall have no more than six children in care under 13 years of age at any one time. No more than two of the children may be under 24 months of age.				
	6.6.b.	The number of children in the family child care home includes:				
	6.6.b.1.	Children under six years old who live in the home				
	6.6.b.2.	Children under six years old who are visiting and not accompanied by a parent or a responsible adult.				
Ongoing Training/Professional Development 98.42(b)(2)(i)	6.3.c.	The caregiver shall complete eight hours of approved training annually, encompassing a minimum of two Core Knowledge/Core Competency areas.				

Fire Standards 98.42(b)(2)(i)	8.1.b.	The fire evacuation plan shall include a drawing of the primary and secondary exits from all areas of the house and meeting places for the children once they have exited the home.				
	8.1.c.	A family child care home shall conduct monthly fire evacuation drills and maintain a written record of when they are conducted.				
	8.1.d.	family child care home shall develop, implement, and maintain a written procedure to practice with staff and volunteers moving to a safe location within the home at least two times a year and record the dates and times when the practice sessions are conducted				
	8.1.e.	A family child care home shall develop, implement, and maintain a written procedure for practicing relocation with the operator and volunteers two times per year and record the dates and times when the practice sessions are conducted				
	8.2.c.	Non-flammable protective barriers, guards, or screens shall be installed around wood burning stoves, open fireplaces, and unvented heaters to protect children from burns and flames and to prevent access.				
	8.3.a.	One working smoke detector shall be installed on every level of the home.				
	8.3.b.	Digital carbon monoxide detectors shall be installed in all residences that use gas appliances, fireplaces, pellet or wood-burning stoves, natural gas, oil, or propane heating systems.				
	8.3.c.	Smoke detectors and carbon monoxide detectors shall have working batteries installed at all times.				
	8.3.d.	Detectors shall be checked frequently, and batteries replaced semi-annually to insure proper functioning.				
	8.3.e.	An ABC-rated multi-purpose fire extinguisher shall be available in the home at all times.				