

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	6.3.b.	A relative caregiver shall complete an initial two hours of approved health or safety training within 30 days of application.				
	9.1.	Caregiver shall obtain from the child's parent a record of each child's health examinations and immunizations and maintain the information in a file.				
2. Prevention Sudden Infant Death/Safe Sleeping Practices	6.3.a.	An informal relative caregiver shall complete approved pre-service health and safety training prior to providing care.				
	6.3.f.	A caregiver providing care for children under 13 months of age shall, within 60 days of accepting the child into care, complete either:				
	6.3.f.1.	A Sudden Infant Death Syndrome self-study packet; or				
	6.3.f.2.	Other approved Sudden Infant Death Syndrome training.				
3. Administration of Medication, Consistent w/Standards for Parental Consent	6.3.a.	An informal relative caregiver shall complete approved pre-service health and safety training prior to providing care				
4. Prevention/Response to Emergencies Due to Food/Allergic Reactions	6.3.d.	Informal and relative caregivers may obtain approved health and safety training through the local child care resource and referral agency or the local child and adult care food program.				
	7.5.b.	Keep pets such as birds, ferrets, reptiles, or wild animals in an area of the home or the premises that is not accessible to children and away from food preparation areas				
	11.1.	Emergency Information -- An informal or relative family child care home shall ensure that written emergency information is available near the telephone or other communications device within easy access of the caregiver, children, and substitutes that contains telephone numbers for the following:				
5. Building and Physical Premises Safety, Including Identification of/Protection from Hazards, Bodies of Water, Vehicular Traffic	7.1.	An informal or relative family child care home shall have working heat, electricity, indoor plumbing, a cook stove, a refrigerator, and access to a working telephone or communications device.				
	7.2.	Safety gates shall be provided at the top and bottom of stairs that are accessible to children under 24 months of age.				
	7.6.	Indoor and outdoor play areas shall be free from vehicle traffic and unsanitary or hazardous items.				
	7.7.a.	Caregivers shall install protective covers on all unused electrical outlets accessible to children who are under five years of age.				
	7.7.b.	Extension cords shall be maintained in good condition, UL approved, and not run under carpets or rugs, or through common walkways unless stabilized to prevent tripping.				
	8.1.	One working smoke detector shall be installed on every level of the home.				
	8.2.	An ABC-rated multi-purpose fire extinguisher shall be available in the home at all times.				
	10.2.	The informal or relative family child care home shall ensure that all pools and hot tubs are either emptied or inaccessible to children when not in use.				
	6.3.a.	An informal relative caregiver shall complete approved pre-service health and safety training prior to providing care.				
6. Prevention of Shaken Baby Syndrome, Abusive Head Trauma, Child Maltreatment	6.3.a.	An informal relative caregiver shall complete approved pre-service health and safety training prior to providing care.				

7. Emergency Preparedness	11.1.	An informal or relative family child care home shall ensure that written emergency information is available near the telephone or other communications device within easy access of the caregiver, children, and substitutes that contains telephone numbers for the following:				
	11.1.a.	Police and fire departments				
	11.1.b.	The child abuse and neglect hotline				
	11.1.c.	Ambulance service				
	11.1.d.	A poison control center or the universal poison control center telephone number 1-800-222-1222				
	11.1.e.	Each parent's work and home				
	11.1.f.	A health care provider for each child				
	11.3.	Evacuation Plan -- An informal or relative 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 situations that may pose a health or safety hazard to the children in the informal or relative family child care home. [Check that Evacuation Plan is completed in its entirety].				
8. Handling/Storage of Hazardous Materials & Appropriate Disposal of Biocontaminants	7.3.a.	Store cleaning supplies, detergents, aerosol cans, pesticides, poisons, flammable materials, poisonous or unknown plants, medicines, alcoholic beverages, medical cannabis, and toxic materials out of the reach of children under six years of age				
	7.3.b.	Store hazardous materials separately from food items				
9. Precautions Transporting Children	12.1.a.	Accompany children on activities that require transportation				
	12.1.b.	Ensure the driver transporting the children has a valid drivers license				
	12.1.c.	Ensure the vehicle used to transport the children is maintained in safe running condition, with insurance and a current inspection sticker				
	12.2.	An informal or relative family child care home shall ensure that children are secured in an approved child safety seat or in individual seat belts, as required by W. Va. Code §17C-15-46				
10. Pediatric First Aid and Cardiopulmonary Resuscitation	6.3.c.	Informal and relative caregivers shall obtain approved training in pediatric cardiopulmonary resuscitation (CPR) and first aid within three months of initial registration				
11. Recognition and Reporting of Child Abuse and Neglect	11.1.b.	The child abuse and neglect hotline (available near telephone/communication device)				
	16.1.	An informal or relative family child care home shall immediately report suspected child abuse or neglect to the department in accordance with W. Va. Code §49-2-101 et seq., and W. Va. Code §49-2-202 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 Screening Act (WV CARES), W. Va. Code §16-49-1 et seq., and 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 check shall be done in any other 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.a.6.	A new household member must have his or her criminal background check completed within 180 days of moving into the household				
	6.4.b.	A state check of the sex offender registry or repository shall be done in the state where the caregiver and each 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.	The secretary shall not grant a certificate of registration to an informal or relative family child care home if the caregiver or a household member is an active recipient of child or adult protective services or has a history of substantiated child or adult abuse or neglect as determined by a court of law or an investigation by the department's protective services staff.				
Group Size Limits & Child:Staff Ratios 98.42 (b)(2)(i)	6.5.a.	An informal family child care home shall have no more than three children under 13 years of age in care at any one time.				
	6.5.b.	The number of children in the informal family child care home includes children under six years old who live in the home.				
Ongoing Training/Professional Development 98.42(b)(2)(i)	6.3.e.	A caregiver shall annually complete at least one hour of self-directed study related to child development.				
Fire Standards 98.42(b)(2)(i)	8.1.	One working smoke detector shall be installed on every level of the home.				
	8.2.	An ABC-rated multi-purpose fire extinguisher shall be available in the home at all times.				