



West Virginia Department of Health and Human Resources  
**Child Care Site Self-Certification Checklist  
for Temporary Critical Child Care Sites**

To be designated as a Temporary Critical Child Care Site, all currently licensed and certified child care programs, drop-in care and pop-up care sites must first register. In addition to registering the site, the attached Temporary Critical Child Care Site Health and Safety Checklist needs to be reviewed and completed. The attached checklist is to be used by the site as a self-inspection tool.

The licensed or certified provider, agency or business shall complete the checklist tool by entering a checkmark (X) in one of the three columns to the right of each requirement. The provider shall enter a checkmark (X) in the correct column to show that the child care program either (1) complies with the requirement, (2) does not comply with the requirement, or (3) the requirement is not applicable. If a provider does not comply with a certain requirement and wishes to explain, comments may be attached.

The program operator or designated point of contact shall enter his or her name, address, email and phone number on the form, and complete the checklist. Complete the checklist and email this signed and dated cover sheet to [ECEProviders@wv.gov](mailto:ECEProviders@wv.gov).

All Temporary Critical Child Care Sites are subject to announced or unannounced monitoring visits and may be visited to ensure compliance with regulations

By signing below, the child care program operator or designated point of contact certifies that the health and safety rules on the checklist are being met.

Statement of Certification

I hereby certify that I have reviewed and completed the Self-Certification Health and Safety Regulation Requirements Checklist and will keep it on file and available for review and the site meets all requirements on the attached checklist. I agree to maintain compliance while children are in care.

\_\_\_\_\_  
(Provider/Point of Contact Name – Print)

\_\_\_\_\_  
(Provider/Point of Contact Name – Print)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Provider/Point of Contact Phone)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Date)



West Virginia Department of Health and Human Resources  
**Child Care Site Self-Certification Checklist  
for Temporary Critical Child Care Site Sites**

Name of Provider:	
Sponsoring Agency/Business (if applicable):	
Street Address:	Telephone # (     )
City, State, Zip & County:	

<p>Directions: The licensed or certified provider, agency or business shall complete the checklist tool by entering a checkmark (X) in one of the three columns to the right of each requirement. The provider shall enter a checkmark (X) in the correct column to show that the child care program either (1) complies with the requirement, (2) does not comply with the requirement, or (3) the requirement is not applicable. If a provider does not comply with a certain requirement and wishes to explain, comments may be attached.</p>	<b>In Compliance</b>			
	<b>Y</b>	<b>N</b>	<b>D/O</b>	<b>Comment</b>

4.4.b.5. Positive Fire Safety Inspection by State Fire Marshal				
4.4.b.6. Positive Dept. of Health Inspections for Child Care & Food Establishments				
6.6.a.2.B. Staff emergency information on file at each location; and				
<b>7.4. Children’s Records Include:</b>				
7.4.a. Child’s name, address, gender, and date of birth				
7.4.b. Name of parent, parent’s home & work phone numbers & addresses				
7.4.c. Names, physical addresses, and telephone numbers of emergency contact				
7.4.f. Parent consent for emergency medical treatment and transportation				
7.4.g. Parent signed consent to release child to other than custodial parent				
7.4.h. Information & special instructions from parent or licensed health provider about special dietary or other medical needs etc.				
<b>8. Staffing:</b>				
8.4.c. Ensured that a state and federal fingerprint-based criminal background investigation is performed on each staff member and volunteer				
8.4.d. Search shall be done of the state-based child and adult abuse and neglect registries and protective services databases in each state where the staff member or volunteer resided during the preceding 5 years. Repeated every 5 years				
8.5.a. Site shall not employ or use an individual who is currently on parole or probation for a felony conviction, or is currently under indictment, has pending charges, or has been convicted or entered a plea of guilty or no contest to any disqualifying offense				
8.5.b. A Site shall not employ or use an individual who is determined to have abused or neglected a child or incapacitated adult				
8.5.c. No individual employed who has entered a plea of guilty or no contest, or convicted of a disqualifying offense, or two or more misdemeanor crimes not listed in 8.5.a. unless the secretary grants a waiver or variance.				
8.5.d. No individual used who failed to disclose a conviction or pending charges or finding of abuse or neglect				
8.5.e.4. Staff accused of sexual abuse or injury prohibited contact with children pending outcome of investigation				
8.6.f.1. CPR and First Aid				

<b>9.11. Volunteer.</b> A volunteer:				
9.11.c. Is not left alone with a child other than his or her own child				
10.1.a. Children have adequate supervision				
11.4.a. Subjecting child to physical punishment of any kind				
11.4.d. Subjecting child to psychological punishment of any kind,				
11.6.b. Requirement to report immediately any suspected incident of child abuse or neglect to director and CPS or to the Child Abuse Hotline, 1-800-352-6513				
12.1. Site does not exceed licensed capacity				
12.2.a. Minimum (35) square feet per child of usable indoor space Rooms/ areas not approved for a child's use are inaccessible to children				
12. 2.c. Activity space in basement is approved by State Fire Marshal/not used				
<b>12.3.a. For outdoor activity space less than 75 sq. feet:</b>				
13.1. Site provides furnishings, equipment and materials that are				
13.1.c. Durable and safe				
13.1.d. In good repair and are regularly inspected				
13.1.e. Regularly cleaned and disinfected				
13.3.b. Jumpers and infant walkers are prohibited.				
13.3.c. Play pens and play yards, if used, must be manufactured after February 28, 2013, properly disinfected after each use and not used for multiple children at the same time.				
13.4.a.1. One (1) crib or playpen with a firm mattress for each child twelve (12) months of age and under or who is up to thirty-five (35) inches tall;				
13.4.a.2. One (1) crib or playpen with a firm mattress, mat or cot for each child between thirteen (13) and twenty-four (24) months of age; and				
13.4.a.3. One (1) mat, cot, or bed for each child over twenty-five (25) months of age;				
13.4.d. Shall be cleaned and disinfected at least once a week, or before another child uses it, or immediately after it is soiled;				
13.4.e.6. The use of traditional drop side cribs, and any crib manufactured prior to June 28, 2011, is prohibited unless the Site obtains a certificate of compliance from the manufacturer that the crib is compliant to the current federal standards				
<b>13.4.h. Site does not permit children to:</b>				
13.4.h.1. Sleep on the floor				
13.4.i.5. Seasonally appropriate covers are used to maintain adequate warmth. For children 12 months of age and younger a sleeper may be worn or a thin blanket used for a covering. If a blanket is used, it shall be tucked around the mattress of the crib and only cover the child as high as his or her chest				
13.4.i.6. Pillows of soft, fluffy bedding shall not be used for child 12 months of age and under				

13.4.i.8. A Site shall change bedding soiled, prior to use by another child and at least weekly, except sheets on cribs are changed at least daily.				
<b>13.5. Indoor Activity Equipment &amp; Materials - The Site provides equipment and materials for indoor activities that:</b>				
13.5.f. Are complete, sturdy, clean and in good working condition				
13.5.g. Are lead-free and otherwise nontoxic				
<b>13.5.h. Safety is maximized by ensuring that:</b>				
13.5.h.1. Indoor play equipment, shelves, and large objects are firmly anchored				
13.6.e.1. Outdoor equipment is installed, maintained according to manufacturer's instructions				
13.7. Safety helmets shall be worn by all riders when using a riding toy or riding equipment that requires balancing or is being used off site.				
14.3.a.4. Place child twelve (12) months of age and under on his or her back unless parent provides a written statement from a licensed health care provider prohibiting the child from being placed in that position for sleep				
14.3.d. Restrictive Equipment. Infant equipment that restricts movement, if used shall only be used for periods not to exceed fifteen (15) minutes in a four (4) hour period				
14.5.d. No child is routinely left in cribs playpens, except for sleeping or rest				
<b>14.9. Water Activities. The Site ensures that</b>				
14.9.b. Constant supervision is provided to children				
15.4.a. Staff observes children daily and watches for changes that indicate injury, infestation or illness, and record changes in the child's file.				
15.4.b.3. Uses universal precautions, as required				
15.4.f.1. During an outbreak of a communicable illness, the Site excludes a child who is communicable				
15.4.g.1. Site reports to local health department the introduction of a diagnosed reportable disease;				
15.4.h.2. The Site shall secure instructions from the child's parent for each medication to be administered. The Site may not accept instructions that indicate to administer the medication on an as needed basis unless the order is accompanied by a medical treatment plan written by the child's licensed health care provider which describes the as needed condition. All medication instruction must be legibly written, signed by the parent, attached to the medication log and shall include:				
15.4.h.2.A. The child's first and last name;				
15.4.h.2.B. The name of the medication to be given;				
15.4.h.2.C. The reason the medication is being given; and				
15.4.h.4. A Site shall store all medication in its original bottle or package and shall place medication other than sun screen and diaper ointment in a locked cabinet or container that is inaccessible to children and can be opened only by key or combination. The container or cabinet shall be away from food, and refrigerated or unrefrigerated according to instructions on the prescription, order or label				

15.h.8. A Site shall ensure that before administering medication when the directions are not legible, the parent checks with the child's licensed health care provider or, if applicable, the pharmacy that filled the prescription				
15.h. 9. When a child no longer needs medication or its expiration date passes, medication is returned to parent, and date documented. A Site shall not administer medication after its expiration date				
15.4.h.10. Records of medication administration are individual and kept:				
15.4.10.A. In a medication log that is cumulative				
15.4.h.11. A Site shall ensure when a documentation error is made that a single line is drawn through the error with the staff person correcting the error initialing it				
<b>16.2. Special Dietary Needs</b>				
16.2.a. Considers special diet needs provided by health professional/parents				
16.7.a. Food prep, service and storage areas, equipment and utensils clean and in good repair				
16.8.g.1. Making water accessible to children and staff members and is freely accessible at all times.				
16.9.f. The Site includes children with food allergies in the group during meal or snack time and closely supervises all children under school age during meal or snack time to prevent the cross-contamination of food or accidental ingestion of a food allergen; and				
<b>17.1. Personal Hygiene.</b> All persons on Site premises or participating in Site activities practice good personal hygiene, including:				
<b>17.1.a. Hand Washing</b>				
17.1.a.1. Staff wash hands before starting work				
17.1.a.2. Staff/children wash hands with soap and warm, running water for at least 20 seconds:				
17.1.b. Universal Precautions used when staff exposed to blood and body fluids (except breast milk)				
<b>17.2. Physical Facilities</b>				
17.2.a. All areas of premises and equipment are kept clean and orderly condition at all times.				
19.1. Site keeps written record of the first and last name of each child - onsite and offsite, and being transported				
<b>19.5. Emergency File.</b> Site has emergency file with information on each child which is accessible to staff and available at Site and at off-site activities				
<b>19.6. Emergency Policies, Procedures and Plan.</b> Site has policies for responding to an emergency, including a plan:				
19.6.a. For medical and non-medical emergencies and for situations that could pose a hazard to staff and children, including, a fire, storm, flood, chemical spill, power failure, bomb threat, persons coming onto the premises whose health or behavior may be harmful to a child or staff member or kidnapping				

<p><b>19.10. First Aid Kit.</b> A Site shall provide a first aid kit for every twenty (20) children that is stored where it is easily accessible to staff members, but out of reach of the children. The location of the first aid kit shall be clearly marked and in view of the staff member. The kit shall be:</p>				
<p>19.10.a. Equipped with band aids, a non-mercury thermometer, gauze, tape scissors, tweezers, disposable nonporous gloves, a first aid guide, the telephone number of a poison control Site, and pencil and paper. A bottle of clean water shall be stored with or accompany the first aid kit;</p>				
<p>20.1. Site has taken all necessary precautions to ensure an accident-free and smoke-free environment.</p>				
<p>20.2.a. Premises, furnishings, equipment and supplies are in good repair and present no hazard</p>				
<p>20.3.i.2. Stairways have appropriate barriers at the top and bottom.</p>				
<p>20.4.b.2. The surface of the play area in an equipment use zone complies with the current CPSC publication, “Public Playground Safety Handbook”, publication #325, sections 2.4 et seq. and 5.3 et. Seq.</p>				
<p>22.1. Vehicles used are currently licensed, inspected, insured, and are equipped with signs and warning lights or alternative warning devices.</p>				