

Family Day Care Home Rules and Regulations Checklist

This list is provided to assist you in evaluating and preparing you for your Pre-Registration Visit. This checklist has been developed from the *Rules & Regulations for Family Day Care Homes* (amended March 1, 1994). This is NOT an all-inclusive list, but covers many of the major areas in the Family Day Care Home Rules and Regulations. As a Family Day Care Home provider you are required to understand and comply with all family day care rules and regulations. You are required to complete this checklist, sign the affidavit on page 14 and send this checklist as a part of your Family Day Care application for registration.

YES	NO	REGISTRATION REQUIREMENTS AND APPLICATION	RULE NUMBER
		I understand that by definition, a family day care home provides care for three but no more than six children for pay.	290-2-3-.03(3)(h)
		I have completed all required criminal record checks for myself.	290-2-3-.04(2)(c)
		I have completed all required criminal records checks for any individual who resides in my home or who assists in the duties of the family day care home.	290-2-3-.04(2)(c)1 290-2-3-.04(2)(c)2
		At no time will I allow any person who has an unsatisfactory criminal record determination reside at the home or have contact with the children.	290-2-3-.04(2)(c)2(i)
		I understand that my application for as a family day care home provider must include the following:	290-2-3-.04(2)(a)
		(1) Completion of a Registration Orientation Meeting	290-2-3-.04(2)(a)1
		(2) Pre-Service training that includes but is not limited to: early learning standards, communication, business management, and advocacy for the family day care home, parents, children and staff.	290-2-3-.04(2)(a)2
		(3) Cardiopulmonary resuscitation (CPR) and first aid training programs offered by certified or licensed health care professionals and approved by the department, which includes emergency care for infants, children, and adults.	290-2-3-.04(2)(a)3
		I understand that after receipt of my completed application package, the department will schedule a pre-registration visit to assess compliance of the family day care rules and regulations. I further understand that the department may deny my application if conditions exist at the pre-registration visit that poses health and/or safety risks to children.	290-2-3-.04(2)(a)3(b)
YES	NO	INSPECTIONS AND INVESTIGATIONS	RULE NUMBER
		I understand that the department is authorized to conduct on-site inspections and/or investigations during the operating hours of the home.	290-2-3-.05

YES	NO	INSPECTIONS AND INVESTIGATIONS (Cont)	RULE NUMBER
		I understand that the agency representative must be allowed access to all areas of the family day care home when children are present.	290-2-3-.05(a)
		I understand that failure to allow departmental access to the family day care home, the staff, the enrolled children, and applicable records and/or failure to cooperate with a departmental inspection/investigation may result in the denial, restriction, revocation or suspension of a registration.	290-2-3-.05(b)
		I will not make or condone any employee making false or misleading statements to the department in connection with any inspection/investigation.	290-2-3-.05(C)
YES	NO	PARENTAL ACCESS	RULE NUMBER
		I understand that parents/guardians shall have access to all child care areas of the home when children are present.	290-2-3-.06
YES	NO	STAFFING AND SUPERVISION	RULE NUMBER
		I am at least 21 years of age.	290-2-3-.07
		Effective 7/1/09, if I am a new Family Day Care Home applicant, I must have a current CDA or other approved credential.	290-2-3-.07(2)(a-g)
		I have current CPR certification, which includes infant/child and adult.	290-2-3-.07(4)
		I have current First Aid certification.	290-2-3-.07(4)
		I understand that each registration year, I must obtain a minimum of 10 clock hours of training from the following areas: child development; health; child abuse and neglect; business related topics.	290-2-3-.07(4)(a-d)
		I, nor any of my assistants or household members, have been shown by credible evidence to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.	290-2-3-.07(5)(a)
		I do not have any physical handicap or mental health disorder that interferes with my ability to provide care and supervision of the children in care.	290-2-3-.07(5)(b)
		I have not made any false statements to the department regarding my qualifications as a family day care home provider.	290-2-3-.07(5)(c)
		I understand that upon departmental approval, I may care for 2 additional children who are 3 years and older for two designated one-hour periods daily.	290-2-3-.07(6)
		I understand that an adult is always present with the child care children, and the children are not left with	290-2-3-.07(5) 290-2-3-.03(a)

		anyone under 18 years of age.	
YES	NO	STAFFING AND SUPERVISION (Cont)	RULE NUMBER
		I understand that there will not be more than 12 children under the age of 13 years present, including my own children and/or other related children, children for pay or for no compensation, when my family day care is open. I understand that I must also meet the requirement of 35 square feet per child.	290-2-3-.07(8) 290-2-3-.07(8)
		I understand that a helper, at least 16 years of age must be present to assist me whenever (1) more than 3 children under 12 months old are present; (2) whenever: more than 6 children under 3 years old are present; or (3) whenever more than 8 children under 5 years of age are present. These ratios apply to ALL children on site.	290-2-3-.07(8)(a)(1-3)
		I understand that I must have an adult present who is certified by the American Red Cross or YMCA in life guarding whenever children participate in water activities where the water is over two feet in depth.	290-2-3-.07(9)
		For water-related activities where the water is over two feet in depth the following staff: child ratios must be maintained: under two years, six months of age-1:2; two years, six months to four years of age-1:5; four years and older, who cannot swim a distance of 15 yards unassisted-1:6; and four years and older who can swim a distance of 15 yards unassisted-1:8.	290-2-3-.07(9)(a)
YES	NO	RECORDS	RULE NUMBER
		I understand that I must maintain a current enrollment record on each child in care. I understand that the enrollment record must include:	290-2-3-.08(1)
		(a) The child's name, date of birth, parent's name, parent's complete home and business address, parent's phone and business phone number;	290-2-3-.08(1)(a)
		(b) The name, address and telephone number of the child's physician and emergency contact person;	290-2-3-.08(1)(b)
		(c) Evidence of age-appropriate immunizations, or a signed affidavit certifying that the required immunizations conflict with the religious beliefs of the parent/guardian or a physician statement that immunization is contradicted;	290-2-3-.08(1)(c)
		(d) Written authorization for the child to receive emergency medical treatment when the parent is not available;	290-2-3-.08(1)(d)
		(e) Documentation of any medications given, which includes the child's name, name of the medication, date and time given, and the name of the person giving the medication;	290-2-3-.08(1)(e) 290-2-3-.11(1)(e)
		(f) Record of any allergies and other known medical conditions;	290-2-3-.08(1)(f)

YES	NO	RECORDS (Cont)	RULE NUMBER
		(g) Description of accidents or serious illnesses occurring while the child is in the family day care home, including date, time, and condition under which it occurred and the action taken;	290-2-3-.08(1)(g)
		(h) Parental agreements for transportation to include field trips, swimming and/or other activities away from the home;	290-2-3-.08(1)(h)
		(i) The name of person(s) to whom the child may be released.	290-2-3-.08(1)(i)
		I understand that I must have written policies and procedures that are kept current, made available to the parents and used to govern the operation of my family day care home. These policies and procedures will be consistent with applicable laws, regulations and these rules and include a written description of the services provided which specifies the following:	290-2-3-.08(2)(a)(b)
		(a) Ages of the children served;	290-2-3-.08(2)(b)(i)
		(b) Months of operation;	290-2-3-.08(2)(b)(ii)
		(c) Days of operation;	290-2-3-.08(2)(b)(iii)
		(d) Hours of operation;	290-2-3-.08(2)(b)(iv)
		(e) Dates the family day care home will be closed;	290-2-3-.08(2)(b)(v)
		(f) Admission requirements, including parental responsibilities for supplying and maintaining accurate required record information and escorting the child to and from the family day care home;	290-2-3-.08(2)(b)(vi)
		(g) Standard fees, payment of fees, fees related to absences and vacations and other charges;	290-2-3-.08(2)(b)(vii)
		(h) Transportation provided, if any;	290-2-3-.08(2)(b)(viii)
		(i) Guidance and discipline techniques;	290-2-3-.08(2)(c)(i)
		(j) Handling emergency medical care, including where children will be taken for emergency medical care;	290-2-3-.08(2)(c)(ii)
		(k) Administering medication and recording noticeable adverse reactions to medication;	290-2-3-.08(2)(c)(iii)
		(l) Notifying parents of their child's: (1) illness; (2) injury (3) exposure to a notifiable communicable disease;	290-2-3-.08(2)(c)(iv)
		(m) Noticeable adverse reaction to medication;	290-2-3-.08(2)(c)(v)
		(n) Exclusion of sick children;	290-2-3-.08(2)(c)(vi)
		(o) Exclusion of children with communicable diseases, as defined on the chart of communicable diseases which contains recommendations for the exclusion of sick children and their readmission;	290-2-3-.08(2)(c)(vii)
		(p) Protection of children in the event of: (I)severe weather; (II)fire; (III) physical plant problems, such as a power failure, that affects climate control, loss of water, or structural damages;	290-2-3-.08(2)(c)(viii)

YES	NO	RECORDS (Cont)	RULE NUMBER
		(q) The transportation of children to and from school, if provided, to include the procedure to be followed if no one is home to receive the transported child;	290-2-3-.08(2)(c)(ix)
		(r) Identification of others providing care. This includes the name of any caregiver, their responsibility and the name of who would be contacted in any emergency;	290-2-3-.08(2)(c)(x)
		(s) Parent's ability to visit the family day care home unannounced and at any time that their child is in care;	290-2-3-.08(2)(c)(xi)
		(t) Any information requested by the parent concerning the operation of the family day care home or the care of the child. Parents will be provided daily; communication (written/verbal) regarding the care of the child, especially with infants, toddlers and nonverbal children;	290-2-3-.08(2)(c)(xii)
		(u) Notification of the existence of a firearm in the family day care home;	290-2-3-.08(2)(c)(xiii)
		(v) Notification of any changes in the regular composition of the household. The provider must notify the parent(s) of anyone regularly on the premises, including but not limited to spouse, friend(s), relative(s), or significant other(s);	290-2-3-.08(2)(c)(xiv)
		(w) Notification of the existence of any pets or other animals residing in the home or on the property;	290-2-3-.08(2)(c)(xv)
		(x) Notification of sleep position practices. The provider must notify parent(s) of Sudden Infant Death (SIDS) risk reduction practices, sleeping positioning policies, and arrangements for placing all infants on their backs for sleep.	290-2-3-.08(2)(c)(xvi)
		I understand that I must maintain notarized documentation from the parents of all related children in care who do not reside in my home.	290-2-3-.08(3)
		I understand that I must maintain notarized documentation from the parents of the non-compensation status of any child in care.	290-2-3-.08(4)
		I understand I must maintain copies of satisfactory criminal record determinations for myself, all adult household members and any helpers.	290-2-3-.08(5)
		I understand that documentation of my required training must include the title of the training, the date of the training, the number of hours of the training and the name of the trainer.	290-2-3-.08(6)
		I understand that I must maintain documentation of my approved water and sewage services if the city/county does not provide these services.	290-2-3-.08(7)

YES	NO	RECORDS (Cont)	RULE NUMBER
		I understand that I must maintain documentation of monthly fire drills and the documentation must be maintained for at least one year.	290-2-3-.08(8) 290-2-3-.11(2)(c)
YES	NO	CHILDREN'S ACTIVITIES	RULE NUMBER
		I understand that the family day care home must provide a variety of daily activities appropriate for the children's chronological and developmental levels. Children with special needs will be integrated into the activities unless contraindicated medically or by parental agreement. Activities will be planned for each group to allow for:	290-2-3-.09(1)
		(a) Indoor and outdoor play;	290-2-3-.09(1)(a)
		(b) A balance of quiet and active periods;	290-2-3-.09(1)(b)
		(c) A balance of supervised free choice and caregiver-directed activities;	290-2-3-.09(1)(c)
		(d) Individual, small group and large group activities;	290-2-3-.09(1)(d)
		(e) Large muscle activities, such as, but not limited to, running, riding, climbing, balancing, jumping, throwing, or digging;	290-2-3-.09(1)(e)
		(f) Small muscle activities, such as, but not limited to, building with blocks or construction toys, use of puzzles, nesting or stacking toys, pegs, lacing, sorting beads, or clay;	290-2-3-.09(1)(f)
		(g) Language experiences, such as, but not limited to, listening, talking, rhymes, finger plays, stories, recordings, or flannel boards;	290-2-3-.09(1)(g)
		(h) Arts and crafts, such as, but not limited to, painting, coloring, cutting, or pasting;	290-2-3-.09(1)(h)
		(i) Dramatic play, such as, but not limited to, play in a home center, with dolls, puppets, or dress up;	290-2-3-.09(1)(i)
		(j) Rhythm and music, such as, but not limited to, listening, singing, dancing, or making music; and	290-2-3-.09(1)(j)
		(k) Nature and science experiences, such as, but not limited to, measuring, pouring, activities related to the "world around us" such as nature walks, plants, leaves or weather, or experiences in using the five senses through sensory play.	290-2-3-.09(1)(k)
		I understand that I must help children develop skills in all areas (washing, dressing, toileting, etc.) that are appropriate to their age and ability.	290-2-3-.09(2)
		I understand that all children must spend some time each day outside, weather permitting.	290-2-3-.09(3)
		I understand that each preschool child shall have a supervised nap period each day.	290-2-3-.09(4)

YES	NO	CHILDREN'S ACTIVITIES (Cont)	RULE NUMBER
		I understand that infants and toddlers will not be routinely left in cribs, or playpens except for rest and sleep.	290-2-3-.09(5)
		I understand that the use of entertainment media such as television programs, video tapes and games must be suitable for young audiences and is limited to no more than two (2) hours of use each day.	290-2-3-.09(6)
YES	NO	NUTRITION AND FOOD SERVICES	RULE NUMBER
		I understand that children must be served meals and snacks for the period of time they are present in the home.	290-2-3-.10(1)
		I understand that meals and snacks served are dependent on the age of the child and must be nutritious, well balanced and varied. Lunch and supper must consist of vegetables, fruit or both; meat, poultry, fish, cheese, eggs, or protein substitute; bread; and milk unless the child has a specific health reason for prohibiting milk.	290-2-3-.10(2)
		I understand that I cannot serve powdered nonfat milk. I can use this for cooking purposes only.	290-2-3-.10(3)
		I will obtain from each parent, infant formula and a current feeding plan for any child less than 1 year of age,	290-2-3-.10(4)
		I understand that formula bottles must be labeled with the child's name and that any formula/milk not used must be discarded or returned to the parent at the end of the day.	290-2-3-.10(5)
		I understand that any child who cannot hold their bottle or sit independently must be held while being fed. I understand that bottles cannot be propped and that infant's heads must be elevated during feeding.	290-2-3-.10(6)
		I understand that all food in the family day care home must be in sound condition, free from spoilage/contamination and safe for human consumption.	290-2-3-.10(7)
		I understand that the refrigerator must maintain a temperature of 45 degrees or below.	290-2-3-.10(8)
		I understand that all perishable foods must be refrigerated.	290-2-3-.10(8)
		I understand that foods must be served promptly after cooking. Hot foods will be maintained at a temperature of 140 degrees or above, except while being served.	290-2-3-.10(8)
		I understand that foods stored in cans, jars, and boxes must be stored above the floor on clean surfaces.	290-2-3-.10(9)
		I understand that garbage must be stored in trash containers with lids. The trash containers must be emptied and cleaned as needed. All areas around	290-2-3-.10(10)

		outdoor trash containers must be kept clean.	
YES	NO	NUTRITION AND FOOD SERVICES (Cont)	RULE NUMBER
		I understand that I cannot use chipped or cracked dishes for serving food.	290-2-3-.10(11)
		I understand that the food preparation surface must be nonporous, have no cracks or unsealed seams.	290-2-3-.10(12)
		I understand the food preparation areas and equipment must be kept clean, and free of accumulation of dust, dirt, food particles, and grease deposits.	290-2-3-.10(13)
		I understand that the person preparing the meal must wash their hands thoroughly with soap and water before starting food service work and as often as necessary during food preparation and serving to remove soil and contamination.	290-2-3-.10(14)
		I understand that non-deposable dishes and silverware must be cleaned by pre-rinsing, scraping, washing, sanitizing and air drying	290-2-3-.10(15)
		I understand that children shall not share eating or drinking utensils.	290-2-3-.10(16)
YES	NO	HEATH, SAFETY AND DISCIPLINE	RULE NUMBER
		I understand that I must maintain the department's Communicable Disease chart and follow the recommendations for exclusion of sick children.	290-2-3-.11(1)(a)
		I understand that an age appropriate immunization or affidavit or physician's statement must be obtained for each preschool age child within 30 days of admission.	290-2-3-.11(1)(b)
		I understand that the parents of any child in care must be notified immediately when: the child becomes ill or is injured and required medical attention; or any illness which may not require medical attention but is causing the child moderate discomfort, such as an elevated temperature, vomiting or diarrhea.	290-2-3-.11(1)(c)
		I understand that I will obtain emergency medical services when required by the child.	290-2-3-.11(1)(d)
		I understand that with the exception of first aid, I cannot handout any medications without the specific written consent of the parent or child's physician.	290-2-3-.11(1)(e)
		I understand that all medications must be stored according to the prescription or label instructions. Medications must be kept in places that are inaccessible to children.	290-2-3-.11(1)(e)
		I understand that each dose of medication given must be documented with: the child's name, name of the medication, date and time given, and the name of the person giving the medication.	290-2-3-.11(1)(e)

YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
		I will maintain the following supplies in the first aid kit: a first aid manual, written directions on the use of universal precautions for handling blood and bodily fluids, protective eyewear and facemask, scissors, tweezers, gauze pads, thermometer, adhesive tape, band-aids, insect sting preparation, antiseptic cleansing solution, antibacterial ointment, bandages, disposable rubber gloves and a cold pack.	290-2-3-.11(1)(f)
		I understand that all first aid supplies must be maintained in a kit. There must be a kit for the family day care home and in any vehicle used for transportation. The first aid kit must be stored in a central location that is inaccessible to children.	290-2-3-.11(1)(f)
		I understand that diapers will be changed in the child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change.	290-2-3-.11(1)(g)
		I understand that all soiled diapers and linens will be disposed of in a closed container.	290-2-3-.11(1)(h)
		I understand that I will wash my hands with soap and running water immediately after each diaper change.	290-2-3-.11(1)(h)
		I understand that when children are present there will be no smoking in the family day care home or on the property of the family day care home.	290-2-3-.11(1)(i)
		I understand that children in care must be kept clean, dry and comfortable.	290-2-3-.11(1)(j)
		I understand that any pet in the home must be vaccinated according to the local Boards of Health.	290-2-3-.11(1)(k)
		I understand that pets must be confined and inaccessible to when children are present.	290-2-3-.11(1)(k)
		I understand that I must have a written plan for handling emergencies that include: fire; severe weather; loss of electrical power or water; the serious injury of a child; children who are lost; and the death of a child.	290-2-3-.11(2)(a)
		I understand that no persons at the family day care home can impede or hinder the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.	290-2-3-.11(2)(a)
		I must have an operable phone at the family day care home at all times.	290-2-3-.11(2)(b)
		I understand I must post in a conspicuous area next to the telephone, the following emergency phone numbers: a physician or hospital; an ambulance or rescue squad service; the local fire department; the local police or law enforcement; the county health department; and the regional poison control. If I have 911 service, I do not have to have separate telephone numbers for an ambulance, the fire or police	290-2-3-.11(2)(b)

		departments.	
		I understand that I must practice fire drills on a monthly basis and document each fire drill. I must maintain this documentation for one year.	290-2-3-.11(2)(c)
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
		I understand that children must not have access to hanging cords or other hazardous items.	290-2-3-.11(2)(d)
		I understand that clear glass doors must be marked to avoid accidental impact.	290-2-3-.11(2)(e)
		I understand that poisons, medicines, cleaning agents, razors, aerosol cans and other potential hazardous materials shall be stored out of reach of children or in locked cabinets.	290-2-3-.11(2)(f)
		I understand that firearms must be inaccessible to children. I must provide written notification to parents that a firearm is located in the home.	290-2-3-.11(2)(g)
		I understand that I must maintain at least one UL Approved smoke detector. The smoke detector must be in working order and be located on each level of the home.	290-2-3-.11(2)(h)
		I understand that I must maintain at least one 2-A-5-B:C fire extinguisher in the child care area and no more than 30 feet from the kitchen. It must be maintained in working condition and inaccessible to children. (State fire marshal requires 2-A-10-B:C)	290-2-3-.11(2)(h)
		I understand that no flammable liquids can be stored in the home.	290-2-3-.11(2)(i)
		I understand I must have a valid driver's license to transport children.	290-2-3-.11(2)(j)
		I understand that if I transport children, each child must be restrained by a seat belt or child passenger restraint appropriate for the child's height/weight and in accordance with state law.	290-2-3-.11(2)(j)
		I understand that no child will be left unattended in a motor vehicle.	290-2-3-.11(2)(j)
		I understand that any disciplinary action used to correct a child's behavior will not be detrimental to the child's physical or mental health.	290-2-3-.11(3)
		I understand that I nor any other home employee or member may:	290-2-3-.11(3)(a)
		1. Physically or sexually abuse a child, or engage in or permit others to engage in sexually overt conduct in the presence of any enrolled child in the home;	290-2-3-.11(3)(a)(1)
		2. Inflict corporal/physical punishment upon a child;	290-2-3-.11(3)(a)(2)
		3. Shake, jerk, pinch or handle roughly a child; or	290-2-3-.11(3)(a)(3)
		4. Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity, or belittling remarks about a child or his family; or	290-2-3-.11(3)(a)(4)

		5. Isolate in a child in a dark room, closet, or unsupervised area; or	290-2-3-.11(3)(a)(5)
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
		6. Use mechanical or physical restraints or devices to discipline children; or	290-2-3-.11(3)(a)(6)
		7. Use medication to discipline a child, or to control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent.	290-2-3-.11(3)(a)(7)
		8. Discipline a child by restricting unreasonably a child from going to the bathroom; by punishing toileting accidents; by force feeding a child; or by not feeding a child regularly scheduled meals/snacks; by forcing or withholding naps; by allowing children to discipline or humiliate other children; or by confining a child for disciplinary purposes to a swing, high chair, infant carrier, walker or jump seat.	290-2-3-.11(3)(a)(8)
		9. Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 et seq., in the presence of any child enrolled in the home.	290-2-3-.11(3)(a)(9)
YES	NO	EQUIPMENT AND SUPPLIES	RULE NUMBER
		I understand that I must provide each child a variety of age-appropriate toys, books and play equipment and material to insure that each child has the opportunity to experience and participate in a variety of activities.	290-2-3-.12(1)
		I understand that each child must have a clean and comfortable place to nap.	290-2-3-.12(2)
		I understand that a crib with a waterproof mattress is required for each child less than one year of age.	290-2-3-.12(2)
		I understand that individual or disposable wash cloths and towels must be available for each child.	290-2-3-.12(3)
		I understand that furnishings and equipment must be maintained in a clean and safe usable condition.	290-2-3-.12(4)
YES	NO	BUILDING AND GROUNDS	RULE NUMBER
		I understand that the home must be kept clean and free from obvious hazards to the children's health and safety.	290-2-3-.13(1)
		I understand that the child care area must have a minimum of 35 square feet of usable floor space per child.	290-2-3-.13(1)(a)
		I understand that basement areas that are more than 25 feet from a window will not be used for child care.	290-2-3-.13(1)(b)

		I understand that furniture and equipment must not block or interfere with the exits from the home.	290-2-3-.13(1)(c)
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
		I understand that the home must be kept free of fire hazards and unnecessary or excessive combustible material.	290-2-3-.13(1)(d)
		I understand that when in use, radiators, open fire, oil or wood burning stoves, floor furnaces and similar hazards must have a barrier or screen to prevent children from being burned.	290-2-3-.13(1)(e)
		I understand that unvented fuel fired heaters cannot be used in the home unless there is an oxygen depletion safety shut off system.	290-2-3-.13(1)(f)
		I understand that multiple plugs and extension cords cannot be used in the home.	290-2-3-.13(1)(g)
		I understand that electrical outlets within the children's reach must be covered.	290-2-3-.13(1)(g)
		I understand that fans must be positioned or installed in a manner that is inaccessible to children.	290-2-3-.13(1)(h)
		I understand that measures must be taken to prevent the presence of rodents, flies, roaches and other vermin in the home.	290-2-3-.13(1)(i)
		I understand that windows or doors used for ventilation must be screened.	290-2-3-.13(1)(i)
		I understand that if I do not have a water/sewage system provided by the county or city systems, I must have documentation that my system is approved by the proper authority having jurisdiction.	290-2-3-.13(1)(j)
		I understand that outside grounds and play areas must be kept clean and free of hazards. Hazards may include but are not limited to: exposed sharp edges of concrete or equipment, broken glass, debris, open drainage ditches, holes and stagnant water.	290-2-3-.13(2)(a)
		I understand that non-portable climbing and swinging equipment must be anchored.	290-2-3-.13(2)(b)
		I understand that a resilient surface must be provided beneath the climbing and swinging equipment and the fall zone from such equipment. The resilient surface must be maintained to assure continuing resiliency.	290-2-3-.13(2)(b)
		I understand that outside play areas must be protected from traffic or other hazards by fencing or other barriers at least four feet in height.	290-2-3-.13(2)(c)
		I understand that a fence must be provided around swimming pools to make them inaccessible when not in use.	290-2-3-.13(2)(c)
		I understand that fencing materials must not be hazardous to children.	290-2-3-.13(2)(c)

YES	NO	REPORTING	RULE NUMBER
		I understand that within 24 hours or the next workday, I must report the following to Bright from the Start:	290-2-3-.14(1)
YES	NO	REPORTING (Cont)	RULE NUMBER
		1. Any death of a child while in the care of the home;	290-2-3-.14(1)(a)
		2. Any serious illness or injury to a child requiring hospitalization or professional medical attention;	290-2-3-.14(1)(b)
		3. Any fire;	290-2-3-.14(1)(c)
		4. Any structural disaster;	290-2-3-.14(1)(d)
		5. The closing of the home.	290-2-3-.14(1)(e)
		I understand that any cases or suspected cases of notifiable communicable diseases must be reported to the local county health department and to Bright from the Start.	290-2-3-.14(3)
YES	NO	INFANT-SLEEPING SAFETY REQUIREMENTS	RULE NUMBER
		I understand that in order to reduce the risk of Sudden Infant Death Syndrome(SIDS), staff must comply with the following:	290-2-3-.19
		1. Infants will be placed to sleep on their back unless the home has been provided a physician's written statement authorizing another sleep position. When the infant can easily turn over to his stomach, the infant will still be initially placed on his back to sleep but allowed to roll over onto his or her stomach as the infant prefers.	290-2-3-.19
		2. Infants will be placed on a firm, tight fitting mattress in a sturdy and safe crib. If the crib has sidebars, the bars will be no more than two and three-eighths inches (2 3/8) apart.	290-2-3-.19
		3. Any crib used for sleeping will have a tight fitting bottom crib sheet, with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.	290-2-3-.19
		4. If a blanket is required, the infant's feet will be placed at the foot of the crib and the infant shall be covered with the blanket only to the chest level with the blanket tucked firmly under the crib mattress.	290-2-3-.19
		5. The infant's sleeping area will have a maintained temperature range of 65 degrees to 85 degrees.	290-2-3-.19
		6. Positioning devices that restrict the infant's movement in the crib shall not be used unless a physician's written statement authorizing its use is provided for that particular infant.	290-2-3-.19

YES	NO	ENFORCEMENT AND PENALTIES	RULE NUMBER
		I understand that if the department finds that I have violated any provisions of these rules, or other laws, rules, regulations, it may, subject to notice and opportunity for hearing, take the following actions against me: administer a public reprimand; limit or restrict a registration; suspend a registration; impose a fine; refuse to renew a registration, or revoke a registration.	290-2-3-.15(a)

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR FAMILY DAY CARE HOMES. I HEREBY CERTIFY THAT I HAVE ASSESSED MY FAMILY DAY CARE HOME AGAINST THE RULES AND REGULATIONS CHECKLIST AND FOUND IT TO BE IN COMPLIANCE WITH ALL FAMILY DAY CARE RULES AND REGULATIONS. I UNDERSTAND THAT THIS SIGNED AND COMPLETED FAMILY DAY CARE HOME RULES AND REGULATIONS CHECKLIST MUST BE INCLUDED IN MY APPLICATION TO BECOME A REGISTERED FAMILY DAY CARE HOME PROVIDER. I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY WILLFUL MISREPRESENTATION OF ANY OF THE ABOVE FACTS IS CAUSE FOR IMMEDIATE DENIAL OR REVOCATION OF MY REGISTRATION.

SIGNATURE

DATE

REVISED: 03/16/09