



FCC MONITORING CHECKLIST

Child Information				
Name	DOB	Age	Present	Absent

## FCC MONITORING CHECKLIST

<b>COVID-19</b> Observations must be completed by Network staff with providers on a weekly basis.  Instruction: Check YES next to the item that are being met, and NO for items that are not being met.		
<b>A. Health &amp; Safety Practices</b>		
<p><b>1. Health checks must occur daily for staff and children upon arrival, departure and periodically throughout the day.</b></p> <p>Upon arrival, program staff will ask the following:</p> <ol style="list-style-type: none"> <li>1. Has the child had a fever or felt feverish in the past 24 hours?</li> <li>2. Has the child had a new cough, sore throat or shortness of breath in the past 24 hours?</li> </ol> <p><i>Families must access their children and document their child's health on the Daily Health Check survey for families before bringing them to the program.</i></p>	Yes	No
<p><b>2. Program staff must regularly wash their hands and assist children in washing their hands with soap and water at least 20 seconds.</b></p> <p>Hand washing must be occur:</p> <ul style="list-style-type: none"> <li>● Before eating;</li> <li>● After sneezing, coughing, or nose blowing;</li> <li>● After using the restroom;</li> <li>● Before and after handling food;</li> <li>● After touching or cleaning surfaces that may be contaminated; and</li> <li>● After using shared equipment like computer and mice.</li> </ul> <p><i>If soap and water are not available, alcohol-based hand sanitizer can be used depending on the age of the child. Use of alcohol-based hand sanitizer must always be supervised by an adult.</i></p>	Yes	No
<p><b>3. As part of the standard infection control practices, routine cleaning must continue.</b></p> <p>Routine cleaning include:</p> <ul style="list-style-type: none"> <li>● Cleaning high contact surfaces touched by different people must occur <b>once daily</b> (ex. Light switches, handrails, door knobs/handles, counters, table tops, chairs, toys and materials shared among children).</li> <li>● Dust- and wet mopping or auto-scrubbing floors.</li> <li>● Vacuuming of entryways and high traffic areas.</li> <li>● Removing trash.</li> <li>● Cleaning restrooms.</li> <li>● Wiping heat and air conditioner vents.</li> <li>● Spot cleaning walls.</li> <li>● Spot cleaning carpets.</li> <li>● Dusting horizontal surfaces and light fixtures.</li> <li>● Cleaning spills.</li> </ul>	Yes	No

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<ul style="list-style-type: none"> <li>Regular cleaning and laundering of sleeping surfaces and beddings weekly.</li> <li>If outdoor play space is available, clean all outdoor equipment and toys.</li> </ul> <p>Refer to <a href="#">General Guidance for Cleaning and Disinfection for Non-Health Care Settings</a> for additional guidance on cleaning and disinfection.</p>		
<p><b>4. Check that exits and egresses are not blocked.</b></p> <ul style="list-style-type: none"> <li>All paths of egress on the interior and exterior of the program must be kept free of obstruction, impediment and debris. 416.4(h)(4)</li> </ul> <p><b>Blocked or change of egress should be reported to DOHMH immediately.</b></p>	Yes	No
<p><b>5. Check that the carbon monoxide and smoke detector are in good working condition.</b></p>	Yes	No
<p><b>6. Maximize outdoor air flow through the air ventilation system, if possible.</b></p> <ul style="list-style-type: none"> <li>Rooms where child care is provided are well lit, well ventilated and free of clutter. A minimum comfortable temperature of 68 degrees Fahrenheit should be maintained in all rooms occupied by children. 416.3(b), 416.3(c) and 416.3(d)</li> </ul>		
<p><b>B. Mealtime Nutritional Practices</b> (reference <a href="#">USDA CACFP Handbook</a>)</p>		
<p><b>1. Children are encouraged to sit down during meal and snack time, but must not be served family style.</b></p>	Yes	No
<p><b>2. Food must be prepared and stored in a safe and sanitary manner and served at appropriate intervals for infants and older children. 416.12(d)</b></p>	Yes	No
<p><b>3. All breast milk, infant formula or individualized food item containers and bottles are clearly marked with the child's first, last name [416.12(q)] and date as per DECE Policy Handbook.</b></p>	Yes	No
	N/A	
<p><b>4. Up to date food allergies are posted discreetly in food preparation and eating areas. 416.12(ai) Document must be posted inconspicuously and available to program staff only.</b></p>	Yes	No
<p><b>C. Supervision</b></p>		
<p><b>1. Appropriate adult-child ratio is maintained at all times with OCFS Office approved and cleared staff. 416.8(j)(1-3)</b></p> <p>Note: Licensed capacity must reflect the updated DOHMH Interim Guidance, limiting program ratios to no more than 15 children. This is in alignment to <a href="#">NYS June 2020 guidance</a>.</p>	Yes	No

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<p style="color: red; margin: 0;"><b>Unapproved/unknown staff and/or families, programs out of ratio and lack of proper supervision should be reported to DOHMH immediately.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2" style="padding: 2px;"><b>Group Family Day Care Ratio: 2:12:4 (One lead affiliated provider and one assistant provider required)</b></td> </tr> <tr> <td style="width: 35%; padding: 2px;"><b>Age of Children</b></td> <td style="padding: 2px;"><b>COVID-19 Reconfigured Ratio (2:12:3)</b></td> </tr> <tr> <td style="padding: 2px;"><b>Under 2 years (24 months)</b></td> <td style="padding: 2px;">2 adults to up to 4 children</td> </tr> <tr> <td style="padding: 2px;"><b>2 years to 3 years</b></td> <td style="padding: 2px;">2 adults to up to 8 children</td> </tr> <tr> <td style="padding: 2px;"><b>School Age</b></td> <td style="padding: 2px;">Up to 3</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>Family Day Care Ratio: 1:6:2 (One lead affiliated provider)</b></td> </tr> <tr> <td style="padding: 2px;"><b>Age of Children</b></td> <td style="padding: 2px;"><b>Min. Ratio</b></td> </tr> <tr> <td style="padding: 2px;"><b>Under 2 years (24 months)</b></td> <td style="padding: 2px;">1 adult to up to 2 children</td> </tr> <tr> <td style="padding: 2px;"><b>2 years to 3 years</b></td> <td style="padding: 2px;">1 adult to up to 4 children</td> </tr> <tr> <td style="padding: 2px;"><b>School Age</b></td> <td style="padding: 2px;">Up to 2 children</td> </tr> </table>	<b>Group Family Day Care Ratio: 2:12:4 (One lead affiliated provider and one assistant provider required)</b>		<b>Age of Children</b>	<b>COVID-19 Reconfigured Ratio (2:12:3)</b>	<b>Under 2 years (24 months)</b>	2 adults to up to 4 children	<b>2 years to 3 years</b>	2 adults to up to 8 children	<b>School Age</b>	Up to 3	<b>Family Day Care Ratio: 1:6:2 (One lead affiliated provider)</b>		<b>Age of Children</b>	<b>Min. Ratio</b>	<b>Under 2 years (24 months)</b>	1 adult to up to 2 children	<b>2 years to 3 years</b>	1 adult to up to 4 children	<b>School Age</b>	Up to 2 children		
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<p><b>2. Employees must wear face coverings any time they are 6 ft. apart from one another, and at all times when interacting with children, regardless of distance.</b></p> <ul style="list-style-type: none"> <li>Young children, those that are not yet in kindergarten, do not need to wear a face covering when they are in child care. Older children are encouraged, but not required to wear face coverings. Face coverings should not be used by children under the age of 2 years old, or for anyone who is unable to medically tolerate such coverings.</li> <li><b>Executive order 202.17:</b> directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.</li> </ul> <p><b>NOTE:</b> Clean, replace, and prohibit sharing of face coverings. Consult the <a href="#">CDC guidance</a> for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection</p>	Yes	No																				
<p><b>2. Program staff ensures that line of sight (within view) supervision of all children is maintained at all times. Children cannot be left without competent supervision at any time. 416.8(a)</b></p>	Yes	No																				
<p><b>3. Adjust proximity for individual children who demonstrate needing closer supervision as per DECE FCC Health and Safety Guidance.</b></p>	Yes	No																				
<p><b>4. Routines such as toileting and handwashing requiring children to leave the room should be done individually or in small groups as per DECE FCC Health and Safety Guidance.</b></p>	Yes	No																				

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<b>5. Remain within the building and within the program site. Neighborhood walks, field trips and other outdoor activities are not permitted at this time as per DECE FCC Health and Safety Guidance.</b>	Yes	No
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