



# ChildNet Certification Home Visit Checklist

Provider's Name: \_\_\_\_\_

Co-Provider's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

ChildNet Requirements	Date Verified
<b>1. Registration Number</b> _____ Category: ___ A ___ B ___ C	Expiration Date: _____
<b>2. CPR Certification</b> Need to take if infant and child first aid does not include management of a blocked airway and mouth-to-mouth resuscitation.	Expiration Date: _____ <div style="text-align: center;">Provider</div> Expiration Date: _____ <div style="text-align: center;">Co-Provider</div>
<b>3. First Aid Certification</b> Infant and child first aid that <u>includes</u> management of a blocked airway and mouth-to-mouth resuscitation.	Expiration Date: _____ <div style="text-align: center;">Provider</div> Expiration Date: _____ <div style="text-align: center;">Co-Provider</div>
<b>4. Mandatory Child Abuse Reporter Training</b> for Iowa Early Childhood and School-age Professionals	Expiration Date: _____ <div style="text-align: center;">Provider</div> Expiration Date: _____ <div style="text-align: center;">Co-Provider</div>
<b>5. Training Verified</b> Provider Certification: _____ ChildNet series completed Re-certification: _____ 16 hours annually or 32 total  Co-Provider Certification: _____ ChildNet series completed Re-certification: _____ 16 hours annually or 32 total	
<b>6. CACFP participation is current</b> Paperwork verifying participation or phone call or email with CACFP sponsor.	
<b>7. 100% compliance with registration requirements</b> CCR&R Consultation Guide completed within past 90 days by a CCR&R Child Care Consultant.	

<p><b>8. CCR&amp;R file updated</b>  Completed update within the past year and a quarterly update within the past 90 days via email, mail or phone.</p>	
<b>Business Practices</b> <span style="float: right;"><b>Date Verified</b></span>	
<p><b>1. Provider understands, meets and practices all registration requirements.</b></p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• Can you explain “why” registration requirements are in place?</li> <li>• Do you know where to find the DHS registration requirements?</li> <li>• How do you keep current with the registration requirements so as to meet and practice all compliance needs?</li> <li>• How might I assist you in understanding the current registration requirements? <ul style="list-style-type: none"> <li>○ At least one way to find the Child Development Home Registration Requirements is stated: <ul style="list-style-type: none"> <li>• CCR&amp;R website (<a href="http://www.iowaccrr.org">www.iowaccrr.org</a>)</li> <li>• DHS website (<a href="http://www.dhs.state.ia.us">www.dhs.state.ia.us</a>)</li> <li>• Chapter 110 of the Iowa Code</li> <li>• DHS publication Comm 143</li> <li>• CCR&amp;R Child Care Consultant or DHS regulatory staff</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>2. Provider can articulate how he/she prepares for the day.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• What do you do to transition from your family to your child care business? <ul style="list-style-type: none"> <li>○ A minimum of two examples of how the provider prepares for the day is stated.</li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>3. Provider can show evidence of record keeping practices.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• Where do you keep your business records?</li> </ul> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Examples such as expense files, children’s files, work area, computer, etc.</li> </ul> <p><i>Observations/comments</i></p>	

<p><b>4. Provider can show evidence of child care liability insurance.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Policy or letter from insurance agent verifying coverage, including effective coverage dates.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>5. Provider can show evidence of written policies and can articulate their importance.</b></p> <p>Written policies submitted to consultant prior to visit - Date received: _____</p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• Why is it important to have written policies?</li> <li>• Have you thought about changes to your written policies since the implementation of the program? <ul style="list-style-type: none"> <li>○ At least one reason is stated: <ul style="list-style-type: none"> <li>• Written policies are a guide to decision making</li> <li>• Outlines what is expected from parents/providers</li> <li>• Everybody is on the same page</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>6. Provider can articulate that written policies are provided to all parents.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How and when do you communicate your policies to parents?</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>7. Provider has a contract with each family including, at a minimum, names/addresses of parties involved, hours of operation, terms of payment, termination agreement and dated signatures.</b></p> <p>Blank contract submitted to consultant prior to visit - Date received: _____</p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How often do you review and renew the contract with the parent?</li> </ul> <p><i>Observations/comments</i></p>	

<p><b>8. Provider's written policies include a confidentiality policy.</b></p> <p>Written policies submitted to consultant prior to visit - Date received: _____</p> <p><i>Observations/comments</i></p>	
<p><b>9. Provider understands his/her policies about confidentiality.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• Why is it important to have a confidentiality policy? <ul style="list-style-type: none"> <li>○ At least one reason is stated: <ul style="list-style-type: none"> <li>• Protect the privacy of children</li> <li>• Protect the privacy of families</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>10. Provider's written policies state that the provider is a mandatory child abuse reporter.</b></p> <p>Written policies submitted to consultant prior to visit - Date received: _____</p> <p><i>Observations/comments</i></p>	
<p><b>11. Provider is able to articulate the mandatory reporting policy.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• What would you do if you needed to report suspected abuse/neglect? <ul style="list-style-type: none"> <li>○ At a minimum, provider can refer to the Child Abuse Hotline number or where to find it.</li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	

<p><b>12. Provider can articulate and show examples of parent communication strategies.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How do you communicate with parents? <ul style="list-style-type: none"> <li>○ At least 2 examples are stated or shown: <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Bulletin boards</li> <li>• Phone calls</li> <li>• Emails</li> <li>• Text messages</li> <li>• Newsletter</li> <li>• Social media</li> </ul> </li> </ul> </li> </ul> <p><i>Observation/comments</i></p>	
<p><b>13. Provider can articulate at least one successful marketing strategy.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How do you market your program? <ul style="list-style-type: none"> <li>○ At least one example is stated: <ul style="list-style-type: none"> <li>• Ads</li> <li>• Store bulletin boards</li> <li>• School secretaries</li> <li>• Word of mouth</li> <li>• CCR&amp;R</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>Additional comments on Business Practices Section:</b></p>	
<p><b>Health and Safety</b> <span style="float: right;"><b>Date Verified</b></span></p>	
<p><b>1. The entrance to the home is safe and accessible.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Entrance(s) are free of clutter, animals, tripping hazards, litter, and peeling paint.</li> <li>• Steps and handrails are in good condition.</li> <li>• Sidewalks are even and kept clear of snow/ice.</li> <li>• Accessibility for special needs children, if in care.</li> </ul> <p><i>Observations/comments</i></p>	

<p><b>2. Play areas for all age groups are arranged to avoid safety problems.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How do you create an age appropriate play area for each age group in care? <ul style="list-style-type: none"> <li>○ At least 2 examples are observed or stated: <ul style="list-style-type: none"> <li>• How choking hazards are kept out of reach of infants/toddlers</li> <li>• Older children have a space to play with age appropriate toys</li> <li>• How infants/toddlers are protected from older children's play</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>3. Children's health status is assessed daily upon arrival and during care. Concerns are documented and communicated appropriately.</b></p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• When and how do you assess children's health status?</li> <li>• How do you document concerns about a child's health status?</li> <li>• How do you communicate these concerns?</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>4. Practices appropriate hand washing methods (provider and children). See Note in regards to articulation of hand washing method*</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Provider demonstrate the hand-washing procedures for self and at least one child in care. (For appropriate procedures, refer to Healthy Child Care Iowa Handwashing poster.) <ul style="list-style-type: none"> <li>○ Demonstration should include liquid hand soap, paper towels or individual towels for each child and appropriate step stool for children, if necessary.</li> </ul> </li> </ul> <p>* Articulation of method is allowable if consultant determines child care provider is needed in a supervisory role during the ChildNet observation period.</p> <p><i>Observations/comments</i></p>	

<p><b>5. Toileting and diapering areas are organized and sanitary.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• Please show me where you diaper/toilet the children?</li> </ul> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Gloves and cleaning supplies are organized and within reach.</li> <li>• Hand-washing is accessible for toileting or diapering.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>6. Written health policies include annual physicals, up to date immunization records and exclusion policies.</b></p> <p>Written policies submitted to consultant prior to visit - Date received: _____</p> <p><i>Observations/comments</i></p>	
<p><b>7. Written policies include policies and procedures for reporting and documenting injuries, accidents and emergencies.</b></p> <p>Written policies submitted to consultant prior to visit - Date received: _____</p> <p><i>Observations/comments</i></p>	
<p><b>8. If children are transported in the provider's care, written policies include transportation policies and signed permission forms on file for each child.</b></p> <p>Transportation policy submitted to consultant prior to visit - Date received: _____</p> <p><i>Observations/comments</i></p>	
<p><b>9. Provider can articulate that if children are transported in the provider's car, all child passenger safety laws are followed.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How do you ensure all passenger safety and car seat laws are followed? <ul style="list-style-type: none"> <li>○ At least 1 example is stated: <ul style="list-style-type: none"> <li>• Up-to- date resources to refer to describing applicable passenger safety laws</li> <li>• How to correctly install car seats</li> <li>• Resources used to ensure car seats are correctly installed (community safety check, car seat inspection, etc.)</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	

<p><b>10. Provider can articulate safety procedures on walks and field trips.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• What safety precautions do you engage in on walks and field trips? <ul style="list-style-type: none"> <li>○ At least 2 examples are stated: <ul style="list-style-type: none"> <li>• Signed permission slips</li> <li>• First Aid Kit is taken</li> <li>• Emergency contact information for each child is taken</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>11. What activities do you provide during the day that teaches social/emotional skills?</b></p> <p>Consultant needs to see or hear:</p> <ul style="list-style-type: none"> <li>• Finger plays</li> <li>• Artwork/discuss feelings</li> <li>• Rhymes</li> <li>• Stories/books</li> <li>• Games – i.e. Duck, Duck, Goose</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>12. How do you model positive social/emotional interactions?</b></p> <p>Consultant needs to see or hear:</p> <ul style="list-style-type: none"> <li>• Discuss feelings with children/label emotions</li> <li>• Tone of voice</li> <li>• Facial expressions</li> <li>• Teach empathy/turn taking/how to be a friend</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>Additional comments on Health and Safety Practices:</b></p>	



Developmentally Appropriate Activities	Date Verified
<p><b>1. Sufficient indoor and outdoor space is accessible to the children in care to accommodate the needs of the group.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Indoor and outdoor space used for child care. <ul style="list-style-type: none"> <li>○ Observations to look for: <ul style="list-style-type: none"> <li>• Are children able to move freely through play spaces?</li> <li>• Is the space age appropriate for the children in care?</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>2. Provider can articulate and show a daily schedule containing predictable routines for children.</b></p> <p>Daily schedule submitted to consultant prior to visit - Date received: _____</p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• Please describe your schedule and activities.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>3. Provider carries out developmentally appropriate activities.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Activities are varied and age appropriate.</li> <li>• Children observed are able to anticipate what happens next and are familiar with routines.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>4. Provider can articulate their written media policies that state what types of media (tv, video games, computers, etc.) are being used and how often media is incorporated into the provider's program, including screen time limitations.</b></p> <p>Media time policy submitted to consultant prior to visit - Date received: _____</p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• How do you incorporate media into your program? <ul style="list-style-type: none"> <li>○ Additional prompts, if needed: <ul style="list-style-type: none"> <li>• What types of media are used and how often?</li> <li>• What purpose do the media serve in the program?</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	

<p><b>5. A variety of developmentally appropriate interest centers, accessible for each age group in care, can be observed.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• At least 3 age appropriate interest centers accessible to the children in care.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>6. Materials are well organized and stored so that children may access them and put away.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Age appropriate toys easily accessed by the children in care.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>7. Individual space is provided for children to store their personal belongings.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Labeled, individual storage space for each child.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>8. Provider can show evidence of or articulate how children’s artwork is displayed.</b></p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• How do you display children’s artwork?</li> <li>• What types of art projects are offered and how is it shared with families?</li> </ul> <p>Consultant needs to see/hear:</p> <ul style="list-style-type: none"> <li>• Artwork ready to be sent home or displayed in home; accessible notebook or album for the children.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>9. Provider responds quickly and appropriately to children’s needs.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Appropriate interactions throughout the visit. <ul style="list-style-type: none"> <li>○ For example: <ul style="list-style-type: none"> <li>• Does the provider respond quickly to crying infant?</li> <li>• Does the provider respond quickly to a child asking for help?</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	

<p><b>10. Provider treats children with respect and understanding.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Provider using empathic, respectful, authentic responses. <ul style="list-style-type: none"> <li>○ For example: <ul style="list-style-type: none"> <li>• Label the child's emotions</li> <li>• Get down to the child's level</li> <li>• Speak in a calm voice</li> <li>• Help the child state the problem</li> <li>• Help the child consider solutions to the problem</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>11. Provider can articulate how he/she promotes diversity and inclusion for all children and families in care.</b></p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• How do you show acceptance and promote inclusion for each child and family in care? <ul style="list-style-type: none"> <li>○ Additional prompts, if needed: <ul style="list-style-type: none"> <li>• How do you learn about and incorporate each family's culture, expectations and values?</li> <li>• What materials, such as books, pictures, dolls, etc., are accessible to promote diversity and inclusion?</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>12. Provider is observed or can articulate participation in meal times.</b></p> <p>Consultant needs to see:</p> <ul style="list-style-type: none"> <li>• Provider sits with the children at meal time and models healthy eating habits.</li> </ul> <p>Or</p> <p>Question to ask if unable to observe a meal:</p> <ul style="list-style-type: none"> <li>• Please describe a typical meal time, including your role as a child care provider.</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>Additional comments on Developmentally Appropriate Practices:</b></p>	

Professional Development	Date Verified
<p><b>1. Provider can show evidence of membership in a professional organization or articulates examples of professional organizations.</b></p> <p>Consultant needs to see or hear:</p> <ul style="list-style-type: none"> <li>• Membership card</li> <li>• Provider state at least one appropriate professional organization</li> </ul> <p><i>Observations/comments</i></p>	
<p><b>2. Provider utilizes community resources to enhance learning.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• Please tell me about community resources you have used to support learning in your program? <ul style="list-style-type: none"> <li>○ At least 2 examples are stated, such as: <ul style="list-style-type: none"> <li>• Library books</li> <li>• Library story times</li> <li>• Neighborhood walks</li> <li>• Trips to the park</li> </ul> </li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>3. Provider is able to articulate at least one stress management technique.</b></p> <p>Question to ask:</p> <ul style="list-style-type: none"> <li>• How do you take time to take care of yourself? <ul style="list-style-type: none"> <li>○ At least one stress management technique is stated.</li> </ul> </li> </ul> <p><i>Observations/comments</i></p>	
<p><b>4. Provider is able to articulate at least one short term goal for personal and professional growth.</b></p> <p>*ChildNet Goals form is submitted prior to onsite observation – Date received: _____</p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• How do you plan to implement the goals?</li> <li>• How will it benefit your child care business?</li> <li>• What steps do you need to take to complete the goals?</li> <li>• How might I assist you in the meeting of your goals?</li> </ul> <p><i>Observations/comments</i></p>	

**5. Provider is able to articulate at least one long term goal for personal and professional growth.**

\*The ChildNet Goals form is submitted prior to the onsite observation.

Questions to ask:

- How do you plan to implement the goals?
- How will it benefit your child care business?
- What steps do you need to take to complete the goals?
- How might I assist you in the meeting of your goals?

*Observations/comments*

**Additional comments on Professional Development:**

**Notes:**

Date ChildNet Certification Achieved: \_\_\_\_\_

Date ChildNet Re-certification Achieved: \_\_\_\_\_

If attached, date Improvement Plan is to be completed: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CCR&R Representative: \_\_\_\_\_

Date: \_\_\_\_\_