

# FCC Home Visit Form

Provider Name: \_\_\_\_\_

Observer/s: \_\_\_\_\_

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

Day: \_\_\_\_\_

Time: \_\_\_\_\_

Children in Care \_\_\_\_\_

Child's Name/Age \_\_\_\_\_

Child's Name/Age \_\_\_\_\_

DEPARTMENT OF THE AIR FORCE



FAMILY CHILD CARE

Child's Name/Age \_\_\_\_\_

Child's Name/Age \_\_\_\_\_

Child's Name/Age \_\_\_\_\_

Child's Name/Age \_\_\_\_\_

**INCLUSION (Documents)**

Provider is implementing the recommendations from the Inclusion Action Team to meet the child's

**INSPECTION OVERSIGHT**

Provider ensures inspection findings identified during initial, monthly and annual mandated inspections

**FIRE**

Primary and secondary evacuation routes are posted in the home

Provider conducts monthly evacuation drills at different times of the day or evening when children/youth are in care. Fire drills are documented with the date, time, number of children.

Provider has documented that fire extinguishers and smoke detectors are in working condition and checked monthly

**SAFETY**

Provider ensures systems are in place for accountability for all children in care (during transitions and

When there are firearms in the home, firearms and ammunition are stored separately in locked cabinets

DoD Hotline poster is posted.

Provider has a working telephone and emergency phone numbers are posted for all children present.

Electrical outlets accessible to children are protected (covered) or TR. Surge Protectors are used (

Indoor areas are well maintained and free of hazards.

Outdoor areas are well maintained and free of hazards.

Indoor plants are non-poisonous and are safe for children to be around

Outdoor plants are safe for children to be around

Doors, cabinets and drawers that contain items that could be potentially harmful to children are secured,

The home and outdoor area are free of signs and odors of smoking, alcohol, vaping, and drug use during child care hours.

**ACCIDENT PREVENTION and EMERGENCY RESPONSE**

First aid supplies are readily available.

**HAND WASHING**

Hand washing procedures followed and at correct times.

**DIAPERING PROCEDURES (if provided the opportunity during a monthly visit if not then at least quarterly).**

Provider follows the proper diapering procedures.

**SUDDEN INFANT DEATH SYNDROME (SIDS) PREVENTION**

Infants under 12 months are placed on their backs to sleep. SIDS prevention measures are in place.

Infants are provided "tummy time" under careful supervision by the Provider.

**MEDICATION ADMINISTRATION and STORAGE**

Provider follows procedures for administering and storing medications according to policy. Medications

A current Medication Authorization Form is on file for each medication administered. The provider

Topicals are labeled correctly

**FOOD SAFETY**

Provider serves food and beverages in a safe and sanitary manner. Provider follows appropriate food handling practices. Provider puts away all food after meal service:

Provider ensures kitchen equipment, food-contact surfaces, dishes and utensils are clean and in good

Refrigerated and frozen foods are appropriately store at the appropriate temperature. Refrigerator Temperature-reading: \_\_\_\_\_ Freezer Temperature Reading \_\_\_\_\_.

Provider ensures dry goods are appropriately stored.

Dishwashers are used to sanitize dishes and cooking utensils. Dishes and cooking utensils are stored in clean dry location, not exposed to dust or other contamination, and are at least 6 inches above the floor.

**NUTRITION and FOOD SERVICE**

Menus meet USDA nutritional requirements. Approved menus are posted. Substitutions are recorded on the posted menu before they are served.

Drinking water is readily available at all times.

Food is prepared to allow for second helpings of vegetables, fruit, bread and milk.

**DIETARY ACCOMODATIONS (based on written documentation)**

Children's food allergies and restrictions and the required substitutions and accommodations are posted

Substitutions and restrictions noted on the allergy/food substitutions list are followed.

**INFANT FEEDING**

There is an accountability and storage system in place for infant bottles.

**HEALTH and SANITATION PRACTICES in the HOME**

Bathroom is clean and odor free and plumbing fixtures are in good working condition.

The FCC home is maintained at a comfortable temperature.

Waste receptacles used for food and soiled diapers are covered with a tight-fitting lid and emptied at

Floors, and carpets are clean, free of excessive dirt and dust.

Indoor areas are clear of clutter.

Outdoor areas are clear of litter, feces and clutter.

Cleaning, sanitizing, and disinfecting solutions are prepared, labeled, and used appropriately.

Clean and individual bedding/mats is provided for each child.

Toys and equipment are routinely cleaned, sanitized and/or disinfected.

Outdoor toys and playground equipment are cleaned regularly.

Furniture in areas where meals are served/food is consumed, are appropriately cleaned and sanitized.

**PETS**

Pets and animals are not housed immediately adjacent to areas where meals and snacks are prepared, served, or consumed. Animal cages, pens, bowls, fish tanks and holding areas are clean. Pet and

Safety measures are in place to protect children if there are pets in the home.

**Notes**

FCC Administrator Signature: \_\_\_\_\_ Provider Signature: \_\_\_\_\_ Date (YYYY/MM/DD) \_\_\_\_\_

Finding	Date corrected

Provider Name: \_\_\_\_\_

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

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

## Quality Improvement Plan

FCC provider's areas of strength

FCC providers opportunities for growth

Identified goal(s) based on FCC Observation Tool (List 1-3 practices)

Action Plan (Identify what steps will be taken to achieve the goal(s), what training or resources are needed, plans for follow-up)

