

# HOME-BASED CHILDCARE NETWORK CITY CODE CHECKLIST



This checklist highlights requirements for Norfolk City Code Chapter 15.1: Family Day Homes. It does not cover all information in code; therefore, you should review city code in its entirety for full compliance. Please check each box as verification that you understand the requirement and each item is true for your Family Day Home. A Licensing Coach will determine compliance during inspection. Write N/A next to the checkbox if the information is not applicable to your home.

Norfolk Department of  
Human Services  
741 Monticello Avenue  
Norfolk, VA 23510  
757-664-6000

Licensing Administrator:  
Madonna Flores  
757-416-4320

## EMERGENCIES:

- ☐ I have written authorization for emergency medical care should an emergency occur and the parent cannot be located immediately unless the parent presents a written objection to provision of medical treatment on religious or other grounds. I also have the name, address and telephone number of two designated people to contact in case of an emergency if the parent cannot be reached. (§15.1-24)
- ☐ I have an operable telephone that is accessible during the Family Day Home's hours of operation. I also have emergency phone numbers posted in a visible area of the Family Day Home. (§15.1-30; §15.1-31)
- ☐ Rooms, halls and stairways used by children in care are lighted with natural or electric lighting for the children's safety and comfort. Entrance and exit ways shall be unobstructed and be lighted with natural or electric lighting. Accordion expansion gates and pressure mounted gates shall not be used as protective barriers at stair openings. (§15.1-30; §15.1-33)
- ☐ I have a first aid kit that is readily accessible and includes scissors; tweezers; gauze pads; adhesive tape; adhesive bandages; antiseptic cleaning solution or pads; digital thermometer; triangular bandage; single use gloves; first aid instruction manual; ice pack or cooling agent; a working battery-operated flashlight. (§15.1-32)
- ☐ I understand that emergency evacuation procedures shall be practiced monthly with all caregivers and children in care during all shifts that children are in care. Shelter-in-place procedures shall be practiced a minimum of twice per year. Lockdown procedures shall be practiced at least annually. (§15.1-31)

## ACCIDENTS AND INJURIES:

- ☐ I understand that areas and furnishings of the Family Day Home, inside and outside, shall be maintained in a clean, safe, and operable condition. Unsafe conditions shall include, but not be limited to, poisonous plants; tripping hazards; unstable heavy equipment/furniture or items that a child could pull down on himself; splintered, cracked or otherwise deteriorating wood; chipped or peeling paint; visible cracks, bending, or warping, rusting or breakage of any equipment; head entrapment hazards; and protruding

nails, bolts or other components that could entangle or could snag skin. All animal excrement shall be removed promptly, disposed of properly, and, if indoors, the soiled area cleaned. (§15.1-30; §15.1-54)

- ☐ I understand that a non-climbable barrier at least four feet high, such as but not limited to, a fence or impenetrable hedge shall surround outdoor play areas located within 30 feet of hazards such as, but not limited to, street with speed limits in excess of 25 miles per hour or with heavy traffic; bodies of water; or railroad tracks. (§15.1-35)
- ☐ Windows and doors used for ventilation shall be securely screened. (§15.1-33)
- ☐ Protective barriers or guardrails on sides of stairs shall be constructed to prevent a child from climbing over, sliding under, crawling or falling through, or becoming entrapped. (§15.1-33)
- ☐ I understand that children shall be protected from materials that could be swallowed or present a choking hazard. Toys or objects less than 1-1/4 inches in diameter and less than two inches in length shall be kept out of reach of children under the age of three years. (§15.1-33)
- ☐ I understand that doors with clear glass panels that reach within 18 inches of the floor shall be clearly marked with decorative objects such as pictures, art work, or decals at the eye level of children in care. (§15.1-33)
- ☐ Cribs shall be provided for children from birth through 12 months of age and for children over 12 months of age who are not developmentally ready to sleep on a cot, rest mat, or bed. Cribs shall not be used as a play space for infants. Cribs shall meet the U.S. Consumer Product Safety Commission (CPSC) standards at the time they were manufactured. Double-deck cribs shall not be used. Crib bumper pads shall not be used. Crib sides shall always be up, and the fastenings secured when a child is in the crib, except when the caregiver is giving the child immediate attention. Cribs when being used by infants shall have a tight-fitting bottom cover. (§15.1-45; §15.1-46)
- ☐ A play pen, where used, shall: (i) Have either mesh netting with mesh holes smaller than ¼ inch or slats no more than 2-3/8 inches apart; (ii) Have a firm floor with a secured waterproof pad that is not more than one-inch thick; (iii) Have the sides up and the fastenings secured when a child is in the play pen; (iv) Be cleaned and sanitized each day of use or more often as needed; (v) Not be occupied by more than one child; (vi) Not be used for the designated sleeping area; (vii) Must be in good repair; (viii) Not contain any pillow or filled comforters; (ix) Not contain large toys or other objects that can serve as a stepping stool for climbing out; (x) Not be used by children who weigh 30 pounds or more; (xi). Not be used by children who are 35 inches tall or taller. (§15.1-44)
- ☐ I understand that I shall establish and follow written procedures for prevention of shaken baby syndrome or abusive head trauma, including coping with crying babies, safe sleep practices, and sudden infant death syndrome awareness. I also understand that emergency care information in a child's record shall include special instructions to the provider including exception to an infant's sleeping position, recommendations for the care and activities of a child with special needs, and exception to an infant's being fed on demand. (§15.1-22; §15.1-24)
- ☐ I understand that no soft bedding of any kind shall be used under or around infants including, but not limited to, pillows, quilts, comforters, sheepskins, or stuffed toys. (§15.1-46)
- ☐ I understand that child-resistant protective covers larger than 1-1/4 inches in diameter shall be installed on all unused electrical outlets and surge protectors accessible to children under five years of age. (§15.1-33)
- ☐ I understand that radiators, oil and wood burning stoves, floor furnaces, fireplaces, portable electric heaters, and similar heating devices located in areas accessible to children shall have barriers or screens and be located at least three feet from combustible materials. Portable electric fans shall be securely mounted out of reach of children and shall be equipped with a mesh guard. (§15.1-33; §15.1-30)
- ☐ I understand that electrical cords and electrical appliances and equipment with cords that are frayed and have exposed wires shall not be used. (§15.1-33)
- ☐ I understand that potentially poisonous substances, materials and supplies, such as, but not limited to, cleaning agents, disinfectants, deodorizers, plant care chemicals, pesticides, and petroleum distillates

shall be stored away from food in areas inaccessible to children. Medications for children in care shall be stored separately from medications for household members and caregivers. Medication, except for those prescriptions designated otherwise by written physician's order, including refrigerated medication and medication for caregivers and household members, shall be kept in a locked place using a safe locking method that prevents access to children. (§15.1-33; §15.1-48)

- ☐ I understand that sharp kitchen utensils and other sharp objects shall be inaccessible to children unless being used by the caregiver or with children under close supervision. (§15.1-33)
- ☐ I understand that small electrical appliances such as, but not limited to, curling irons, toasters, blenders, can openers, and irons, shall be unplugged unless being used by the caregiver or with children under close supervision. (§15.1-33)
- ☐ I understand that firearms of every type and purpose shall be stored unloaded in a locked container, compartment, or cabinet, and apart from ammunition during the Family Day Home's hours of operation. Ammunition shall be stored in a separate locked container, compartment, or cabinet during the Family Day Home's hours of operation. If a key is used to lock the container, compartment, or cabinet, the key shall be inaccessible to children. (§15.1-33)

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## **PROTECTING THE HEALTH OF CHILDREN IN CARE:**

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- ☐ I understand that I shall obtain documentation of a physical examination by or under direction of a physician prior to (i) a child's attendance or (ii) within 30 days after the first day of attendance. (§15.1-29)
- ☐ I understand that before a child may attend the Family Day Home, I shall obtain documentation that the child has been immunized according to the requirements of §32.1-46 A of the Code of Virginia and applicable State Board of Health Regulations. I may allow a child to attend contingent upon a conditional enrollment, however, all guidelines must be adhered to according to §15.1-29 regarding conditional enrollments, homeless children, etc. (§15.1-29)
- ☐ I understand that the Family Day Home may administer prescription medication that would normally be administered by a parent or guardian to a child provided that: (i) the medication is administered by a caregiver who meets the requirements in §15.1-27 (d); (ii) the caregiver administers only those drugs that were dispensed from a pharmacy and maintained in the original, labeled container; and (ii) the caregiver administers drugs only to the child identified on the prescription label in accordance with the prescriber's instructions pertaining to dosage, frequency, and manner of administration. (§15.1-48)
- ☐ I understand that to safely perform medication administration practices listed in §15.1-48 whenever the Family Day Home has agreed to administer prescription medications or non-prescription medications, the administration shall be performed by a caregiver who: (i) Has satisfactorily completed a training program for this purpose developed or approved by the Board of Nursing and taught by a registered nurse, licensed practical nurse, doctor of medicine or osteopathic medicine, or pharmacist; or (ii) Is licensed by the Commonwealth of Virginia to administer medications. Caregivers required to have the training shall be retrained at three-year intervals. (§15.1-27)
- ☐ I understand that caregivers shall wash their hands with soap and warm running water: (i) when their hands are dirty; (ii) after toileting; (iii) before preparing and serving food; (iv) before feeding or helping children with feeding; (v) after contact with any body fluids; (vi) after handling or caring for animals; (vii) after handling raw eggs or meat; and (viii) after diapering a child or assisting a child with toileting. (§15.1-36)
- ☐ I understand that caregivers shall ensure that children's hands are washed with liquid soap and warm running water: (i) when their hands are dirty; (ii) before eating; (iii) after toileting or diapering; (iv) after handling or caring for animals; (v) after contact with any body fluids. (§15.1-36)
- ☐ I understand that when Family Day Homes provide meals or snacks, the provider shall follow the most recent, age-appropriate nutritional requirements of a recognized authority such as the Child and Adult Care Food Program of the United States Department of Agriculture (USDA). (§15.1-42)

- ☐ I understand that the temperature in all inside areas occupied by children shall be maintained no lower than 65 degrees Fahrenheit. (§15.1-30)
- ☐ I understand that the Family Day Home shall have an indoor bathroom. The bathroom shall be easily accessible to children two years of age and older. The bathroom shall be kept clean and contain a working toilet and sink, toilet tissue, liquid soap, and paper towels. (§15.1-30)
- ☐ I understand that the Family Day Home shall have indoor running water. Water shall be available for drinking and shall be offered on a regular basis to all children in care. (§15.1-30; §15.1-42)
- ☐ I understand that a child shall be provided with an individual crib, cot, rest mat or bed for resting or napping. (§15.1-45)
- ☐ I understand that temperatures shall be maintained at or below 40 degrees Fahrenheit in refrigerator compartments and at or below 0 degrees Fahrenheit in the freezer compartments. (§15.1-42)
- ☐ I understand that bottles shall be refrigerated and labeled with the child's full name and the date, if more than one infant is in care. (§15.1-43)
- ☐ I understand that the home shall be kept free from rodents and insect infestation. (§15.1-30)
- ☐ I understand that I shall ensure that no person smokes: (1) indoors while children are in care; (2) in a vehicle when children are transported; or (3) outdoors in an area occupied by children. No caregiver is under the effects of medication that impairs functioning, alcohol, or illegal drugs. (§15.1-50)
- ☐ I understand that dogs or cats, where allowed, shall be vaccinated for rabies and shall be treated for fleas, ticks, or worms as needed. I shall maintain documentation of the current rabies vaccination. Dogs and cats age of four months or older must be licensed. (§15.1-54)

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## **CHILDREN DEVELOP THEIR OWN SKILLS AND PERSONALITIES:**

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- ☐ I understand that daily age-appropriate activities shall include; (1) opportunities for alternating periods of indoor active and quiet play depending on the ages of the children; (2) opportunities for vigorous outdoor play daily, depending upon weather, the ages and the health of the children; (3) opportunities for one or more regularly scheduled rest or nap periods. Children unable to sleep shall be provided time and space for quiet play; (4) opportunities for children to learn about themselves, others, and the world around them; (5) opportunities for children to exercise initiative and develop independence in accordance with their ages; and (6) opportunities for structured and unstructured play time and provider-directed and child-initiated learning activities. (§15.1-39)
- ☐ I understand that the following actions or threats to children are forbidden: (1) physical punishment; (2) enclosure in a small, confined space or any space in which the child cannot freely exit himself; (3) punishment by another child; (4) separating the child from the group in which the child is not in direct supervision of staff; (5) withholding or forcing of food, water, or rest; (6) verbal remarks that are demeaning to the child; (7) methods of discipline or interaction which frighten, humiliate or are demeaning to the child; (8) punishment for toileting accidents; and (9) punishment by applying unpleasant or harmful substances. (§15.1-41)

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## **RESPONSIBILITY TO UPHOLD LAWS AND REGULATIONS IMPORTANT TO THE PROTECTION OF CHILDREN:**

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- ☐ I understand that all Family Day Homes serving one to four children in the City of Norfolk are subject to the regulations of Norfolk City Code Chapter 15.1, except for Family Day Homes which are (1)Licensed by VDOE, (2)Licensed by a Family Day Home system, (3)is certified by any branch of the Armed forces of the United States, or (4)only serving children who are related to the provider by blood, adoption or marriage. It shall be unlawful to operate a Family Day Home as defined in Norfolk City Code Chapter 15.1 without a valid license pursuant to this chapter. (§15.1-4; §15.1-5)

- ☐ I am at least 18 years of age and have not been convicted of any barrier crime specified in §19.2-392.02 of the *Code of Virginia* and am not the subject of a founded disposition of child abuse and neglect. (§15.1-25)
- ☐ I understand that I must be physically and mentally capable of carrying out assigned responsibilities. I understand that a report of examination by a licensed physician or mental health professional may be required for caregivers or household members when there are indications that a caregiver's or household members physical or mental health may endanger the health, safety, or well-being of children in care. (§15.1-25; §15.1-28)
- ☐ I understand that I shall never leave children alone with an assistant younger than 18 years of age. I make sure children are properly supervised at all times. (§15.1-25)
- ☐ I understand that it is my responsibility to ensure that I complete all initial trainings to obtain my Norfolk Home-Based Childcare Network Regular License. If a Conditional License is granted it may be revoked for failing to complete these trainings. (§15.1-9; §15.1-26)
- ☐ I understand that it is my responsibility to ensure that all substitutes and assistants complete their initial trainings as specified in §15.1-26 within 30 days of assuming job responsibilities. I will ensure that all caregivers complete a minimum of eight hours of training annually on topics specified in §15.1-27. (§15.1-26; §15.1-27)
- ☐ I understand that it is my responsibility to ensure that all caregivers are familiar with Norfolk City Code Chapter 15.1 which regulates Family Day Homes. (§15.1-26)
- ☐ I understand that I shall provide written information to parents regarding the amount of time per week that an adult assistant or substitute provider instead of the provider is scheduled to care for the child and the name of the adult assistant or substitute provider. (§15.1-24)
- ☐ I understand that I shall adhere to the following point system required to supervise children and determine if an additional caregiver is necessary. (§15.1-38)
  - a. A caregiver may care for no more than 16 points:**
    - i. **Birth through 15 months = 4 points**
    - ii. **16 months through 23 months = 3 points**
    - iii. **2 years through 4 years = 2 points**
    - iv. **5 years through 9 years = 1 point**
    - v. **10 years of age and older = 0 points**
  - b. A caregiver's own children and resident children under eight years of age shall count in point maximums.**
- ☐ I understand that I shall ensure that the total number of children receiving care at any one time does not exceed the maximum licensed capacity of the Family Day Home and is in compliance with the staff-to-child ratios as required in §15.1-38. (§15.1-22)
- ☐ I understand that it is a caregiver's responsibility to immediately report suspected cases of child abuse and neglect by any person. Caregivers shall immediately make or cause to be made a report of an outbreak of disease as defined by the Virginia Board of Health. I also must submit reports to the Department of Human Services for instances specified in §15.1-24. (§15.1-24)
- ☐ I understand that it is my responsibility to ensure that any adult (18 years of age or older), including any household member, who comes in contact with children or will provide care to children has a tuberculosis (TB) test or screening and background check. (§15.1-22; §15.1-25; §15.1-28)
- ☐ I understand that individuals 14 years of age and older who reside in the Family Day Home shall: (i) Meet the requirements of a satisfactory central registry search; (ii) Be of good character and reputation; and (iii) Display behavior that demonstrates emotional stability. (§15.1-25)
- ☐ I understand that I must comply with §22.1-289.049 of the Code of Virginia by requiring proof of each child's identity and age of children. My records for each child include:



- a. Documentation of previous child day care programs and schools the child has attended.
- b. Documentation that proof of identity was reviewed and the date of the review. (§15.1-24)

- ☐ I understand that I must comply with §15.1-22 and §15.1-40 by providing written notification of the fact that my Family Day Home business is covered by liability insurance, along with the amount, or that my business is not covered by liability insurance to the parents or guardians of all enrolled children. Signed acknowledgement of written notification is maintained on file for each child during the child's attendance and for 12 months after the child's last day of attendance. (§15.1-22; §15.1-40)
- ☐ I understand that if my Family Day Home provides transportation, drivers must, (i) be 18 years of age or older; (ii) have a valid driver's license; and (iii) keep on file a current driving record that discloses any moving traffic violation that occurred five years prior to or during employment or assignment as a driver; (iv) report any moving traffic violation within 5 business days of the violation. (§15.1-53)
- ☐ I will ensure that during transportation of children the driver has: (i) the name, address, and telephone number of the Family Day Home; (ii) a copy of the parent's written permission to transport the child; (iii) a copy of each child's emergency care information as required in §15.1-24, including the allergy care plan as required in §15.1-24; (iv) emergency supplies as required in §15.1-32; (v) a mechanism for making telephone calls to emergency responders and parents such as a cellular phone. (§15.1-53)
- ☐ I understand that it is my responsibility to ensure that requirements for vehicles and transportation are being met as specified in §15.1-53. (§15.1-53)
- ☐ I understand that upon receipt of my application for license, the Department of Human Services will begin an inquiry into the activities, services and facilities of the Family Day Home, and of the applicant's character and reputation. (§15.1-7)
- ☐ I understand that as a Family Day Home applicant, I must afford the representative of the Department of Human Services a reasonable opportunity to make pre-licensing inspection of the Family Day Home and to interview the applicant and the applicant's agents, household members, and employees for the purpose of determining whether the applicant can proceed through the licensing process. (§15.1-7)

I understand that the Norfolk Department of Human Services may provide information, training opportunities, and technical assistance to help me provide good care to children and that I may ask for help or advice as needed.

I, the undersigned, agree to comply with these requirements I have reviewed Norfolk City Code Chapter 15.1 in its entirety and understand that I am responsible for ensuring that my home complies with these regulations.

**Family Day Home Applicant's Printed Name:**

**Address:**

**Phone Number:**

**Signature:**

**Date:**

This form belongs to Norfolk Department of Human Services, Home-Based Childcare Network (HCN). It shall be returned to your assigned HCN Licensing Coach or [HumanServices-HCNdocs@norfolk.gov](mailto:HumanServices-HCNdocs@norfolk.gov).