**HEALTH AND SAFETY REQUIREMENTS for exempt RELATIVE HOME-BASED PROVIDERS**

|  |  |
| --- | --- |
| Provider Name: |  |

|  |  |
| --- | --- |
| Address where care is provided: |  |
|  |  |

**PLEASE READ THIS LIST AND CHECK ITEMS TO CERTIFY UNDERSTANDING AND COMPLIANCE.**

1. **GENERAL ELIGIBILITY REQUIREMENTS**

| **YES** | **NO** | **N/A** | **REQUIREMENT** | |
| --- | --- | --- | --- | --- |
|  |  |  | 1. | The provider, household members, and volunteers that have unsupervised access to children do not have any background check history, including criminal record checks, sex offender record checks, adult abuse record checks, and child abuse record checks, that poses a risk to children in care. 17-798.3-89(a) |
|  |  |  | 2. | The provider is free of physical and psychological condition(s) which may impair or limit their ability to provide child care. 17-798.3-51(c)(6) |
|  |  |  | 3. | The provider agrees to cooperate with the Department by providing access to the premises, records, and household members when the Department receives information that the provider is in violation of health and safety requirements. 17-798.3-51(e) |
|  |  |  | 4. | Provider agrees to report to DHS within 1 working day of occurrence, the death of a child, household member, or volunteer, or any illness or injury received in child care that results in a child’s hospitalization or emergency treatment. 17-798.3-51(c)(10) |
|  |  |  | 5. | Provider understands that changes to their telephone number, address where care is being conducted, or any change in household members where care is being conducted must be reported to DHS Child Care Licensing unit within 10 calendar days.  17-798.3-51(c)(11) |
|  |  |  | 6. | Provider agrees to notify all parents of children in care when there are deficiencies in meeting the requirements under subchapters 3, 4, or 5. 17-798.3-51(c)(12) |
|  |  |  | 7. | Provider will report any suspected child abuse and neglect to the Department of Human Services, Child Welfare Services at (808) 832-5300 or (toll free) 888-380-3088 or the county police department at 911. 17-798.3-51(c)(13) |
|  |  |  | 8. | The provider has a written policy and notification process for the expulsion of children and parents and guardians are provided a copy of the written policy. 17-798.3-51(c)(14) - (17) |

1. **HEALTH GUIDELINES**

| **YES** | **NO** | **N/A** | **REQUIREMENT** | |
| --- | --- | --- | --- | --- |
|  |  |  | 1. | Clean drinking water is available and accessible while children are in care. 17-798.3-61 |
|  |  |  | 2. | Ensure that children and adults wash their hands with soap and water  Before and after:   * Preparing food or beverages; * Drinking, eating meals and snacks, handling food, or feeding a child; * Diapering, if applicable.   After:   * Using the toilet or helping a child in toileting. * Handling any bodily fluids or items containing bodily fluids; * Outdoor play; * Touching animals or pets.     Ensure and provide paper towels or separate cloth towels for each child after hand washing.  17-798.3-62(a) and (b) |
|  |  |  | 3. | Ensure and provide toilet and hand-washing facilities that are clean, stocked with toilet paper, and easily accessible to children. 17-798.3-63 |
|  |  |  | 4. | A space is set aside for diapering and is separate from eating and food preparation areas, and a clean non-porous surface is used. 17-798.3-64(1) and (2) |
|  |  |  | 5. | Diapers are discarded in a covered container that is away from eating, food storage, and food preparation areas and out of children's reach. 17-798.3-64(3) |
|  |  |  | 6. | Soiled cloth diapers and cloth training underpants, without emptying or rinsing the contents, are placed in a plastic bag and kept away from eating, food storage, and food preparation areas and out of the children’s reach. The soiled cloth diapers or cloth training underpants are given to the child’s parent or guardian. 17-798.3-64(4) and (5) |
|  |  |  | 7. | Provider ensures that areas designated as eating and food preparation are cleaned before and after meals and snacks. 17-798.3-65(1) and (2) |
|  |  |  | 8. | Food is stored in a safe and sanitary manner. 17-798.3-65(3) |
|  |  |  | 9. | Provider has current information on each child's health needs, including any allergies.  17-798.3-66(b) |
|  |  |  | 10. | The provider has current information on each child's immunizations, and tuberculosis (TB) for each child. 17-798.3-66(a)  For children experiencing homelessness or children in foster care, a grace period of 90 days from child’s first day in care is allowed before the parent or guardian submits the child’s immunizations to the provider. 17-798.3-66(d) |
|  |  |  | 11. | The provider is not required to obtain the child’s immunizations and TB for each child if the  provider has:  (1) A written statement from the parent or guardian objecting to immunization of the child on the basis of their religion;  (2) A written statement signed by the child’s physician indicating that the child’s medical condition contraindicates immunization; or  (3) Is providing care in the eligible child’s home and all children in care are part of the same family unit. 17-798.3-66(c) |
|  |  |  | 12. | Clean and safe space is provided to isolate children who are ill while in care, and for a child less than one (1) year of age, is in accordance with 17-798.3-85. 17-798.3-67 |
|  |  |  | 13. | When provider administers medication prescribed by a health care practitioner:   1. Written permission from the child’s parent or guardian to administer medication is given to the provider; and 2. The medication is kept in the original container bearing the prescription label which shows a current date, the health care practitioner’s directions for use, and the child's name. 17-798.3-68(a) |
|  |  |  | 14. | When provider administers *over-the-counter* medication:   1. Written permission from the child’s parent or guardian to administer medication is given to the provider; and   (2) Written directions for the administration of the medication is given to the provider. 17-798.3-68(b) |
|  |  |  | 15. | All medication is kept out of the reach of the children and is returned to parents or guardians when no longer in use. 17-798.3-68(c) |
|  |  |  | 16. | The provider is free of communicable diseases, including tuberculosis (TB). 17-798.3-69 |
|  |  |  | 17. | The provider ensures that smoking (including e-cigarettes) is not allowed on the premises during child care hours, and all nicotine products are kept out of children’s reach.  17-798.3-70(1) |
|  |  |  | 18. | The provider ensures that consumption of alcohol is not allowed during child care hours. Alcoholic beverages maintained on the premises is kept out of children’s reach.  17-798.3-70(2) |
|  |  |  | 19. | The provider ensures that any medication is not consumed during child care hours of operation that impair or limit the provider’s ability to provide child care. All medication on the premises is stored out of reach of the children. 17-798.3-70(3) |

1. **SAFETY GUIDELINES**

| **YES** | **NO** | **N/A** | **REQUIREMENTS** | |
| --- | --- | --- | --- | --- |
|  |  |  | 1. | The provider must be physically on-site and supervising the children at all times. Supervision means within sight or hearing distance to provide for the needs of the children and to respond to an emergency. 17-798.3-81 |
|  |  |  | 2. | The provider ensures that verbal, psychological, and physical punishment is not used as a means of disciplining or managing children’s behavior, including spanking, pinching, slapping, shaking, and does not cause physical harm or neglect to the child. 17-798.3-82 |
|  |  |  | 3. | The provider can care for a maximum of six (6) children, which includes provider’s own children under the age of 6 years at the same time during any part of a twenty-four hour day. 17-798.3-83(a)(1) |
|  |  |  | 4. | The provider can care at the same time for no more than two children who are unrelated\* by blood, marriage, or adoption in provider’s home.  \*The provider is not related to each child as:  (a) an aunt, uncle, grandparent, great-grandparent, great-great grandparent, first cousin, niece,  nephew, grandniece, grandnephew, great aunt, or great uncle;  (b) a stepfather, stepmother, stepbrother or stepsister; or  (c) the spouse of a person named in (a) or (b), even if the marriage is terminated by death,  separation, or divorce. HRS 346-152(a), 17-798.3-51(c)(3) |
|  |  |  | 5. | The provider can care at the same time only for the children of the same family unit in the children’s own home. HRS 346-152(a), 17-798.3-51(c)(3) |
|  |  |  | 6. | The provider can care only for two (2) children who are under the age of eighteen (18) months, including provider’s own children. 17-798.3-83(a)(2) |
|  |  |  | 7. | There is a smoke detector in the child care area which is installed and in proper working condition. 17-798.3-84(1) |
|  |  |  | 8. | There is an unexpired ABC multi-purpose type fire extinguisher in the child care area that is kept out of reach of children. 17-798.3-84(2) |
|  |  |  | 9. | The emergency exit plan is posted and practiced regularly with the children. 17-798.3-84(3) |
|  |  |  | 10. | Emergency evacuation exits are kept clear of obstructions. 17-798.3-84(4) |
|  |  |  | 11. | The provider has a written disaster plan to cover emergencies, including fire, flood, natural disaster, evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with special needs, and children with chronic medical conditions.  17-798.3-84(5) |
|  |  |  | 12. | Sleeping areas are ventilated and kept at a safe temperature.  17-798.3-85(a)(1) and 17-798.3-85(b)(1) |
|  |  |  | 13. | A child less than one year of age has his or her own crib or playpen.  The crib or playpen has not been recalled by the Consumer Product Safety Commission or has been repaired in accordance with the manufacturer’s standard, and the provider maintains evidence of the repair.  No other sleeping arrangement is allowed, including bed-sharing. 17-798.3-85(a)(2) - (a)(4) |
|  |  |  | 14. | A child less than one year of age is always placed on his or her back to sleep  (unless written instructions for an alternative sleep position are on file from one of the following – physician who is licensed to practice medicine or osteopathic medicine (M.D. or O.D.), a physician assistant (PA), an advanced practice registered nurse (APRN) licensed to practice in any of the states or territories of the United States, or a nurse practitioner (NP) licensed by the State of Hawaii). 17-798.3-85(a)(5) |
|  |  |  | 15. | A child less than one year of age who falls asleep in a location or in equipment other than a crib or playpen is moved to a crib or playpen for the remainder of the nap.  17-798.3-85(a)(6) |
|  |  |  | 16. | Sleeping children less than one year of age are monitored and periodically checked.  17-798.3-85(a)(7) |
|  |  |  | 17. | The crib or playpen has a clean, tightly-fitted sheet. 17-798.3-85(a)(8) |
|  |  |  | 18. | The crib or playpen does not have any bedding (blanket, pillow, bumper pads, etc.) or toys placed in with a child less than one year of age. 17-798.3-85(a)(9) |
|  |  |  | 19. | There are individual napping arrangements, and each child over one year of age has his or her own mat, cot, rug, bed, or blanket. 17-798.3-85(b)(2) |
|  |  |  | 20. | Indoor and outdoor areas where child care occurs are lit, ventilated at a safe temperature, and do not have environmental hazards. 17-798.3-86(a) |
|  |  |  | 21. | All accessible electrical outlets are covered with child-resistant outlet covers when children in care are not school-age. 17-798.3-86(b) |
|  |  |  | 22. | Electrical cords do not cross pathways, and long cords are wrapped and secured.  17-798.3-86(c) |
|  |  |  | 23. | Hazardous substances, including cleaning solutions, alcohol and medication are in closed containers that are clearly labeled, are inaccessible by children, and stored away from food preparation areas when food is being prepared. 17-798.3-86(d) |
|  |  |  | 24. | The provider properly handles the storing and disposing of bio-contaminants in order to prevent the transmission of blood-borne germs that may be spread through blood and body fluids. 17-798.3-86(e) |
|  |  |  | 25. | Entrances and exits are secured. 17-798.3-86(f) |
|  |  |  | 26. | Children’s access to traffic and other outdoor hazards are blocked. 17-798.3-86(g) |
|  |  |  | 27. | Stove tops and controls are not accessible to children without supervision. 17-798.3-86(h) |
|  |  |  | 28. | Children do not have access to hot water taps without supervision. 17-798.3-86(i) |
|  |  |  | 29. | Sharp objects, household items, and tools are kept in a safe location and out of children's reach or are supervised when used safely. 17-798.3-86(j) |
|  |  |  | 30. | All guns and weapons, including but not limited to, hunting knives, archery, and related accessories are locked up with the exception of law enforcement officials, who are trained and certified to carry a firearm and ammunition, for the official’s agency-issued firearm, and ammunition is secured and locked in a separate place. 17-798.3-86(k) |
|  |  |  | 31. | Pets, animals, and fowl are maintained in a safe and sanitary manner at all times, and the provider has written permission from the parents that the children are allowed to have contact with such pets, animals, and fowl. 17-798.3-86(l) |
|  |  |  | 32. | Indoor and outdoor structures and furnishings that have hazardous sharp edges, rust, and splinters are not accessible to children. 17-798.3-86(m) |
|  |  |  | 33. | The provider follows safety practices when swimming or wading pool activities are conducted. 17-798.3-86(n) |
|  |  |  | 34. | The provider has emergency phone numbers for each child’s parent or guardian.  17-798.3-87(1) |
|  |  |  | 35. | The provider has written permission to allow the child to receive emergency care.  17-798.3-87(2) |
|  |  |  | 36. | An adult accompanies a child to the source of emergency care. The adult stays with the child until the parent or parent's designee assumes responsibility for the child's care. The selection of the adult does not compromise the supervision of the other children in care.  17-798.3-87(3) |
|  |  |  | 37. | The provider has an operating telephone that is available and is easily accessible to the provider. 17-798.3-87(4) |
|  |  |  | 38. | The provider has a plan for accessing a telephone when not in the usual location where care is being provided. 17-798.3-87(5) |
|  |  |  | 39. | The provider has a first-aid kit that is adequately stocked and readily available and accessible. 17-798.3-87(6) |
|  |  |  | 40. | The provider takes a first aid kit, emergency phone numbers, and medical treatment release forms with them on trips. 17-798.3-87(7) |
|  |  |  | 41. | The provider has written permission from the parent or guardian that each child is allowed to be transported by the provider in a personal vehicle. 17-798.3-88(1) |
|  |  |  | 42. | The provider ensures that car seats and safety restraints are used as required by applicable State law when transporting children in personal vehicle. 17-798.3-88(2) |
|  |  |  | 43. | The provider ensures that children are secured in the back seat of the vehicle.  17-798.3-88(3) |
|  |  |  | 44. | Children are never left alone in vehicles, even with the air conditioning on or windows rolled down. 17-798.3-88(4) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exempt home care providers who are related to all subsidy children in their care (i.e., aunt, uncle, grandparent,**  **great-grandparent, or adult sibling residing in another home) are not subject to regular annual inspections of the child care facility to ensure compliance with health and safety requirements.**  **The Department maintains the right to conduct a home inspection at any time when information is received that the exempt home care provider is performing illegal child care or is in violation of health and safety requirements. The Department may need to take pictures to record and verify compliance.**  **A family’s subsidy payments may be stopped if there are any confirmed violations found at the time of the inspection.** | | | | | |
| * I certify, under penalty of perjury, that I reviewed the health and safety requirements as they relate to my child care service for a child whose family receives subsidy. My responses provided are correct and answered to the best of my ability. * I understand that I must be in compliance with all health and safety requirements at all times. * I understand that the department may contact me to verify information provided on this form. | | | | | |
| Provider Name (PRINT): |  |  |  | | |
| Provider Signature: |  |  | Date: |  |  |
|  | | | | | |
| **Client section:** | | | | | |
| * I understand that I must report changes in my provider’s telephone number or the address where the care is being conducted to my DHS Subsidy Worker within ten calendar days of the occurrence of the change. * I certify that I reviewed the health and safety requirements and I understand that a child care provider must be in compliance with all health and safety requirements at all times. * I understand that the department may contact my provider to discuss or verify any information regarding the above health and safety requirements or the Child Care Provider Certificate and Confirmation form (DHS 918). * I understand that I am responsible for my selected choice of child care provider and accept the responsibility to ensure the exempt provider complies with the health and safety requirements. | | | | | |
| Client Name (PRINT): |  |  |  | | |
| Client Signature: |  |  | Date: |  |  |