

APPLICATION FOR CHILD CARE STANDARDS APPROVAL OF NON-LICENSED INSTITUTIONS AND FACILITIES

(Child and Adult Care Food Program)

INSTRUCTIONS: An authorized agency or institution representative must complete a CNS/CAC-8H for each center or home that requests approval according to the Child and Adult Care Food Program (CACFP) Child Care Standards. The authorized representative (state or institution) completing this form must ensure that the center or home is in conformance with the CACFP Child Care Standards. Independent centers are responsible for compliance with CACFP Child Care Standards. Complete in duplicate. Return the original to the state agency and retain the duplicate copy for sponsoring organization or independent center. Additional sheets should be attached if more space is needed to answer any question on this form. Questions in **Section I** apply to all centers and homes. **Section II** applies to child care centers only. **Section III** applies to day care homes only. **Section IV** applies to out-side-school hours care centers only. **AGREEMENT NO.** _____

Section I		THIS SECTION APPLIES TO ALL CENTERS AND HOMES	
Name, Address and Telephone Number of Sponsoring Organization		Name, Address and Telephone Number of Child Care Center, Outside School Hours Care Center or Day-Care Home Provider	
(____) _____ - _____ County _____		(____) _____ - _____ County _____	

3. The Facility is a: Day Care Home Child Care Center Outside-School Hrs. Care Center Other (Specify) _____

4. Nondiscrimination – Are the day care services available to all children without discrimination on the basis of race, color, national origin, age, sex, or disability? Yes No

5. Safety and Sanitation (Check appropriate box)

	Yes	No	Comments
A. Does the center or home have current (within 12 months) written documentation of compliance with the State and local health and sanitation codes? This documentation may be in the form of a permit or satisfactory report of an inspection conducted by local authorities. <i>(If yes, attach a copy of the documentation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
B. Does the center or home have current (within 12 months) written documentation of compliance with state and local fire and building safety requirements? This documentation may be in the form of a permit or satisfactory report of an inspection conducted by local authorities. <i>(If yes, attach a copy of the documentation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
C. Does the center or home hold fire drills in accordance with local fire and building safety requirements? <i>(Once a month)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

Section II **THIS SECTION APPLIES TO CHILD CARE CENTERS ONLY**

INSTRUCTIONS: Provide the total number of caregivers and the number of children in attendance at the center in each of the age groups specified below. Centers that are currently operating must obtain these numbers from the average daily participation by age group for the 3 consecutive weeks of operation immediately preceding the completion of this form. Centers that have not been in operation must determine these numbers from their enrollment data. *(If a center offers more than one independent session, each with at least one meal service, the data must be provided for each session. Please attach additional sheet(s) with this information, if this applies to the center.)*

6. CHILD CARE CENTER

Age Range	Number of Children	Age Range	Number of Children
0-6 weeks		6 years to 10 years	
6 weeks to 3 years		10 years and above	
3 years to 6 years			

Total number of caregivers _____

7. SUITABILITY OF CHILD CARE ENVIRONMENT

	Yes	No	Comments
A. Are ventilation, temperature, and lighting adequate for children's safety and comfort?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
All rooms and enclosed areas shall be well lighted by natural or artificial means. Light fixtures in all areas shall be kept clean and in good repair. Properly shielded bulbs or shatterproof bulbs shall be used in food preparation and serving areas and in all rooms used by children.			
All rooms used by children shall be heated, cooled and ventilated to maintain a temperature between 65F and 85F. Ventilation may be in the form of operable windows that are screened or by means of mechanical ventilation to the outside. Windows and window treatments shall be kept clean and in good repair. All ventilation equipment, including heating and ceiling vents, fans, and all special ventilation equipment which is required for kitchens and toilet rooms, shall be kept clean and in good repair.			
B. Are the floors and walls cleaned and maintained in a condition that is safe for children? <i>(see page 2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

10. STAFF TRAINING	Yes	No	Comments
Does the sponsoring organization provide for orientation and ongoing training in child care for all caregivers? (If yes, please describe the training.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

11. PARENTAL INVOLVEMENT	Yes	No	Comments
Are parents provided with the opportunity to observe their children in day care? (If yes, please describe the opportunities for observation that are provided.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

12. SELF-EVALUATION	Yes	No	Comments
Has the independent center or sponsoring organization established a procedure for periodic evaluation of its child care program on the basis of CACFP Child Care Standards? (If yes, please describe the evaluation.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Approved: Yes No

Follow-up required prior to approval (explain): _____

Follow-up to be completed by date: _____

_____ SIGNATURE OF STATE AGENCY REPRESENTATIVE	_____ TITLE	_____ DATE
_____ SIGNATURE OF AUTHORIZED INSTITUTION REPRESENTATIVE	_____ TITLE	_____ DATE
_____ SIGNATURE OF FACILITY REPRESENTATIVE	_____ TITLE	_____ DATE

Section IV THIS SECTION APPLIES TO OUTSIDE-SCHOOL-HOURS CARE CENTERS ONLY

INSTRUCTIONS: Provide the total number of caregivers and the number of children in attendance at the center in each of the age groups specified below. Centers that are currently operating must obtain these numbers from the average daily participation by age group for the 3 consecutive weeks of operation immediately preceding the completion of this form. Centers that have not been in operation must determine these numbers from their enrollment data. (If a center offers more than one independent session, each with at least one meal service, the data must be provided for each session. Please attach additional sheet(s) with this information, if this applies to the center.)

6. CHILD CARE CENTER

Age Range	Number of Children	Age Range	Number of Children
3 years to 6 years		10 years and above	
6 years to 10 years			

7. SUITABILITY OF CHILD CARE ENVIRONMENT

A. Are ventilation, temperature, and lighting adequate for children's safety and comfort?	Yes	No	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Are the floors and walls cleaned and maintained in a condition that is safe for children?	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Are there adequate kitchen and restroom facilities? (If yes, please describe)	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Are organized activities available for children? (If yes, please describe)	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Are there games and materials available that are appropriate for the variety of children in care? (If yes, please describe the variety of child care materials)	<input type="checkbox"/>	<input type="checkbox"/>	_____

8. HEALTH SERVICES	Yes	No	Comments
A. Is there an established procedure to ensure prompt notification of guardian in the event of a child's injury or illness? (If yes, please describe the procedures.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Is there an established procedure to ensure prompt medical treatment in case of an emergency? (If yes, please describe the procedures.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Comments
C. Are first aid supplies available on premises? (If yes, please describe the supplies.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Is there at least one full-time staff member currently qualified to provide first aid and artificial respiration, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	_____

9. SELF-EVALUATION	Yes	No	Comments
Has the sponsoring organization established a procedure for periodic evaluation of its day care or child care program on the basis of CACFP Child Care Standards? (If yes, please describe the evaluation.)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Approved: Yes No

Follow-up required prior to approval (explain): _____

Follow-up to be completed by date: _____

_____ SIGNATURE OF STATE AGENCY REPRESENTATIVE	_____ TITLE	_____ DATE
_____ SIGNATURE OF AUTHORIZED INSTITUTION REPRESENTATIVE	_____ TITLE	_____ DATE
_____ SIGNATURE OF FACILITY REPRESENTATIVE	_____ TITLE	_____ DATE

HOW TO DETERMINE WHETHER A CENTER HAS ENOUGH CHILD CARE STAFF

Child and Adult Care Food Program Regulations specify minimum requirements for staff/child ratios that must be met by all centers if they are to receive alternate Child and Adult Care Food Program approval. The minimum staff/child ratios for each age group are:

- For children under 6 weeks of age – 1:1
- For children ages 6 weeks up to 3 years – 1:4
- For children ages 3 years up to 6 years – 1:6
- For children ages 6 years up to 10 years – 1:15
- For children ages 10 and above – 1:20

The ratios show the maximum number of children in each of the specified age groups that are permitted to be under the supervision of one caregiver. For example, a maximum of four children, aged 6 weeks up to 3 years, is permitted to be under the care of one caregiver. For children over 10 years old, the standards allow a maximum of 20 children to be under the supervision of one caregiver. Many centers will be providing care to children from a variety of age groups. These centers will have to make computations to determine whether they have enough caregivers.

The example shows how a center with children in various age ranges will determine its minimum staffing requirements. In each range, the center has the following number of children in care:

Under 6 weeks	1
6 weeks up to 3 years	3
3 years up to 6 years	8
6 years up to 10 years	25
10 years and older	30

This center would divide the number of its children in each age range by the maximum number of children permitted to be in the care of one caregiver for each age range. If a center has no children in one or more of the age ranges, it will not have to make this computation for the age range(s). This center's computation for each age range would yield the following results.

Age Range	Number of Children at Center	÷	Maximum Number of Children for One Caregiver	Number of Required Caregivers
Under 6 weeks	1	÷	1	1
6weeks up to 3 years	3	÷	4	0.75
3 years up to 6 years	8	÷	6	1.33
6 years up to 10 years	25	÷	15	1.67
10 years and older	30	÷	20	1.50

By totaling the numbers of caregivers required for each age group, the center is able to determine the total number of caregivers. (All decimals in the total number less than .50 are rounded down, and all decimals greater than .50 are rounded up.) Thus, this center would need a total of 6 caregivers on its staff.