

# TRIBAL CHILD CARE MINIMUM STANDARDS

## SELF-ASSESSMENT WORKBOOK



Child Care Bureau, Administration for Children and Families, US Department of Health and Human Services

## **ACKNOWLEDGEMENTS**

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### **TRIBAL CHILD CARE STANDARDS ADVISORY COMMITTEE MEMBERS**

Bronwen Anders, MD, East County Clinic Administrative Office  
Stan Bienick, Nation Eastern Band of Cherokee Indians  
Joann Bodurtha, MD, AAP Committee on Native American Child Health  
Roger Gollub, Albuquerque Area Indian Health Service  
Sheila Gahagan, MD, AAP Committee on Native American Child Health  
Richard Durett, Indian Health Service  
Carol Gowett, Indian Health Service  
Sarah Hicks, National Congress of American Indians  
\*Jody Murph, MD, MS, AAP Committee on Early Childhood, Adoption, and Dependant Care  
\*Linda Kills Crow, Tribal Child Care TA Center, Tri-TAC  
Alex Martinez, New Mexico Child Care Bureau  
\*Donald Palmer, MD, AAP Committee on Early Childhood, Adoption, and Dependent Care  
\*James Poole, MD, AAP Committee on Early Childhood, Adoption, and Dependent Care  
Dorothy Still Smoking, Black Feet Tribe  
\*Michael Storck, MD, American Academy of Child and Adolescent Psychiatry  
\*Julie Quaid, Confederated Tribes of Warm Springs  
Devona Quam, Eight Northern Indian Pueblos Council, Inc.  
Cheryl Wilson, Indian Health Service  
Janet Wise, Muskogee Creek Nation

\*Denotes members who participated on the Tribal Child Care Standards Advisory Subcommittee.

**TRIBAL CHILD CARE STANDARDS  
ADVISORY COMMITTEE MEMBERS CONTINUED**

**AGENCY LIAISONS**

Laura Aird, American Academy of Pediatrics  
Ray Apodaca, Administration for Children and Families  
Barbara Binker, Child Care Bureau  
Charlotte Brantley, Child Care Bureau  
\*Judy Collins, Oklahoma Department of Human Services  
Megan Conte, American Academy of Pediatrics  
Jane Coury, Maternal and Child Health Bureau  
\*Kim Frank, Child Care Bureau  
Frank Fuentes, Child Care Bureau  
Ralph Fulgham, Indian Health Service  
Ana Garcia, American Academy of Pediatrics  
Sandy Gellert, Child Care Bureau  
Ann Goldstein, National Child Care Information Center  
\*Ginny Gorman, Child Care Bureau  
Linda Graziano, Child Care Bureau  
Andrew Hagan, Child Care Bureau  
\*Moniquin Huggins, Child Care Bureau  
F. Marlene Jones, Child Care Bureau  
\*Gina LaMantia, American Academy of Pediatrics  
Carmen R. Nazario, Administration for Children, Youth, and Families  
Ruth Neil, PhD, National Resource Center for Health and Safety in Child Care  
\*Sheryl Nelson, MS, American Academy of Pediatrics  
Wendy Nelson-Zaleski, American Academy of Pediatrics  
Terry Ring, Child Care Bureau  
Madelyn Schultz, PhD, Administration for Children and Families  
Phyllis Stubbs-Wynn, MD, Maternal and Child Health Bureau  
Lillian Sugarman, Child Care Bureau  
Thomas F. Tonniges, MD, American Academy of Pediatrics  
Andrew Williams, Child Care Bureau

\*Denotes members who participated on the Tribal Child Care Standards Advisory Subcommittee.

# **Tribal Child Care Health and Safety Standards Technical Assistance Self-Assessment Workbook**

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## INTRODUCTION AND EXAMPLE FORMAT

### **Tribal Child Care Standards Technical Assistance Self-Assessment Workbook**

Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193) requires the Secretary of the US Department of Health and Human Services to develop minimum child care standards for Tribes and Tribal organizations receiving funds under the Child Care and Development Fund. The law requires that the standards be developed in consultation with Tribes and Tribal organizations, and appropriately reflect Tribal needs and available resources.

This *Technical Assistance Self-Assessment Workbook* was developed to assist Tribal child care administrators and providers in assessing their unique situations and technical assistance needs. This document is consistent with the format of the *Minimum Tribal Child Care Standards: Policies/Practices/Caregiver Training, Building and Premises, and Infection Control*. Next to each standard is an opportunity for individuals to share their concrete experiences and needs. Each asterisk with this document annotates the special circumstances unique to family child care homes.

The Child Care Bureau will be conducting cluster trainings at eight locations throughout the country during the summer of 2000. These cluster training sessions are designed to support Tribes as they begin the process of implementing the Health and Safety Guidance. **The Self-Assessment Workbook** will be used during cluster trainings along with other materials that are being developed to assist Tribes with implementation. Tribal CCDF grantees are strongly encouraged to take advantage of this training opportunity.

Below is an example of how the document can be utilized:

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<i>Caregivers shall meet or exceed state caregiver to child ratios and group size limits.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet	We are planning to combine resources with another child care center and hire one additional staff member. Once this is accomplished we will meet this standard.	<u>We would like to know where we could find our state's regulation for group size ratios.</u>

**SECTION I. POLICIES/PRACTICES/CAREGIVER TRAINING**

<b>SUBSECTION A: CAREGIVER QUALIFICATIONS</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>Caregivers shall meet or exceed state caregiver to child ratios and group size limits.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>Caregivers shall directly supervise infants, toddlers, and preschool children by sight <b>and</b>* hearing at all times, even when the children are in sleeping areas.</i></p> <p><i>* caregivers in family child care homes shall directly supervise infants, toddlers, and preschool children by sight <b>or</b> hearing at all times, even when the children are in sleeping areas.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SECTION I. POLICIES/PRACTICES/CAREGIVER TRAINING**

<b>SUBSECTION B: STAFFING RATIOS</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>Caregivers shall know the whereabouts of the children in their care at all times.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Tribes shall have a policy for conducting background checks consistent with the Indian Child Protection and Family Violence Prevention Act.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Employment or character references shall be completed for all caregivers.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SECTION I. POLICIES/PRACTICES/CAREGIVER TRAINING**

<b>SUBSECTION C: CAREGIVER TRAINING</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>The Tribe shall have a written plan to ensure the training of caregivers in areas including but not limited to: health and safety, child development, infectious diseases (including universal precautions), child abuse, first response, and choking prevention.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Caregiver training shall be documented.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		



**SECTION I. POLICIES/PRACTICES/CAREGIVER TRAINING**

<b>SUBSECTION D: PROGRAM POLICIES</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<p><i>Written policies shall be established, implemented, maintained, and available, and shall address, but not be limited to, the following content areas: child development, health and safety, infectious diseases, child abuse, first response, and choking prevention.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>All caregivers, other staff, and volunteers shall be trained in the importance and implementation of the policies.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION D: PROGRAM POLICIES**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Policies related to program operation shall be shared with parents of children in care.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>If children will be transported, drivers shall be licensed and children shall be fastened in the vehicle in an age-appropriate restraint that is properly positioned and installed.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION D: PROGRAM POLICIES**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>To reduce the risk of sudden infant death syndrome (SIDS), infants shall be placed to sleep on their backs unless otherwise directed by the child’s physician, and all sleeping arrangements for infants through 12 months of age shall use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets, or stuffed toys.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>The caregiver/facility shall ask parents for information regarding the child's development, health and behavioral status, especially information about the child's health since the last attendance in the facility.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION D: PROGRAM POLICIES**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>When bottle feeding, caregivers shall either hold infants or feed them sitting up. Infants who are unable to sit shall always be held for bottle feeding. The caregiver shall not permit bottle propping or infants' carrying bottles throughout the day or night.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Children shall not be physically restrained by bonds, ties, or straps for disciplinary purposes. If a child must be restrained for medical reasons, that restraint should occur in accordance with the instruction of the child's physician and/or practitioner and permission of the parent.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION D: PROGRAM POLICIES**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Each caregiver/facility shall have and implement a discipline policy that outlines positive methods of guidance appropriate to the ages of the children.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION II. BUILDING AND PREMISES**

<b>SUBSECTION A: SAFE ENVIRONMENT</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<p><i>Guidelines shall be developed to assure child care homes/facilities are safe, and meet tribal, state, or local fire and safety regulations.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>The caregiver/facility shall follow tribal, state, or local guidelines regarding the installation and appropriate use of smoke detectors.</i></p> <p><i>Smoke detectors and other devices shall meet tribal, state, or local standards.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Useable space, equipment, and exit arrangements shall be adequate for the number, ages, and abilities of the children.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Indoor and outdoor play areas shall be checked daily, and prior to their use by children, for hazards.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Paint on both interior and exterior premises shall be free from hazardous quantities of lead.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>A plan shall be in place to ensure routine maintenance, and sanitation procedures shall be conducted to keep the structure clean, sound, and in good repair.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Sufficient heating and cooling shall be provided within the child care setting to maintain a temperature that will not cause harm to children.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Ventilation shall be provided to prevent the accumulation of harmful odors and fumes.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		



**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Poisons, toxic materials, cleaning supplies, sharp or pointed objects, plastic bags, matches, flammable liquids, drugs of any kind, insecticides, guns, and other hazardous materials shall be stored and/or locked, covered, or removed so as to be inaccessible to children.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>All water hazards, such as pools and permanent standing water, shall be enclosed with a fence, or otherwise safeguarded to ensure that they cannot be accessed.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Electrical outlets accessible to children shall be covered with child-resistant safety plugs.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>In child care homes, smoking and/or alcohol consumption shall be prohibited on the premises when children are present. In child care centers, smoking alcohol, and illegal drugs shall be prohibited on the premises of the facility at all times.</i></p> <p><i>Persons under the influence of alcohol or illegal drugs shall not be allowed in the child care setting.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Telephones or another identified and acceptable means of communication shall be available to facilitate contact with emergency services.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>The child care home/facility shall have and post emergency plans and procedures appropriate for that facility, addressing potential disasters such as fire, hurricane, volcano, flood, blizzard, tornado, etc.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Emergency evacuation procedures shall be in place and posted prominently within the facility to evacuate children as a first priority in the event of a fire or other emergency.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>The child care setting shall have a minimum of two unobstructed exits leading to safe, open areas.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Approved, properly maintained multi-purpose fire extinguishers, appropriate for the size of the child care setting, shall be readily available, and caregivers shall be trained on their operation.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Emergency plans shall include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>A record of two emergency contact persons for each child</i></li> <li><input type="checkbox"/> <i>Permission slips for emergency transport to health care facilities for the provision of emergency care, signed by the parent or legal guardian</i></li> <li><input type="checkbox"/> <i>Permission for emergency treatment</i></li> <li><input type="checkbox"/> <i>A hospital and physician of choice as designated by the parent or guardian</i></li> <li><input type="checkbox"/> <i>Individual plans for children with special health care needs, including allergies, developed by that child's physician</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet</li> <li><input type="checkbox"/> Exceed</li> <li><input type="checkbox"/> Partially Met</li> <li><input type="checkbox"/> Unmet</li> </ul>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>An appropriately stocked first aid kit shall be present and easily accessible to caregivers at all times, including during field trips and while transporting children. At a minimum it shall include:</i></p> <p><i>Emergency plans, disposable gloves, band-aids and bandages, tape, sterile gauze pads, roll gauze, scissors, emergency numbers, first aid resource guide, insect sting kit.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Materials, toys, and furnishings shall be safe, age appropriate, durable, and maintained in good condition.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>The layout and maintenance of all indoor and outdoor equipment and surfaces shall be carefully selected to minimize the possibility of injury to children.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Equipment shall be stored in a safe and orderly fashion when not in use.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		



**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Infant and toddler toys shall be made of non-toxic materials and shall be cleaned and/or sanitized when soiled or at least daily. If the toys are not used, they shall be cleaned weekly.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Cribs and/or cradleboards and infant sleep equipment shall keep the infant safe from the dangers of suffocation, and will not allow a child to either fall, become entrapped, or have clothing tangled on protrusions.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION A: SAFE ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>No child shall sleep on a bare, uncovered surface. Seasonally appropriate covering, such as sheets or blankets that are sufficient to maintain adequate warmth, shall be available and shall be used by each child below school age.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Children shall not share bedding. Related children may share sleeping arrangements upon parent approval. Each item of sleep equipment (sheets, blankets, pillows, etc.) Shall be assigned to an individual child and shall be used only by that child while he/she is enrolled in the program. Each mat, cot, or crib mattress shall be covered with the child's individual sheet for exclusive use by that child.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION II. BUILDING AND PREMISES**

<b>SUBSECTION B: NURTURING AND ENRICHING ENVIRONMENT</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>A written plan for daily activities shall be in place.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>The daily activities shall include the goals for children's development and learning and the experience through which they will achieve these goals.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Daily routines shall be established to allow children to develop expectations and feel secure at the child care setting.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		




**SUBSECTION B: NURTURING AND ENRICHING ENVIRONMENT**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Caregivers shall model respect for the feelings and rights of others, and provide an environment that respects gender, culture, ethnicity, family composition, and the special emotional, cognitive, and developmental needs of the individual child.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>The child care setting shall include toys, activities, and materials that are safe and appropriate for the various developmental stages of the children in care.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>All equipment in the setting shall be designed to support the abilities and developmental levels of the children served, with adaptations made as necessary to support children with disabilities.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION II. BUILDING AND PREMISES**

<b>SUBSECTION C: TRANSPORTATION</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>If children are transported, a written permission slip signed by a parent or recognized guardian shall be on file.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Children shall be required to use safety belts or, for children under age 4, federally-approved and properly installed child passenger restraint systems (car seats).</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Children shall never be transported in the rear of a pick-up truck.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION C: TRANSPORTATION**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>The National Highway Traffic Safety Administration recommends placing all children 12 and under in the rear seat.</i></p> <p><i>In the event that no option exists for placing a child in the rear seat, the following steps shall be taken:</i></p> <p> <i>Properly restrain the child.</i></p> <p> <i>Push vehicle seat all the way back to maximize distance between child and air bag.</i></p> <p> <i>Seat child directly against the seat back.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>Children shall never be left unattended in vehicles.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION C: TRANSPORTATION**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<i>Appropriate caregiver to child ratios shall be maintained during the transportation of children.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Only licensed drivers shall be allowed to transport children.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Automobile insurance shall be maintained to meet or exceed minimum state standards.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Strict policies shall be developed to prevent persons under the influence of alcohol or illegal drugs from operating vehicles while transporting children.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION C: TRANSPORTATION**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>There shall be no smoking in vehicles when transporting children.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Vehicles shall be routinely inspected and maintained to ensure that all safety features are operational.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		



**SECTION III. INFECTION CONTROL**

<b>SUBSECTION A: IMMUNIZATIONS</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>Children receiving care should be age-appropriately immunized in accordance with Indian Health Service (IHS) or the state public health agency recommendations.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Tribes may exempt: children whose parents or guardians object to immunization on religious grounds, and/or children whose medical condition requires that immunizations not be given.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SECTION III. INFECTION CONTROL**

<b>SUBSECTION B: SANITATION</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>Equipment shall be kept clean, sanitary, and in operable condition.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Any surface contaminated by body fluids (saliva, mucus, vomit, urine, stools, or blood) shall be cleaned and disinfected immediately, and caregivers shall use universal precautions (see appendix), including gloves, when cleaning contaminated areas.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Toilet areas, including sinks, countertops, faucets, handles, doorknobs, toilet bowls, toilet and seats shall be cleaned immediately when soiled, or at least daily.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION B: SANITATION**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<i>Potty chairs and changing tables shall be cleaned and disinfected after each use.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Floors shall be cleaned when soiled or at least daily. Carpets and rugs shall be shampooed when soiled and vacuumed at least daily.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Toys shall be cleaned when soiled or at least weekly, and small toys that children can place in their mouths shall be cleaned and disinfected after each use.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Garbage and rubbish shall be removed from rooms where children and adults will be present.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION B: SANITATION**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Garbage and rubbish should be stored in a closed container that prevents access to children and animals including rodents and insects.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Food preparation areas shall be separate from eating*, play, toilet, bathroom, and diaper changing areas, and areas where animals are kept.</i></p> <p><i>*Food preparation and eating areas may be combined for tribal family child care homes.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Food preparation areas, including countertops and tabletops shall be cleaned and disinfected, before and after each use.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION B: SANITATION**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Dishes, highchair trays, and food service utensils shall be cleaned and disinfected after each use. If basins are used, there shall be separate basins for diaper changing cleanup and the cleaning of food service utensils.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Dishes and food service utensils shall be allowed to air dry and stored in a manner that preserves their clean/disinfected status.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION III. INFECTION CONTROL**

<b>SUBSECTION C: HANDWASHING</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<p><i>Signs shall be posted* at each sink indicating when handwashing is required and the proper steps to follow.</i></p> <p><i>*Family child care homes are exempt from this standard.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>All caregivers, volunteers, and children shall wash their hands:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Before and after eating, giving medication, and participation in moist play;</i></li> <li><input type="checkbox"/> <i>After diapering, toileting, cleaning, and the handling of body fluids, even if gloves are used;</i></li> <li><input type="checkbox"/> <i>After handling animals, animal waste, or animal cages.</i></li> </ul>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION C: HANDWASHING**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>All caregivers, volunteers, and children shall wash all parts of their hands for at least 10 seconds with soap and water and rinse them with water. If standing water is used to rinse hands, the water shall be fresh for each person and shall not be re-used. Running water is preferable.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>In child care centers, paper towels shall be used to dry hands and turn off faucet handles. Each paper towel shall be used once by only one individual. *In child care homes, a clean, individual paper or cloth towel should be used for each child.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed    <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION III. INFECTION CONTROL**

<b>SUBSECTION D: FOOD SAFETY</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>Safe drinking water shall be accessible to children while indoors or outdoors and shall be dispensed by personal water bottle, drinking fountain, or cups labeled for individual use by each child.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Food shall be properly wrapped and handled.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>Food that has been served to the child and not eaten shall be discarded by placement in containers with tight-fitting lids that are emptied at least daily.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		



**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Foods brought from home shall be labeled with the child's name, date, and the type of food, and shall not be shared with other children unless intended for that purpose.</i></p>	<p><input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet</p>		
<p><i>Warm food shall be maintained and served at a temperature not less than 140°f.</i></p>	<p><input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet</p>		
<p><i>Cold foods shall be maintained refrigerated at a temperature of 40°f or lower in the refrigerator and 0°f or lower in the freezer.</i></p>	<p><input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet</p>		
<p><i>Breastmilk (if not frozen) and prepared bottles of formula shall be kept refrigerated until immediately before use.</i></p>	<p><input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet</p>		

**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Frozen breastmilk shall be thawed under cold running water or in the refrigerator.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>Breastmilk or formula shall be warmed in a pan of hot, not boiling water, for 5 minutes. The bottle should then be shaken, and the milk temperature tested before feeding.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>Microwaves shall never be used to heat bottles of formula or breastmilk.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<p><i>When there is more than one bottle-fed infant, bottles of breastmilk and formula shall be labelled with the child's name and shall be used only for the intended child.</i></p>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		

**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Any contents remaining in a bottle of formula or breastmilk after feeding shall be discarded.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Unused, expressed breastmilk shall be discarded after 48 hours if refrigerated, or after 2 weeks if frozen.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Prepared bottles of formula shall be discarded after 24 hours if not used. An open container of ready-to-feed or concentrated formula shall be covered, refrigerated, and discarded after 48 hours if not used.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Precautions against choking shall be taken when feeding infants and toddlers. (see appendix for appropriate actions to address choking)</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Caregivers shall not offer to children under 4 years of age foods that are implicated in choking incidents (round, hard, small, thick and sticky, smooth, or slippery). Examples of these foods are hot dogs (whole or sliced into rounds), whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>The facility shall provide nutritious meals according to a written plan</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>The facility shall ensure that:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Children in care for 8 and fewer hours shall be offered at least one nutritious meal and two nutritious snacks or two meals and one snack;</i></li> <li><input type="checkbox"/> <i>Children in care for 9 and more hours shall be offered at least two meals and two snacks or three snacks and one meal;</i></li> <li><input type="checkbox"/> <i>A nutritious snack shall be offered to all children in midmorning and in mid-afternoon;</i></li> <li><input type="checkbox"/> <i>Children shall be offered food at intervals not less than 2 hours apart and not more than 3 hours apart unless the child is asleep.</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet</li> <li><input type="checkbox"/> Exceed</li> <li><input type="checkbox"/> Partially Met</li> <li><input type="checkbox"/> Unmet</li> </ul>		

**SUBSECTION D: FOOD SAFETY**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>Caregivers shall feed infants on demand unless the parent provides written instructions otherwise.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>Individuals responsible for food preparation or service shall be free of contagious disease.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION III. INFECTION CONTROL**

<b>SUBSECTION E: CARE OF ILL CHILDREN</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<i>A policy for determining inclusion, exclusion, and dismissal of ill children shall be implemented.</i>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		
<i>A child shall be excluded from the child care program if:</i> <ul style="list-style-type: none"> <li>• <i>the child does not feel well enough to participate comfortably in the usual activities of the program;</i></li> <li>• <i>the caregivers cannot care for the sick child without interfering with the care of the other children; or</i></li> <li>• <i>keeping the child in care poses an increased risk to other children or adults in the child care facility, as determined by the caregiver or, if necessary, a local health official.</i></li> </ul>	<input type="checkbox"/> Meet <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met <input type="checkbox"/> Unmet		



**SUBSECTION E: CARE OF ILL CHILDREN**

Minimum Standard	Program Status	Describe Plan to Meet Minimum Standard (If Applicable)	Technical Assistance Needed (Please List)
<p><i>A written plan shall be in place for caring for an ill child.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		
<p><i>A written plan shall be in place addressing medication administration.</i></p>	<p> <input type="checkbox"/> Meet  <input type="checkbox"/> Exceed  <input type="checkbox"/> Partially Met  <input type="checkbox"/> Unmet                 </p>		

**SECTION III. INFECTION CONTROL**

<b>SUBSECTION F: CAREGIVER HEALTH</b>			
<b>Minimum Standard</b>	<b>Program Status</b>	<b>Describe Plan to Meet Minimum Standard (If Applicable)</b>	<b>Technical Assistance Needed (Please List)</b>
<p><i>Policies shall be developed for maintaining and addressing issues related to caregiver health. The policies shall include:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Guidelines for exclusion for illness and the subsequent return to work</i></li> <li><input type="checkbox"/> <i>Information on the major occupational health hazards for caregivers</i></li> <li><input type="checkbox"/> <i>Stress Management Techniques</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet</li> <li><input type="checkbox"/> Exceed</li> <li><input type="checkbox"/> Partially Met</li> <li><input type="checkbox"/> Unmet</li> </ul>		
<p><i>A policy shall be in place to ensure that all child care providers shall be physically and emotionally able to care for children.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet</li> <li><input type="checkbox"/> Exceed</li> <li><input type="checkbox"/> Partially Met</li> <li><input type="checkbox"/> Unmet</li> </ul>		