

INSPECTION PAPERWORK CHECKLIST
Required to be maintained on-site and available for inspection
(Developed by Child Development Council)

3/2/11

- _____ Fire drill record
- _____ Training record (including certificates of attendance)
- _____ Written visitor policy/control procedures
- _____ Visitor Log
- _____ Medical forms for children who are not enrolled in Kindergarten or above (including up-to-date immunizations)
- _____ Emergency authorization forms for all children in care (for provider to be able to seek emergency medical care – provider's name MUST be on the forms)
- _____ Identifying info. and emergency contact info. on all children (blue cards/About the Child)
- _____ Written sleeping and napping arrangements with parents – parents must approve if a child sleeps in another room with a monitor and a monitor MUST be in use in each room
- _____ Emergency evacuation plan (filed and/or posted AND emergency diagram posted)
- _____ Emergency phone numbers posted by phone
- _____ Written program activity schedule
- _____ Written parental approval for provider to sleep (if night care is provided)
- _____ Written parental approval for **school-age** children to be outside direct supervision
- _____ Pool plan and approval (if pool is used)
- _____ Written discipline/guidance policy
- _____ Approved health care plan
- _____ Record of administration of medication and other appropriate paperwork if administering medications (including administration of over the counter topical ointments)
- _____ Written permission to administer over-the-counter topical ointments and log of administration of topical ointments (if applicable)
- _____ Written instructions from parents for each infant describing formula and feeding requirements – provider can prepare formula if agreed to in writing by parent
- _____ Written approval from Syracuse Regional Office to care for an infant if less than 6 weeks old (approved waiver request)
- _____ Copy of notification to fire and police
- _____ Registration (including waiver, restriction or limitation if applicable)
- _____ Daily attendance records
- _____ Records of any accidents, illnesses and/or injuries
- _____ List of alternate providers, assistants and substitutes (including letters of approval)
- _____ Required renewal/initial registration paperwork (medical forms, water test, radon test, etc.)
- _____ Daily health check on each child in care (if something is out of the ordinary)
- _____ CPR and First Aid certifications for provider and/or any approved staff that may be left w/the children