

INSPECTION PAPERWORK CHECKLIST

Required to be maintained on-site and available for inspection

(Developed by Child Development Council)

- _____ Visitor Log with written visitor policy
- _____ Evacuation drill record AND shelter in place drill record
- _____ Inspection history posted
- _____ Daily attendance records including arrival and departure time of each child
- _____ Caretaker attendance record
- _____ Registration (including waiver, restriction or limitation if applicable)
- _____ CPR and First Aid certification
- _____ Written program activity schedule
- _____ Emergency evacuation diagram posted
- _____ Emergency phone numbers posted by phone
- _____ Approved Health Care Plan
- _____ Written discipline/guidance policy
- _____ Daily Health Check on each child in care
- _____ Identifying info and emergency contact info on all children (blue cards/About the Child)
- _____ Medical forms including up-to-date immunization records (for children not yet enrolled in Kindergarten or above)
- _____ 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 form)
- _____ 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
- _____ Written parental approval for provider to sleep (if overnight care is provided)
- _____ Written parental approval for **School Age** children to be outside direct supervision
- _____ Pool plan and approval (*if pool is used*) /Pool non-use statement (*if not used*)
- _____ Record of administration of medication and other appropriate paperwork if administering medications (including over the counter topical ointments)
- _____ Written permission to administer over-the-counter topical ointments and log of administration of topical ointments (if applicable)
- _____ Written infant feeding agreement
- _____ Records of any accidents, illnesses and/or injuries
- _____ Training record (including certificates of attendance)
- _____ Copy of notification to fire and police
- _____ List of alternate providers, assistants and substitutes (including letters of approval)
- _____ Vaccination records for Pets
- _____ Notification of firearms/shotgun/rifle/ammunition on the premises (if applicable)

Non-paperwork items on site:

- _____ Street address number visible from street (other than mailbox)
- _____ First Aid Kit stocked
- _____ Flashlight operational
- _____ Fire Extinguishers
- _____ Smoke Detector/CO alarms
- _____ Furnace clear of combustibile material within 4 feet
- _____ Impact resistant surfacing under any outdoor play equipment/fall hazard
- _____ All exits clear