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)

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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 combustible material within 4 feet
____ Impact resistant surfacing under any outdoor play equipment/fall hazard
____ All exits clear