

## Checklist for Provider Requirements

MONTHLY		
Required Task		Comments
	Monthly storm and fire drill	Date & time logged each month; See optional <a href="#">Fire and Storm Log</a>
	Monthly crib safety inspection	<a href="#">Monthly Crib Safety Inspection Form</a> required
	Test smoke alarms and carbon monoxide detectors	Highly recommended

ANNUALLY – Must be completed within calendar year		
Required Task		Comments
	16 hours of annual training	See optional <a href="#">License Holder Training Log</a>
	Annual crib safety recall check	Use required <a href="#">Monthly Crib Safety Inspection Form</a>
	Service extinguisher – <a href="#">Fire Extinguisher Reservicing Options</a>	Must be completed by the month completed in the year prior
	Well water tested (if applicable) – <a href="#">Certified Water Labs</a>	Must be completed by the month completed in the year prior
	Emergency Preparedness Plan – See optional <a href="#">Emergency Preparedness Plan Log</a>	Update / review plan, document date; Train all caregivers / subs / helpers, document date
	<a href="#">Child specific allergy</a> information	Update allergy info at least annually & when changes; Train caregivers prior to start & at least annually & when changes
	Parent signatures on required <a href="#">Liability Insurance Notice</a>	If no liability insurance or if coverage changes or lapses
	Ensure liability insurance renews (if applicable)	Liability coverage certificate must be accessible
	Pools– annually acquire parent permission & notify licensor	Only if child care children use pool; see optional <a href="#">Pool Guidelines</a>

ON-GOING		
Required Task		Comments
	Maintain proper supervision of children at all times	Under school-age: be within sight or sound & able to intervene School-age: available to protect the health and safety of a child
	Emergency info available & take on field trips, including walks	Parent contact information, doctor and dentist information
	First aid kit available & taken on field trips, including walks	Required items: bandages, thermometer, sterile compresses, liquid mild soap, 1st aid manual, scissors, ice pack, adhesive tape
	Ensure subs / caregivers / helpers receive required trainings	Initial and on-going; see optional <a href="#">Employee Tracking Log</a>
	Track substitute hours – limited to 500 hours total each year	Document name, date, hours worked; see optional <a href="#">Tracking Form</a>
	Child enrollment forms kept up to date	See optional <a href="#">Checklist for Children's Records</a>
	CCAP attendance records maintained (if applicable)	Attendance record required; include full name, date, time in/out
	Report required reportable incidents in required timeline	See <a href="#">Required Reporting Procedures and Household Roster</a>
	Ensure outlets are tamperproof or shielded	For outlets accessible to children under 1st grade
	Ensure dog and cat vaccinations are kept up to date	Vaccination records must be accessible
	Floor and escape plan available	
	Ensure water temperature is 120°F or below	Recommended to let water run for 3 minutes before testing
	Ensure refrigerator temperature is 40°F or below	
	Ensure all hazardous & toxic items are inaccessible to children	Behind something locked or stored approx. 5' or higher
	License posted in prominent location	
	Ensure <a href="#">background studies</a> are completed as required	By the time household members turn 13 years & 18 years
	Battery-operated radio or TV and flashlight available	
	Firearms and ammunition	Store unloaded and in separate locked areas
	Bodily fluid kit available	Required items: disposable gloves, bags, and eye protection
	Maintain 18" clearance around furnace /other heat sources	
	Replace smoke alarm	Within 10 years of date of manufacture
	Maintain carbon monoxide detectors	Within 10' of all sleeping areas; replace according to manufacturer
	Record retention	Records retained for 5 yrs after care of child ends & license closure

**Note:** This is not an all-inclusive list of licensing requirements. This form is optional.

Updated 04/09/2025