

## Checklist for Provider Requirements

MONTHLY	
Required Task	Comments
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 anytime within license 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 fire extinguisher	Must be completed within license year
Well water tested (if applicable)	Must be completed by the month completed in the year prior
Emergency Preparedness Plan–update/review, document date - Train all caregivers/subs/helpers, document date	See optional <a href="#">Emergency Preparedness Plan Log</a>
Child specific allergy information – update and/or review - Train all caregivers/subs/helpers, document date	-Update allergy info at least annually & when allergy info changes -Train prior to start, at least annually & when allergy info changes
Parent signatures acquired if: no liability insurance <u>OR</u> coverage changes or lapses	Use required <a href="#">Liability Insurance Notice to Parents or Guardians</a>
Ensure liability insurance renews (if applicable)	Liability coverage certificate must be accessible
Acquire annual parent permission & notify licensor of pool use	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	Infant/toddler/preschool: Within sight or sound & able to intervene School-age: available to protect the health and safety of the child
Emergency contact info available & taken on field trips, including walks	Phone numbers, name & number of child dentist & doctor
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 use of substitute(s)	Document name, date, hrs worked; limited to 500 hrs total each year
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 background studies completed for household members	By the time they turn 13 yrs & 18 yrs; studies valid for 5 yrs
Battery-operated radio or TV and flashlight available	
Firearms and ammunition	Store unloaded and in separate locked areas
Bodily fluid kit available	Include: disposable gloves & bags, eye protection (not personal glasses)
Maintain 18" clearance around furnace /other heat sources	
Replace smoke alarm	Within 10 years of date of manufacture
Maintain carbon monoxide detectors	Kept within 10' of all sleeping areas; replace according to manufacturer
Record retention	Records retained for 5 yrs <u>after</u> care of child ends & license closure

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