

Checklist for Provider Requirements

| MONTHLY | | |
|---------------|---|--|
| Required Task | | Comments |
| | Storm and fire drill | Date & time logged each month; Optional Fire and Storm Log |
| | Monthly crib safety inspection | Required Monthly Crib Safety Inspection Form |
| | Test smoke alarms and carbon monoxide detectors | Highly recommended |
| ANNUALLY | | |
| Required Task | | Comments |
| | 16 hours of annual training | Optional License Holder Training Log |
| | Annual crib safety recall check | Required Monthly Crib Safety Inspection Form |
| | Service fire extinguisher | Must be completed by the date completed in the year prior |
| | Well water tested (if applicable) | Must be completed by the date completed in the year prior |
| | Emergency Preparedness Plan Optional Emergency Preparedness Plan Log | Update/review annually, document date Train all caregivers prior to start and annually, document date |
| | Child specific allergy information | Update/review annually, document date Train all caregivers prior to start and annually, document date |
| | Liability insurance | If insured, liability coverage certificate must be accessible If not, required annual Liability Insurance Notice to Parents |
| | Swim pool use, written parent permission & licensor notification | Only if child care children use pool; optional Pool Guidelines |
| ON-GOING | | |
| Required Task | | Comments |
| | Maintain quality active supervision of children at all times | Within sight or sound & able to intervene of infant/toddler/prek Available to protect the health and safety of school agers |
| | Emergency contact info available | Parent name & phone numbers |
| | Taken on field trips, including walks | Child dentist and doctor name & phone numbers |
| | First aid kit available | Required items: bandages, thermometer, sterile compresses, |
| | Taken on field trips, including walks | liquid mild soap, 1st aid manual, scissors, ice pack, adhesive tape |
| | Ensure subs/caregivers/helpers receive required trainings | Initial and on-going; optional Employee Tracking Log |
| | Document name, date, hours worked of all substitutes | Optional Substitute Tracking Form |
| | Child enrollment forms kept up to date | Optional Checklist for Children's Records |
| | CCAP attendance records maintained (if applicable) | Attendance record required; include full name, date, time in/out |
| | Report required reportable incidents in required timeline | Optional Required Reporting Procedures |
| | 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 hazardous & toxic items are inaccessible to children | Behind something locked or stored approx. 5' or higher |
| | License posted in prominent location | |
| | Ensure background studies are submitted as required | Contact your RLS for a copy of their roster |
| | 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, and eye protection |
| | Maintain 18" clearance around furnace /other heat sources | |
| | Maintain working smoke alarms on all levels as required | Replaced within 10 years of date of manufacture |
| | Maintain carbon monoxide detectors within 10' of sleep areas | Replaced within 10 years of date of manufacture |
| | Record retention | Retain records 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: July 2025