

Checklist for Provider Requirements

This is an optional form and not an all-inclusive list of licensing requirements. All documents referenced can be found on our Sourcewell website.

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Family Child Care website



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 Taken on field trips, including walks	Parent name & phone numbers Child dentist and doctor name & phone numbers
	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; 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	
	Water temp is 120°F or below in tubs & sinks accessible to kids	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 background study 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	36" around solid fuel heat sources, i.e. wood burning stoves
	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