



DID YOU DO??



****This checklist is not required for child care providers but includes important reminders of licensing requirements that providers may find useful, as verification of this information will be requested.****

MONTHLY

(keep records for licensor's visits – write in date)

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Check smoke detectors												
Crib safety inspection form												
Fire drill (date & time)												
Storm drill (date & time)												

ANNUALLY

(keep records for licensor's visits)

Crib Safety Inspection Form (back side) - Check crib's brand name and model number against the U.S. Consumer Product Safety Commission Web site www.cpsc.gov	Date Completed
<p>Enrollment Forms for Each Child (update):</p> <p>Admission & Arrangement</p> <p>Immunization Record (infant every 6 mos.; toddler, annually; preschool, every 18 mos.; school age, every 3 years)</p> <p>Liability Insurance statement (Use this form for notification of policy lapse; notification of change in insurance coverage; annual notification of no insurance coverage)</p> <p>Permission to Administer (over the counter and prescription)</p> <p>Release for photos or other identifying information via text, Facebook, email or other</p> <p>Swimming and/or wading pool</p> <p>Signed child care policy page</p> <p>Travel, field trip and activity consent</p> <p>Allergy form (if applicable)</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Fire extinguisher servicing (keep receipt/tag for verification)	
Sudden Unexpected Infant Death & Abusive Head Trauma (must be in-person every other year) DHS videos every other year (on DHS website for providers)	

Training completed (16 hours per year)	
Well water test (coliform bacteria and nitrates) or proof of rural water (country only/turn in copy of results each year to licenser)	
Rule Review (read Rule 9502.0300 – 9502.0445 and Statute 245A, for refresher) AS NEEDED (keep records for Licenser’s announced/unannounced visits)	
	Date Completed
Carbon monoxide detectors (must be replaced every 5 years/keep copy of receipts)	
Smoke detectors (must be replaced every 10 years/keep copy of receipts)	
Death or serious injury (immediately)	
Suspected physical or sexual abuse or neglect (report immediately to SWHHS or local law enforcement office)	
Fire (report to SWHHS within 48 hours if the fire department is called)	
Change in household members (reported to SWHHS within 30 days of the change)	
Change in subs/helpers (immediately for background checks)	
Change in: Chemical Use Policy (provide SWHHS a new copy with the effective date) Grievance Policy (provide SWHHS a new copy with the effective date) FCC Policy (provide SWHHS a new copy with the effective date)	_____ _____ _____
Update floor plan/emergency plans/emergency contact numbers (if floor plan or emergency plan changes, provide SWHHS with the change and effective date)	
Vaccinations for pets (must be current, copy of record to SWHHS, update policy if needed)	