

Center  
Annual / Semi Annual Checklist

Name of Center:	Date:	Date:
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ADMINISTRATION RECORDS:	Annual	Semi-An.
License <b>Posted</b> 8.16.2.22A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Inspection <b>Posted</b> 8.16.2.22A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Current Fire Inspection 8.16.2.29H(3)(e)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Health Inspection <b>Posted</b> 8.16.2.22A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Dated Weekly Menus <b>Posted</b> 8.16.2.22.A (3)	<input type="checkbox"/>	<input type="checkbox"/>
Guidance Policy <b>Posted</b> 8.16.2.22A(4)	<input type="checkbox"/>	<input type="checkbox"/>
Current Notifiable/Communicable Diseases <b>Posted</b> 8.16.2.22A(5)	<input type="checkbox"/>	<input type="checkbox"/>
Last Licensing Survey <b>Posted</b> 8.16.2.22A (1)	<input type="checkbox"/>	<input type="checkbox"/>
Current Child Care Center State Regulations <b>Posted</b> 8.16.2.22A(2)	<input type="checkbox"/>	<input type="checkbox"/>
Mission Statement 8.16.2.22B(1)	<input type="checkbox"/>	<input type="checkbox"/>
Philosophy Statement 8.16.2.22B(2)	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Statement 8.16.2.22B(3)	<input type="checkbox"/>	<input type="checkbox"/>
Parent Handbook (Family Handbook) 8.16.2.22D	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Handbook 8.16.2.22G	<input type="checkbox"/>	<input type="checkbox"/>
Expulsion Policy 8.16.2.22 C (3)	<input type="checkbox"/>	<input type="checkbox"/>
Sign In/Out Sheet 8.16.2.22 E (1)(j)	<input type="checkbox"/>	<input type="checkbox"/>
Policy and Procedures 8.16.2.22C(1-8)	<input type="checkbox"/>	<input type="checkbox"/>
Dated Weekly Work Schedule 8.16.2.22F(2)	<input type="checkbox"/>	<input type="checkbox"/>
Person in Charge while Director is Out 8.16.2.23 A (8)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Drill Log 8.16.2.29H (2)(d)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency preparedness drills, quarterly beginning January of each year. 8.16.2.29H(1)	<input type="checkbox"/>	<input type="checkbox"/>
Disaster Preparedness 8.16.2.22 C (8)	<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING:		
Ceiling Tiles 8.16.2.29A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous material inaccessible to children 8.16.2.29A(2)	<input type="checkbox"/>	<input type="checkbox"/>
Trashcans in Kitchen & Outdoor areas have tight fitting lids 8.16.2.29A(3)	<input type="checkbox"/>	<input type="checkbox"/>

NAPS/REST:		
Crib/Mats 30" apart 8.16.2.24B(3)	<input type="checkbox"/>	<input type="checkbox"/>
Check Cribs (clean and in good repair) 8.16.2.24 C(2)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Labeled cots/mats 8.16.2.24B(4)	<input type="checkbox"/>	<input type="checkbox"/>
Mats at least ¾" thick 8.16.2.24B(5)	<input type="checkbox"/>	<input type="checkbox"/>
Staff/Child ratios maintained 8.16.2.24 B(10)	<input type="checkbox"/>	<input type="checkbox"/>
No child sleeping in car seat, stroller, playpen or swings 8.16.2.24C(3)	<input type="checkbox"/>	<input type="checkbox"/>
Dark room 8.16.2.24B(9)	<input type="checkbox"/>	<input type="checkbox"/>
INFANTS:		
No propping bottles or children sleeping with bottles 8.16.2.24 C(13)	<input type="checkbox"/>	<input type="checkbox"/>
No pillow in cribs 8.16.2.24 C(2)	<input type="checkbox"/>	<input type="checkbox"/>
Infant placed on back for sleeping 8.16.2.24 C(4)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation Crib 8.16.2.24 C(15)	<input type="checkbox"/>	<input type="checkbox"/>
DIAPERING & TOILETS:		
Toilet Paper, Soap & Disposable towels 8.16.2.29G(2)	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation 8.16.2.29C(4)	<input type="checkbox"/>	<input type="checkbox"/>
Clean 8.16.2.29A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Staff wear gloves & wash hands after diapering 8.16.2.24 D(2)	<input type="checkbox"/>	<input type="checkbox"/>
Child's personal items labeled, Soiled diapers/container w/tight fitting lid 8.16.2.24 D(3)	<input type="checkbox"/>	<input type="checkbox"/>
Diapers changed on waterproof/disinfect surface 8.16.2.24 D(4)	<input type="checkbox"/>	<input type="checkbox"/>
KITCHEN:		
Check Refrigerator 41 degrees/Freezer 0 degrees or below for Thermometers 8.16.2.25D(6)	<input type="checkbox"/>	<input type="checkbox"/>
Check Refrigerator for cleanliness 8.16.2.29A(1)	<input type="checkbox"/>	<input type="checkbox"/>
Open food labeled & dated 8.16.2.25D(4)	<input type="checkbox"/>	<input type="checkbox"/>
Check Pantry for open container 8.16.2.25D(7)	<input type="checkbox"/>	<input type="checkbox"/>
FIRST-AID REQUIREMENTS:		
Check First-Aid Kit 8.16.2.26B(2)	<input type="checkbox"/>	<input type="checkbox"/>
• Band Aids	<input type="checkbox"/>	<input type="checkbox"/>
• Gauze pads	<input type="checkbox"/>	<input type="checkbox"/>
• Adhesive tape	<input type="checkbox"/>	<input type="checkbox"/>
• Scissors	<input type="checkbox"/>	<input type="checkbox"/>
• Soap	<input type="checkbox"/>	<input type="checkbox"/>
• Non-porous Gloves	<input type="checkbox"/>	<input type="checkbox"/>
• Thermometer	<input type="checkbox"/>	<input type="checkbox"/>
• First-Aid Manual	<input type="checkbox"/>	<input type="checkbox"/>

Check Medication Box (Locked) & Sheet 8.16.2.26C(1)(2)(3)	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Parent Initials 8.16.2.26C(2)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Expired Medication 8.16.2.26C(5)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRE PROTECTION:</b>		
Check Emergency Numbers next to phone or on cordless phones <b>(Fire, Police, Ambulance and Poison Control)</b> 8.16.2.29H(2)(g)	<input type="checkbox"/>	<input type="checkbox"/>
Check Fire Extinguishers / Alarm system 8.16.2.29 H (3)(j) &(k)	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs illuminated 8.16.2.29 F(2)(b)	<input type="checkbox"/>	<input type="checkbox"/>
Check Smoke Detector 8.16.2.29 H (3)(i)	<input type="checkbox"/>	<input type="checkbox"/>
Check Emergency Lights 8.16.2.29 E(2)	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAYGROUND:</b>		
Equipment safe and securely anchored 8.16.2.24 J (1) (b)	<input type="checkbox"/>	<input type="checkbox"/>
Fence at least 4' high and 1 latch gate for emergency exit 8.16.2.24 J(2)	<input type="checkbox"/>	<input type="checkbox"/>
Energy Absorbing Surfaces Fall Zones 8.16.2.24 J(3)	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient equipment for outdoor activities 8.16.2.24 I (4)	<input type="checkbox"/>	<input type="checkbox"/>
Protected area from general traffic for children under 2 for crawling safety 8.16.2.24 J(5)	<input type="checkbox"/>	<input type="checkbox"/>
Playground capacity <b>Posted</b> 8.16.2.21B(3)(b)	<input type="checkbox"/>	<input type="checkbox"/>
Weekly Playground Inspection & Documentation 8.16.2.24 J(4)	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRANSPORTATION:</b>		
Proof of Insurance & Registration 8.16.2.28 H	<input type="checkbox"/>	<input type="checkbox"/>
Driver's License of van driver 8.16.2.28 H	<input type="checkbox"/>	<input type="checkbox"/>
Check Vans for Equipment 8.16.2.28 A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Fire Extinguisher</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>First-Aid Kit</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>First-Aid Manual</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Water</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Blanket</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and Inspected 8.16.2.28 C	<input type="checkbox"/>	<input type="checkbox"/>
<b>SURVEY NOTES:</b>		
Conduct fire drill- During ANNUAL or SEMI-ANNUAL		
Annual Child Abuse Statement 8.16.2.22 F(1)(f)		
Infant training for staff within six(6) months of hire & annually 8.16.2.23 B(2)(k)		
Current NAC Letter ( <b>Obtain a Copy</b> )		
Current CDA Certificate ( <b>Obtain a Copy</b> )		
Current Accreditation ( <b>Obtain a Copy</b> )		
Renewal Application mailed 8.16.2.11 B(1)	<input type="checkbox"/>	<input type="checkbox"/>

• Date mailed	/ /	
• Inform the Educator /provider of application late fee	<input type="checkbox"/>	<input type="checkbox"/>
• Provide website to Educator to obtain a copy of current regulations	<input type="checkbox"/>	<input type="checkbox"/>
• The 24 hours of annual training will be waived for educators if employed by a program currently under FOCUS consultation. <b>8.16.23B(2)(d)</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Basic level pre-requisites, such as math and English courses, leading to a degree in early childhood development will be considered equivalent to a minimum of 15 clock hours per credit hour. <b>8.16.23B(2)(m)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GUIDANCE</b>		
Guidance Practices Acknowledgement <b>8.16.2.24A(1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent and age appropriate. <b>8.16.2.24A(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Is positive and include redirection and clear limits <b>8.16.2.24A(3)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Not use the following disciplinary practices: <ul style="list-style-type: none"> <li>• physical punishment of any type, including shaking, biting, hitting, pinching or putting anything on or in a child’s mouth;</li> <li>• withdrawal of food, rest, bathroom access, or outdoor activities;</li> <li>• abusive or profane language, including yelling;</li> <li>• any form of public or private humiliation, including threats of physical punishment, or</li> <li>• unsupervised separation.</li> </ul> <b>8.16.2.24A(4)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT:</b>		
Educators remain calm in stressful situation <b>8.16.2.24 H(1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Educators talk and actively listen to children and respond appropriately <b>8.16.2.24 H(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to children’s questions comments, concerns, emotions and feelings. <b>8.16.2.24 H(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Provide language to express feelings. <b>8.16.2.24 H(3)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate physical contact to comfort and support children in daily routines and interactions. <b>8.16.2.24 H(4)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Model appropriate social behaviors, interactions and empathy.. <b>8.16.2.24 H(4)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Actively engaged with children. <b>8.16.2.24 H(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHYSICAL ENVIRONMENT:</b>		
Noisy and quiet areas are arranged so that children’s activities can be sustained without interruption <b>8.16.2.24 G(5)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Materials are well cared for and organized by type. Where appropriate, materials are labeled with words or pictures. Adaptations to materials are made when needed to accommodate various abilities of all children. Unused materials are stored in inaccessible storage <b>.8.16.2.24 G(6)</b> * ( Labeling only not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
Learning areas are functional with adequate space and are logically placed. The environment is set up so children are not continually interrupting one another <b>.8.16.2.24 G(5)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Examples of children’s individually expressed artwork are displayed in the environment. <b>8.16.2.24 G(7)</b> *(not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
Floor surface is suitable for activities that will occur in each learning area. <b>8.16.2.24 G(8)</b> *(not needed for 1 star providers)	<input type="checkbox"/>	<input type="checkbox"/>
File and storage space is available for teacher/caregiver materials. <b>8.16.2.24 G (9)</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>CLASSROOMS:</b>					
Capacity of Room, Ratios & Group Sizing <b>Posted</b> 8.16.2.21B(3)(c)					
Each activity /interest area will have capacity <b>Posted</b> 8.16.2.23 C(2)(b)					
Daily Activity Schedule 8.16.2.24 I(8)					
Check Evacuation Plan 8.16.2.29H(2)(f)					
Check Equipment (enough supplies & activities for the amount of children, age appropriate) 8.16.2.24 I(3) & (4)					
Bottles and cups labeled 8.16.2.25D(5)					
Check the Lights Shielding 8.16.2.29E(1)					
Check for Plug Covers 8.16.2.29E(3)(b)					
Check for Running Water Hot/Cold 8.16.2.29D					
Hand Washing Staff/Children after diapering & before preparing food 8.16.2.26A(1)(a)-(f)					
Check Staff/Child Ratios & Group Sizing 8.16.2.23 A(9)					
Check for Unattended Children 8.16.2.23 A(9)					
Identifiable Learning Centers/Areas 8.16.2.24 G(1)					
Learning centers clearly defined, using Shelves and furniture 8.16.2.24 G(2)					
TV one hour/day 8.16.2.24 I(9)					