

Center Annual Checklist

Name of Center:	Date:
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ADMINISTRATION RECORDS:	
License Posted 8.16.2.22A(1)	<input type="checkbox"/>
Fire Inspection Posted 8.16.2.22A(1)	<input type="checkbox"/>
Current Fire Inspection 8.16.2.29H(2)(e)	<input type="checkbox"/>
Environmental Health Inspection Posted 8.16.2.22A(1)	<input type="checkbox"/>
Dated Weekly Menus Posted 8.16.2.22.A (3)	<input type="checkbox"/>
Guidance Policy Posted 8.16.2.22A(4)	<input type="checkbox"/>
Current Notifiable/Communicable Diseases Posted 8.16.2.22A(5)	<input type="checkbox"/>
Last Licensing Survey Posted 8.16.2.22A (1)	<input type="checkbox"/>
Current Child Care Center State Regulations Posted 8.16.2.22A(2)	<input type="checkbox"/>
Mission Statement 8.16.2.22B(1)	<input type="checkbox"/>
Philosophy Statement 8.16.2.22B(2)	<input type="checkbox"/>
Curriculum Statement 8.16.2.22B(3)	<input type="checkbox"/>
Parent Handbook 8.16.2.22D	<input type="checkbox"/>
Personal Handbook 8.16.2.22G	<input type="checkbox"/>
Sign In/Out Sheet 8.16.2.22 E (1)(j)	<input type="checkbox"/>
Policy and Procedures 8.16.2.22C(1-7)	<input type="checkbox"/>
Dated Weekly Work Schedule 8.16.2.22F(2)	<input type="checkbox"/>
Person in Charge while Director is Out 8.16.2.23 A (8)	<input type="checkbox"/>
Fire Drill Log 8.16.2.29H (2)(d)	<input type="checkbox"/>
Disaster Preparedness 8.16.2.22C(7)	<input type="checkbox"/>
HOUSEKEEPING:	
Ceiling Tiles 8.16.2.29A(1)	<input type="checkbox"/>
Dangerous material inaccessible to children 8.16.2.29A(2)	<input type="checkbox"/>
Trashcans in Kitchen & Outdoor areas have tight fitting lids 8.16.2.29A(3)	<input type="checkbox"/>
NAPS/REST:	
Crib/Mats 30" apart 8.16.2.24B(3)	<input type="checkbox"/>
Check Cribs (clean and in good repair)	<input type="checkbox"/>

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

FIRE PROTECTION:	
Check Emergency Numbers next to phone or on cordless phones (Fire, Police, Ambulance and Poison Control) 8.16.2.29H(2)(g)	<input type="checkbox"/>
Check Fire Extinguishers 8.16.2.29 H (2)(j) &(k)	<input type="checkbox"/>
Exit signs illuminated 8.16.2.29 F(2)(b)	<input type="checkbox"/>
Check Smoke Detector 8.16.2.29H(2)(i)	<input type="checkbox"/>
Check Emergency Lights 8.16.2.29E(2)	<input type="checkbox"/>
PLAYGROUND:	
Equipment safe and securely anchored 8.16.2.24 J (1) (b)	<input type="checkbox"/>
Fence at least 4' high and 1 latch gate for emergency exit 8.16.2.24 J(2)	<input type="checkbox"/>
Energy Absorbing Surfaces Fall Zones 8.16.2.24 J(3)	<input type="checkbox"/>
Sufficient equipment for outdoor activities 8.16.2.24 I (4)	<input type="checkbox"/>
Protected area from general traffic for children under 2 for crawling safety 8.16.2.24 J(5)	<input type="checkbox"/>
Playground capacity Posted 8.16.2.21B(3)(b)	<input type="checkbox"/>
Weekly Playground Inspection & Documentation 8.16.2.24 J(4)	<input type="checkbox"/>
TRANSPORTATION:	
Proof of Insurance & Registration 8.16.2.28 H	<input type="checkbox"/>
Driver's License of van driver 8.16.2.28 H	<input type="checkbox"/>
Check Vans for Equipment 8.16.2.28 A	<input type="checkbox"/>
• Fire Extinguisher	<input type="checkbox"/>
• First-Aid Kit	<input type="checkbox"/>
• First-Aid Manual	<input type="checkbox"/>
• Water	<input type="checkbox"/>
• Blanket	<input type="checkbox"/>
Clean and Inspected 8.16.2.28 C	<input type="checkbox"/>
SURVEY NOTES:	
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)(j)	
Current NAC Letter (Obtain a Copy)	
Current CDA Certificate (Obtain a Copy)	
Current Accreditation (Obtain a Copy)	
Renewal Application mailed 8.16.2.11 B(1)	<input type="checkbox"/>
• Date mailed	/ /
• Inform the provider of application late fee	<input type="checkbox"/>
• Provider website for a copy of current regulations	<input type="checkbox"/>
GUIDANCE	
Guidance Practices Acknowledgement 8.16.2.24A(1)	<input type="checkbox"/>

Consistent and age appropriate. 8.16.2.24A(2)	<input type="checkbox"/>
Is positive and include redirection and clear limits 8.16.2.24A(3)	<input type="checkbox"/>
Not use the following disciplinary practices: <ul style="list-style-type: none"> • physical punishment of any type, including shaking, biting, hitting, pinching or putting anything on or in a child’s mouth; • withdrawal of food, rest, bathroom access, or outdoor activities; • abusive or profane language, including yelling; • any form of public or private humiliation, including threats of physical punishment, or • unsupervised separation. 8.16.2.24A(4)	<input type="checkbox"/>
SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT:	
Caregivers calm in stressful situation 8.16.2.24 H(1)	<input type="checkbox"/>
Caregivers talk and actively listen to children and respond appropriately 8.16.2.24 H(2)	<input type="checkbox"/>
Respond to children’s questions comments, concerns, emotions and feelings. 8.16.2.24 H(2)	<input type="checkbox"/>
Provide language to express feelings. 8.16.2.24 H(3)	<input type="checkbox"/>
Appropriate physical contact to comfort and support children in daily routines and interactions. 8.16.2.24 H(4)	<input type="checkbox"/>
Model appropriate social behaviors, interactions and empathy.. 8.16.2.24 H(4)	<input type="checkbox"/>
Actively engaged with children. 8.16.2.24 H(2)	<input type="checkbox"/>
PHYSICAL ENVIRONMENT:	
Noisy and quiet areas are arranged so that children’s activities can be sustained without interruption 8.16.2.24 G(5)	<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 .8.16.2.24 G(6)	<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 .8.16.2.24 G(5)	<input type="checkbox"/>
Examples of children’s individually expressed artwork are displayed in the environment. 8.16.2.24 G(7)	<input type="checkbox"/>
Floor surface is suitable for activities that will occur in each learning area. 8.16.2.24 G(8)	<input type="checkbox"/>
File and storage space is available for teacher/caregiver materials. 8.16.2.24 GC(9)	<input type="checkbox"/>
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CLASSROOMS:					
Capacity of Room & Ratios Posted 8.16.2.21B(3)(c)					
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 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)					