

ENTRANCE CHECKLIST — FAMILY CHILD CARE HOMES

The following items are to be made available for inspection by the facility representative.

LICENSE NUMBER:		EMAIL ADDRESS:
Documents to be posted in a prominent, publicly accessible area at facility		
Facility License		
Waivers (if applicable)		
PUB 394 Notification of Parents' Rights		
LIC 9148 Earthquake Preparedness		
Documents to be reviewed during inspection		
LIC 610A Emergency Disaster Plan		
Verification of Disaster and Fire Drills		
LIC 9040 Facility Roster		
Exceptions and Exemptions (if applicable)		
Records to make available during inspection		
Personnel records (Licensees/Assistants present)	Children's records	
Current Pediatric CPR and First Aid Certification issued by American Red Cross or the American Heart Association, or by approved Emergency Medical Services Authority (EMSA) vendor	LIC 282 Affidavit Regarding Liability Insurance (if licensee has no liability insurance/bond)	
LIC 508 Criminal Record Statement	Immunization Record (if applicable)	
LIC 9052 Employee Rights	LIC 700 Identification and Emergency Information	
Proof of immunization of measles, pertussis and Influenza (or documentation of exemption)	LIC 627 Consent for Emergency Medical Treatment	
TB Clearance or risk assessment	LIC 995A Notification of Parents' Rights	
LIC 9108 Statement Acknowledging Requirement to report Child Abuse	LIC 9224 Acknowledgment of Receipt of Licensing Reports (if applicable)	
Mandated Reporter Training Certificate		
Identify Location		
Medication stored at facility (includes medication for permissible medical services, if applicable)		
Functioning Carbon Monoxide Detector, Smoke Alarm(s), Fire Extinguisher		