

## ENTRANCE CHECKLIST — CHILD CARE CENTERS

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

<b>LICENSE NUMBER:</b>		<b>EMAIL ADDRESS:</b>	
<b>Documents to be posted in a prominent, publicly accessible area at facility</b>			
Facility License		Waivers (if applicable)	
Menus		<b>LIC 613A</b> Personal Rights	
<b>PUB 269</b> Child passenger restraint system poster			
<b>PUB 393</b> Notification of Parents' Rights			
<b>LIC 610</b> Emergency Disaster Plan			
<b>LIC 9224</b> Acknowledgment of Receipt of Licensing Reports (if applicable)			
<b>Documents to be reviewed during inspection</b>			
Verification of Disaster and Fire Drills		Sign in/out sheets	
Daily Activity Schedule		<b>LIC 9148</b> Earthquake Preparedness	
<b>Records and other items to make available during inspection</b>			
<b>Personnel records (All staff present)</b>		<b>Children's records</b>	
Exceptions and Exemptions (if applicable)		<b>LIC 613A</b> Personal Rights	
Staff Qualifications		Admission agreement	
Proof of immunization of measles, pertussis and Influenza (or documentation of exemption)		Needs and Services Plan for Infants (for Infant Centers)	
Current Pediatric CPR and First Aid Certification (designated staff)		<b>LIC 9224</b> Acknowledgment of Receipt of Licensing Reports (if applicable)	
TB Clearance or risk assessment		<b>LIC 700</b> Identification and Emergency Information	
<b>LIC 503</b> Health Screening Report		<b>LIC 701</b> Physician's Report	
<b>LIC 508</b> Criminal Record Statement		<b>LIC 995</b> Notification of Parents' Rights	
<b>LIC 9108</b> Statement Acknowledging Requirement to report Child Abuse		<b>LIC 627</b> Consent for Emergency Medical Treatment	
Mandated Reporter Training Certificate		Immunization Record (if applicable)	
<b>LIC 9052</b> Employee Rights			
<b>Identify Location</b>			
Medication stored at facility (includes medication for permissible medical services, if applicable)			
Functioning Carbon Monoxide Detector, Smoke Alarm(s), Fire Extinguisher			