

Preparing for Your Relicensing Visit

Your licensing worker will look for or ask to see the following documents;

- ✓ your license and any correction orders/negative licensing orders issued in the last two years are posted in a place parents can easily view
- ✓ records for each child enrolled in care, including the parent signed mandated reporter notification and liability insurance form
- ✓ training certificates for the last two years for you and any assistants, substitutes or helpers
- ✓ your policies that you give to parents that include your chemical use and grievance procedures
- ✓ dog and cat rabies records
- ✓ monthly fire/storm drill log
- ✓ monthly crib inspection form, checking to see that you recorded the date you last went on the consumer product safety commission website within the last year
- ✓ exit plan

Expect that your licensing worker will;

- ✓ review the 13 page family child care licensing checklist with you
- ✓ test your water temperature to make sure it's below 120 degrees
- ✓ view that your fire extinguisher was serviced within the last year
- ✓ view that each licensed area has two unobstructed means of escape from each licensed room
- ✓ check that the door between the house and the garage is self-closing
- ✓ check that guns and ammunition are located in separate locked (with a key) areas
- ✓ check that your battery operated radio and flashlight are working
- ✓ check your first aid kit
- ✓ view your designated storm/storm drill area
- ✓ check that the area around your furnace and hot water heater has a 36" clearing
- ✓ view electrical outlets
- ✓ view posted emergency numbers
- ✓ open accessible drawers, cabinets and closets to check that all toxics, cleaners, hazards, medications and vitamins, liquor, plastic bags/wrap, tools, sharp knives/scissors and personal care products are 5 feet up or locked in all licensed areas
- ✓ check that unlicensed areas are inaccessible to children
- ✓ review your diapering practices, make sure clean diapers are inaccessible to children and that an approved bleach product is being used after each diaper change
- ✓ view a separate covered garbage for diapers in the diapering area
- ✓ view cribs and pack-n-plays
- ✓ tug on the corners of crib sheets in infant sleep space
- ✓ observe and discuss your supervision practices
- ✓ discuss safe sleep practices