



**Illinois Department of Children & Family Services Monitoring
Checklist – Full
Day Care Center**



		Visit Date	Visit Time	Start:	End:	
I. LICENSEE INFORMATION						
Licensee		Provider ID	Issue Date			
Business Name		Sequence #	Expiration Date			
Primary Caregiver Name	Facility Type and Rule applied		Telephone Number	Email Address		
Facility Location Address	City	State	Zip Code			
Facility Mailing Address	City	State	Zip Code			
II. WORKER ASSIGNMENT						
Licensing Representative	Email Address		Telephone Number			
Purpose of Visit		Other				
Unannounced		By Appointment				
III. HOURS OF OPERATION						
Primary Contact Person		Capacity		Age Range		
		Day:	Night:	From:	To:	
Days of Operation		Day Hours of Operation		Night Hours of Operation		
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		through		through		

Licensee Name	Provider ID	Facility Type	Record Type	Purpose of Visit	Visit Date	Visit Time
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Inspection Items				
Codes: C = Compliance D = Discussed N = Non-Compliance NA = Not Applicable				
Section	Standard	Standard Description	Code	Rules
407.50	Application for License	The application is completed and signed by officers of the governing body or their authorized representatives, and is on Department form.		
407.55	Application for Renewal	Renewal applications are mailed to the licensee 6 months prior to expiration.		
407.60	Provisions Pertaining to the License	A center license is valid for 3 years unless surrendered or revoked.		
407.65	Provisions Pertaining to Permits	A permit shall not be issued prior to meeting all provision in section 407.65 and it's subsections.		
407.70	Organization and Administration	The members of the governing body are of reputable and responsible for maintaining the standards or delegating day to day compliance to the director.		
407.80	Confidentiality of Records and Information	Facility personnel respect the confidentiality of child and personnel records.		
407.90	Staffing Structure	Staff ensure the care and safety of children at all times.		
407.100	General Requirements for Personnel	Staff demonstrate skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development.		
407.110	Background Checks for Personnel	All persons subject to background checks authorize such checks, submits to fingerprinting, and furnishes written information regarding any criminal convictions.		
407.120	Personnel Records	The center maintains confidential files on each staff person.		
407.130	Qualifications for Child Care Director	The center employs a full time director in a non-teaching capacity if licensed for 50 or more children.		
407.140	Qualifications for Early Childhood Teachers and School-age Workers	Early childhood teachers and school age workers are at least 19 years old.		
407.150	Qualifications for Early School-age Teachers and School-age Assistants	Early childhood assistants meet the general employee requirements.		
407.160	Students and Youth Aids	Student and youth aides assist in the care of children.		
407.170	Substitutes	Substitutes meet the same qualifications required of the staff for whom they substitute.		
407.180	Volunteers	Volunteers who have contact with children more than once a month as scheduled meet the same personnel qualifications required of other staff.		

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Number and Ages of Children Served by Classroom				
Room Age Group	Teacher Name	Assistant(s) Name(s)	Capacity	Present

Inspection Items				
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Section	Requirement		Code	Rules
407.190	Grouping and Staffing	The group sizes and ratio of child care staff to children present at any one time shall meet the Section's standards.		
407.200	Program Requirements for All Ages	Children are recognized as individuals, whose gender, ability differences, privacy, activity choice, cultural, ethnic, and religious backgrounds are respected.		
407.210	Special Requirements for Infants and Toddlers	The center complies with general requirements for all centers and special requirements for infants/toddlers when those ages are in care.		
407.220	Special Requirements for School-Age Children	Centers serving school age children comply with all licensing standards, including special requirements.		
407.230	Intergenerational Program	The center provides an intergenerational program regular monthly basis.		
407.240	Evening, Night, Weekend and Holiday Care	The center complies with general requirements for all centers and special requirements for evening, night, weekend and holiday care.		
407.250	Enrollment and Discharge Procedures	The center shall have written enrollment policies that do not use eligibility criteria to screen out children with disabilities.		

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Section	Requirement		Code	Rules
407.260	Daily Arrival and Departure of Children	Daily arrival is conducted in a way that protects each child's physical and emotional well-being.		
407.270	Guidance and Discipline	The center has a written guidance and discipline policy for staff use which is also provided to parents.		
407.280	Transportation	Transportation requirements apply to any center that provides or arranges for the provision of transportation for children.		
407.290	Swimming and Wading	Swimming or wading pools are appropriately maintained and supervised.		
407.300	Animals	Household pets are healthy and present no danger to children.		
407.310	Health Requirements for Children	A medical report on Department-prescribed form is on file for each child.		
407.320	Hand Washing	Children's hands are washed routinely and frequently with soap and running water. Hand sanitizers and diaper wipes are not used as substitutes for soap and water.		
407.330	Nutrition and Meal Service	Food is cooked or prepared in a kitchen inspected and approved by IDPH unless the program is partially exempt or food is purchased from a licensed catering service.		
407.340	Diapering and Toileting Procedures	Areas serving children wearing diapers or pull-ups have a designated diapering areas.		
407.350	Napping and Sleeping	Children sleep or nap in a separate crib, bed or cot, with individual sheets and bedding.		
407.360	Medications	The center has a written policy regarding medications.		
407.370	Physical Plant/Indoor Space	Buildings used for centers are in good shape, operable and comply with all applicable fire safety standards.		
407.380	Equipment and Materials	Indoor and outdoor equipment and materials are appropriate to the needs and development of children served.		
407.390	Outdoor Play Area	The facility operates more than 3 hours per day and has an approved outdoor play area, unless granted a waiver by the Department.		

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Discussion

Caregiver Comments