



		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	

Licensed Name	Provider ID	Facility Type	Record Type	Purpose of Visit	Visit Date	Visit Time
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Key Indicator Inspection Items

Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable

Section	Standard	Standard Description	Code	Rules
407.100.f	General Requirements for Personnel	Staff have physical re-examinations every 2 years and/or whenever Communicable disease or illness is suspected.		
407.120.a.1	Personnel Records	Confidential file for each staff contains the Department-prescribed information form.		
407.120.a.3	Personnel Records	Confidential file for each staff contains three verified written references.		
407.120.a.4	Personnel Records	Confidential file for each staff contains proof of education achievement required.		
407.250.d	Enrollment and Discharge Procedures	Upon accepting a child for enrollment, the facility distributes to the parent, the Summary of Licensing Standards, consumer information materials and other materials designated by the Department.		
407.260.f	Daily Arrival and Departure of Children	The center has a pick-up policy which explains the actions the center will take if the child is not picked up or arrangements are not made for someone else to pick up the child.		
407.270.a	Guidance and Discipline	The center has a written guidance and discipline policy for staff use which is also provided to parents.		
407.310.a	Health Requirements for Children	A medical report on Department-prescribed form is on file for each child.		
407.380.b	Equipment and Materials	The center has equipment and materials in specified quantity and variety per the Appendices.		

Non-negotiable Inspection Items

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Section	Standard	Standard Description	Code	Rules
407.100.h	General Requirements for Personnel	At least one staff member is on duty at all times who has been trained and is current in first aid, CPR, Heimlich maneuver.		
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.		
407.190.a	Grouping and Staffing	Facility is in compliance with capacity, ages, and groupings.		
407.210.b	Special Requirements for Infants and Toddlers	Documentation available of monthly doctor/nurse visits by a licensed professional providing guidance.		
407.280.d	Transportation	Driver's Application and copy of current medical forms are submitted for any individual who regularly transports children on behalf of the center.		

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Non-negotiable Inspection Items

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Section	Standard	Standard Description	Code	Rules
407.350.b	Napping and Sleeping	Each child has a bed, crib or cot appropriate to their level of development.		
407.360.c	Medications	Children's safety is protected with respect to administration of medicine.		
407.370.f.3	Physical Plant/Indoor Space	Written drill logs record dates and times of fire and tornado drills.		

Number and Ages of Children Served by Classroom

Room Age Group	Teacher Name	Assistant(s) Name(s)	Capacity	Present

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Random Inspection Items				
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Section	Standard	Standard Description	Code	Rules

Discussion

Caregiver Comments