



**Illinois Department of Children & Family Services
Monitoring Checklist - Full
Day Care Home**



		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	From:	To:	
		Day:	Night:	School Age Addendum Approved for children		
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
---------------	-------------	---------------	-------------	------------------	------------	------------

Inspection Items				
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable				
Section	Requirement		Code	Rules
406.6	License Provisions	Caregiver(s) reside in the home and meet the requirements. Joint licensees are related and both live in the home.		
406.7	Permit Provisions	A permit is not issued until the complete, signed application with all requirements has been submitted to the Department.		
406.8	Safety	The home meets the requirements for physical facilities, both indoors and out.		
406.9	Household Qualifications	All persons subject to a background check have authorized background check and received clearance.		
406.10	Assistant Qualifications	Assistants are 14 or older and 5 years older than the oldest child they supervisor; licensee follows Child Labor Law.		
406.11	Substitutes ER subs	Assistants under age 18 shall be supervised by the caregiver at all times and caregiver maintains audible or visual contact with the assistant and children at all times.		
406.12	Child Records Standards	The initial and daily child records meet the expectation of the standards as listed.		

Number and Ages of Children Served			
Caregiver Alone: 406.13.b.1.B (includes provider's own children under 12 years)		Caregiver with Assistant: 406.13.c.1 (includes provider's own children under age 12)	
Children under 24 months		Children under 24 months	
Children ages 2 – 4 years		Children ages 2 – 5 years (includes children who are 5 and NOT in full day kndgtn)	
Children ages 5 and over		Full-time School-Age (include provider's school age children under 12 years if +4 addendum has been granted)	
Caregiver Alone: 406.13.b.2 (includes provider's own children under 12 years)		Caregiver with Assistant: 406.13.d (include provider's school age children under 12 years if +4 addendum has been granted)	
Children under 30 months		Children under 24 months	
Children over 30 months		Children ages 2 – 4 years	
Children ages 5 and over		Children ages 5 and over	
		School-Age (including provider's own children who are in full-day kindergarten or older)	

Licensee Name	Provider ID	Facility Type	Record Type	Purpose of Visit	Visit Date	Visit Time
---------------	-------------	---------------	-------------	------------------	------------	------------

Number and Ages of Children Served Night Care			
Night Caregiver Alone: 5 under 5 406.13.b.1 (+4 School-Age Addendum not allowed for Night Care)		Night Caregiver Alone: 6 under 5 406.13.b.2 (+4 School-Age Addendum not allowed for Night Care)	
0 to 23 months		0 to 29 months	
2-5 years		30 months to 5 years	
School-age		School age	

Inspection Items				
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable				
Section	Requirement		Code	Rules
406.13	Child Age and Number Served	The maximum number of children under age 12 does not exceed 8 when the provider is alone.		
406.14	Health and Medical	The caregiver conducts daily, preadmission screening to determine if children have obvious symptoms of illness and if present, determine whether to care for the child.		
406.15	Discipline	Discipline is designed and carried out to help children develop self-control and assume responsibility for their own acts.		
406.16	Activity Requirements	Caregiver and parents discuss child's health, development, behavior and activities to ensure consistently.		
406.17	Nutrition/Meals	Caregiver is providing nutrition per the standards.		
406.18	Transportation	The caregiver meets the expectations of the standards for transportation.		
406.19	Swimming	The swimming provisions meet the expectation of the standards for swimming.		
406.20	Special Needs Children	The caregiver meets the expectation of the standards for children with special needs.		
406.21	School Age Children	The caregiver meets the expectation of the standards for school age children.		
406.22	Children under 30 months	The caregiver meets the expectations of the standards for children under 30 months.		
406.23	Night care	Where applicable, the caregiver meets the expectations of night care standards.		
406.24	Children's Record	The facility has provided the expected documents for each child in the providers care, including their own children.		
406.25	Record Confidentiality	All records are kept in a confidential manner as described.		

Licensee Name	Provider ID	Facility Type	Record Type	Purpose of Visit	Visit Date	Visit Time
---------------	-------------	---------------	-------------	------------------	------------	------------

Discussion

Caregiver Comments