



**Illinois Department of Children & Family Services  
Monitoring Checklist – Key Indicator  
Day Care Home**



		Visit Date	Visit Time	Start:	End:	
<b>I. LICENSEE INFORMATION</b>						
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		
<b>II. WORKER ASSIGNMENT</b>						
Licensing Representative		Email Address	Telephone Number			
Purpose of Visit		Other				
Unannounced		By Appointment				
<b>III. HOURS OF OPERATION</b>						
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
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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
406.8.a.1	Safety	First aid kit present and contains all required items.		
406.8.a.19	Safety	Caregivers and assistants are familiar with the written emergency preparedness plan which addresses specific actions to be taken in the event of a fire, tornado, or other emergency.		
406.8.a.23	Safety	The licensee logs the daily home inspection of escape routes , exit doors and windows and maintains the log for at least one year.		
406.8.a.20	Safety	The licensee conducts and documents monthly fire safety inspections of the home and maintains this documentation for 1 year.		
406.9.a	Household Qualifications	All persons subject to a background check have authorized background check and received clearance.		
406.9.t	Household Qualifications	Caregivers complete 15 clock hours of in-service training per licensing year.		
406.12.b.3	Child Records Standards	Caregiver has on file, copies of certified copies of birth certificates for each child enrolled.		
406.12.h	Child Records Standards	Facility has documentation that the parent has received a copy of the facility's Late Pick-Up Policy.		
406.14.c.2	Health and Medical	Mantoux TB tests results are on file for all children age 1 and over if determined by the physician to be in a high risk group.		
406.14.c.3	Health and Medical	Lead assessment or testing results are on file for each child ages 6 mos. to 6 years.		
406.14.c.4	Health and Medical	Required children's immunizations are complete and up-to-date.		

Non-negotiable Inspection Items				
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable				
Section	Standard	Standard Description	Code	Rules
406.8.a.24	Safety	In-ground pools shall be fenced with a 5' high fence with locking gate unless in compliance in prior to 1-1-2001.		
406.8.a.25	Safety	Unless in compliance prior to 4-1-2001, Above-ground pools shall have non-climbable, 4' high sidewalls or enclosed per the restrictions of the full rule.		
406.8.a.4	Safety	One approved and operable smoke detector on every floor level, including basements and occupied attics.		
406.9.n	Household Qualifications	Primary caregiver licensee holds First Aid, Heimlich Maneuver and Infant/Child CPR by an approved entity.		
406.13.b, c, d	Child Age and Number Served	The maximum number of children under age 12 does not exceed 8 when the provider is alone.		

Licensee Name	Provider ID	Facility Type	Record Type	Purpose of Visit	Visit Date	Visit Time
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406.14.h.2	Health and Medical	Children shall have separate sleeping arrangements in bed, cot, crib or playpen, with individual bedding unless a twin size bed with individual sheets is used for 2 children under age 4.					
406.18.a	Transportation	Transporters are at least 18 years of age, hold valid driver's license, and children are transported in appropriate adult:child ratios.					

Number and Ages of Children Served						
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Caregiver Alone: 406.13.b.1.B (includes your own children under 12 years)		Caregiver with Assistant: 406.13.c.1 (CANNOT include your school age children under 12 years as +4)				
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 school)				
Children ages 5 and over		Full-time School-Age (NOT your own)				

Caregiver Alone: 406.13.b.2 (includes your own children under 12 years)		Caregiver with Assistant: 406.13.d (CANNOT include your school age children under 12 years as +4)				
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 (NOT your own)				

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				

<b>Licensee Name</b>	<b>Provider ID</b>	<b>Facility Type</b>	<b>Record Type</b>	<b>Purpose of Visit</b>	<b>Visit Date</b>	<b>Visit Time</b>
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<b>Random Inspection Items</b>				
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable				
<b>Section</b>	<b>Standard</b>	<b>Standard Description</b>	<b>Code</b>	<b>Rules</b>

<b>Discussion</b>

<b>Caregiver Comments</b>