

Illinois Department of Children & Family Services  
Monitoring Checklist – Full  
Group 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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Inspection Items				
Codes: C = Compliance D = Discussed N = Non-Compliance NA = Not Applicable				
Section	Standard	Standard Description	Code	Rules
408.10	Application for License	Application on correct form submitted to the Department.		
408.15	Application for Renewal	Renewal application mailed to licensee 6 months prior to expiration.		
408.20	Provisions Pertaining to the License	Caregiver(s) reside in the home and meet the requirements. Joint licensees are related and both live in the home.		
408.25	Provisions Pertaining to Permits	A permit is not issued until the complete, signed application with all requirements has been submitted to the Department.		
408.30	General Requirements for Group Day Care Homes	The home meets the requirements for physical facilities, both indoors and out.		
408.35	General Requirements for Group Day Care Home Family	All persons subject to a background check have authorized background check and received clearance.		
408.40	Background Checks	All individuals subject to background checks have received a clearance.		
408.45	Caregivers	The caregiver is responsible for the day-to-day operation of the home in compliance with the standards.		
408.50	Child Care Assistants	Assistants have passed the background check.		
408.55	Substitutes	Assistants have passed background checks.		
408.60	Admission and Discharge Procedures	No child remains on the premises for more than 12 hours unless due to parent's employment schedule; no child is present for more than 18 consecutive hours.		
408.65	Number and Ages of Children Served	The provider follows the number and age standards when providing care without an assistant.		
408.70	Health, Medical Care and Safety	Medical reports, no more than 6 months old and on DCFS forms, are on file for each child on the first day of care.		
408.75	Discipline of Children	Discipline is designed and carried out to help children develop self-control and assume responsibility for their own acts.		
408.80	Nutrition and Meals	Food requirements for children shall be met for all children under care.		

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Section	Standard	Standard Description	Code	Rules
408.85	Program	Caregiver and parents discuss child's health, development, behavior and activities to ensure consistently.		
408.90	Transportation of Children	Transporters are at least 18 years of age, hold valid driver's license, and children are transported in appropriate adult: child ratios.		
408.95	Swimming	Swimming activities are supervised for safety.		
408.100	Children with Special Needs	Parents and/or consultants are involved in planning activities for children with special needs.		
408.105	Children Under 30 Months of Age	Children under 30 mos. of age are not permitted in bathrooms, kitchens or other hazardous areas with out caregiver or assistant present.		
408.110	School Age Children	Home complies with licensing standards for day care homes and when caring for school-age children, those applicable as well.		
408.115	Night Care	Day Care Home receiving children for night care shall comply with licensing standards.		
408.120	Records and Reports	A facility maintains a record on children enrolled.		
408.125	Confidentiality of Records and Information	Caregiver respects the confidence of the children and families' records.		
408.130	Cooperation with the Department	The facility admits authorized representatives during the hours of operation.		
408.135	Severability of This Part	If it is determined that any specific rule, clause, phrase, or provision is deemed unconstitutional or invalid for any reason that finding shall not affect the validity of the remaining /other portions of this part.		

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Number and Ages of Children Served						
<b>Caregiver Alone: 408.65.a.1.A</b> (includes provider's own children under 12 years)			<b>Caregiver with Adult Assistant: 408.65.b.1</b> (include provider's school age children under 12 years as +4)			
Children under 24 months			Children ages 3-6 years			
Children ages 2 – 4 years			Full-time School-Age (include provider's own if the +4 capacity has been granted)			
Children ages 5 and over						
<b>Caregiver Alone: 408.65.a.1.B</b> (includes your own children under 12 years)			<b>Caregiver with Adult Assistant: 408.65.b.2</b> (include provider's own children under 12 years)			
Children under 30 months			Children under 15 months			
Children over 30 months			Children under 30 months			
Children ages 5 and over			Children ages 5 and under			
			School-Age (include provider's own children under 12 if the +4 capacity has been granted)			
<b>Night Caregiver Alone: 5 under 5 408.65.3a.1.A</b> (+4 School-Age Addendum not allowed for Night Care)			<b>Night Caregiver Alone: 6 under 5 408.65.a.1.B</b> (+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			

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Discussion

Caregiver Comments