



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



		<b>Visit Date</b>	<b>Visit Time Start:</b>		<b>End:</b>
<b>I. LICENSEE INFORMATION</b>					
<b>Licensee</b>		<b>Provider ID</b>	<b>Issue Date</b>		
<b>Business Name</b>		<b>Sequence #</b>	<b>Expiration Date</b>		
<b>Primary Caregiver Name</b>		<b>Facility Type and Rule applied</b>		<b>Telephone Number</b>	<b>Email Address</b>
<b>Facility Location Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Facility Mailing Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>II. WORKER ASSIGNMENT</b>					
<b>Licensing Representative</b>		<b>Email Address</b>		<b>Telephone Number</b>	
<b>Purpose of Visit</b>			<b>Other</b>		
<b>Unannounced</b>		<b>By Appointment</b>			
<b>III. HOURS OF OPERATION</b>					
<b>Primary Contact Person</b>			<b>Capacity</b>		<b>Age Range From: To:</b>
			<b>Day:</b>	<b>Night:</b>	<b>School Age Addendum Approved for children</b>
<b>Days of Operation</b>			<b>Day Hours of Operation</b>		<b>Night Hours of Operation</b>
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
408.35.f	Provisions Pertaining to Permits	Caregivers and household members have medical evidence that they are free of disease and physical or mental conditions that could interfere with child care responsibilities.		
408.45.f	Caregivers	Caregivers have completed 15 hours of annual in-service training pre licensing year.		
408.60.j	Admission and Discharge Procedures	Facility has documentation that the parent has received a copy of the facility's Late Pick-Up Policy.		
408.70.a.1	Health, Medical Care and Safety	Medical reports are current for each child.		
408.70.a.2	Health, Medical Care and Safety	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.		
408.70.a.3	Health, Medical Care and Safety	Lead assessment or testing results are on file for each child ages 6 mos. to 6 years.		
408.70.a.4	Health, Medical Care and Safety	Required children's immunizations are complete and up-to-date.		
408.120.a.1	Records and Reports	The facility maintains a written admission application signed by the parent/guardian.		

Non-negotiable Inspection Items				
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable				
Section	Standard	Standard Description	Code	Rules
408.30.a.4	General Requirements for Group Day Care Homes	One approved and operable smoke detector on every floor level, including basements and occupied attics.		
408.30.l.6	General Requirements for Group Day Care Homes	In-ground pools shall be fenced with a 5' high fence with locking gate unless in compliance in prior to 1-1-2001.		
408.30.l.7	General Requirements for Group Day Care Homes	Above-ground pools shall have non-climbable, 4' high sidewalls or enclosed with a 5' fence which his 36 inches away from the sidewalls and secured with a locked gate.		
408.30.o.1	General Requirements for Group Day Care Homes	Dogs and cats have current rabies inoculations and are certified by a licensed veterinarian to be free of diseases.		
408.35.i	General Requirements for Group Day Care Home Family	One person on premises at all times with current CPR, First Aid, Heimlich Maneuver from approved curriculum.		

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Non-negotiable Inspection Items				
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Section	Standard	Standard Description	Code	Rules
408.40.a	Background Checks	All individuals subject to background checks have received a clearance.		
408.65.a – f	Number and Ages of Children Served	The provider follows the number and age standards when providing care with or without an assistant.		
408.70.d.2	Health, Medical Care and Safety	Children shall have separate sleeping arrangements in bed, cot, crib or playpen, with individual bedding.		

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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Random Inspection Items				
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Section	Standard	Standard Description	Code	Rules

Discussion

Caregiver Comments