

Are You Ready For Your Next Home Visit?

As part of the relicensing/review process, licensing staff will need to review your day care records. If you have the following forms for each child enrolled in your day care and other documentation readily available, the visit will be less of a distraction for you and the children in your care.

Immediately upon receipt of your relicensing packet, complete the application, background study forms and enrollment and return them along with your relicensing fee. Prepare for the actual visit by completing the Family Child Care Licensing Checklist from DHS and use the checklist below to make sure you have everything ready.

- _____ Admission/Arrangements Forms
- _____ Batteries for flashlight/radio/T.V.
- _____ Crib Safety Documentations
- _____ Fire & Storm Drill log
- _____ Fire Extinguisher Serviced
- _____ First Aid Kit
- _____ Immunization Forms
- _____ License Posted
- _____ Pet vaccination records
- _____ Proof of Insurance, or no insurance statement signed
- _____ Record of Initiation of Background Study
- _____ Sample menu, if not part of food program
- _____ Training certificates
- _____ Current Well Water Test results (if applicable)
- _____ Your Policy/Contract
- _____ Smoking sign (if applicable)

Permission Forms

- _____ Prescription Medication
- _____ Non-prescription Medication
- _____ Pool
- _____ Wading Pool
- _____ Travel & Activity
- _____ Emergency Medical

Verification that the following forms and information were given to parents

- _____ Reporting Notification Form
- _____ Conditional license (if applicable)
- _____ Disqualification Information (if applicable)

Reminders:

Forms should be updated yearly. If there are no changes or only small changes to the Admission/Arrangement forms, just have the parents make the change on the form. They can initial and date it for the current year.

Do not send forms home with the parents to be updated. Give them copies of the forms they initially completed to review or else set aside a few minutes at pick up time to review and update this form.

Immunization records must be documented on the current Department of Health "Child Care Immunization Record."