

MONITORING CHECKLIST
CHILD CARE PROGRAMS

Program Name	License Number	Subtype	Visit Type	Purpose of Visit	Visit Date	Visit Time

Children Present:

Single Age Group	Child:Staff Ratio	Mixed Age Group	Child:Staff Ratio

All items listed below are compliant unless marked as "NC" Non-compliant or "NR" Not Reviewed			
Item	Requirement descriptions	NC	NR
01	Necessity, issuance and maintenance of a permit or license		
02	Other business, shared facility and collaborations		
03	Policy		
04	Emergency Preparedness		
05	Reporting		

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All items listed below are compliant unless marked as "NC" Non-compliant or "NR" Not Reviewed				
Item	Requirement descriptions	NC	NR	
06	General Records and Documentation			
07	Posted Records and Documentation			
08	Program Records and Documentation			
09	Personnel and Non-Personnel Records and Documentation			
10	Child Records and Documentation			
11	Background Investigations			
12	Prohibited Individuals			
13	General Qualifications, Responsibilities and Professional Development			
14	Director and Personnel in Charge			
15	Teaching Personnel			
16	Support Personnel			
17	Other Personnel and Non-Personnel			
18	Licensed Capacity			
19	Ratios and Group Sizes			

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All items listed below are compliant unless marked as "NC" Non-compliant or "NR" Not Reviewed				
Item	Requirement descriptions	NC	NR	
20	Supervision			
21	Discipline			
22	Learning Program Principles			
23	Higher Risk Activities			
24	Water Activities			
25	Animals			
26	Parent Communication and Family Engagement			
27	Health Protection and Disease Control			
28	Medication			
29	Rest Time			
30	Diapering and Toileting			
31	Nutrition			
32	Food Service			
33	Facility			
34	Indoor and Outdoor Play Areas			

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Item	Requirement descriptions	NC	NR	
35	Equipment			
36	Hazards			
37	Cleanliness and Sanitation			
38	Transportation			
39	Addendum Requirements for Child Care Centers			
40	Addendum Requirements for Day Camps			
41	Addendum Requirements for Drop In Programs			
42	Addendum Requirements for Out of School Time Programs			
43	Addendum Requirements for Part Day Programs			
44	Addendum Requirements for Programs for Sick Children			

Weapons Declaration:

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Fire Drill Date	Smoke Detector Test Date
Tornado Drill Date	Carbon Monoxide Test Date
Fire Extinguisher Expiration Date	Fire Inspection Date
Health Inspection Required to be paid for by OKDHS?	Health Inspection Date
Equipment Inventory Completion Date	Physical Environment Checklist Completion Date
Annual Insurance Expiration Date	Exception Declared Date
Water Testing Due Dates	
Lead	Bacteria
	Nitrates

Pet Name	Pet Vaccination Expiration Date

Auto Make	Auto Model	Year	Insurance Expiration	Vehicle Quarterly Inspection

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Person with Child Passenger Safety Training	Date Completed
Person with Driver Safety Training	Date Completed

Program Days and Hours of Operation:

Days of Operation	Hours of Operation

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Discussion