

Child Care Center Announced Inspection Checklist B -- General Records

Center Name:	Inspection Date: / /
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GENERAL RECORD REVIEW ITEMS		X = Compliance	O = Noncompliance
		Rule #	
General Center Records			
B 1	If there are animals at the center, does center have current animal vaccination records?	100-9(1)(b) 100-22(3)	
Review of Forms		Rule #	
B 2	Does center's child admission form include the following information for each child? Child's name. Child's date of birth. Parent's name, address, and phone number. Names of people authorized by the parent to pick up the child. Name, address and phone number of emergency contact person. Name, address, and phone number for out of area emergency contact, if available. Current signed emergency medical treatment and transportation releases.	100-9(2)(a)(i)-(vii)	
B 3	Does the center's health assessment contain the following information about the child? Allergies. Food sensitivities. Acute and chronic medical conditions. Instructions for special or non-routine daily health care. Current medications. Any other special health instructions for the caregiver.	100-9(2)(b) 100-14(5)(a)-(f)	

Notes:

<p>B 4 Does the center's medication permission form contain at least the following instructions to be completed by the parent? (N/A if the center does not administer medication, or has not administered medications in the past 6 weeks.)</p> <p>The name of the child. The name of the medication. Written instructions for administration; including: The dosage. The method of administration. The times and dates to be administered. The disease or condition being treated. The parent signature and the date signed.</p>	100-17(4)(a)-(d)	
<p>B 5 Does the center's medication administration form contain at least the following information to be completed by the person administering the medication? (N/A if the center does not administer medication, or has not administered medications in the past 6 weeks.)</p> <p>The date, time, and dosage of the medication given? Signature or initials of person who administered the medication? Any errors in administration or adverse reactions?</p>	100-17(7)(e)	
Emergency & Disaster Plan		
<p>B 6 Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan?</p>	100-10(6)	
Emergency Drills		
<p>B 7 Does the center have a record of monthly fire evacuation drills for the past 12 months?</p>	100-10(9)(a)-(e) 100-9(1)(a)	
<p>B 8 Does the fire drill log include all of the following information for each drill? Date and time of the drill, number of children participating, name of the person supervising the drill, and total time to complete the evacuation.</p>	100-10(9)(a)-(e)	
<p>B 9 Does the center have a record of two semi-annual drills for disasters during the past 12 months?</p>	100-10(11)(a)-(e) 100-9(1)(a)	
<p>B 10 Does the disaster drill log include all of the following information for each drill? Type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, and any problems encountered.</p>	100-10(11)(a)-(e)	
<p>B 11 Do fire and disaster drill logs vary the days and times on which drills are held?</p>	100-10(12)	
General Personnel Records		
<p>B 12 If center has a pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification.</p>	100-12(12)(d)	
Notes:		