
Daycare Licensing Inspection Prep Checklist

Use this before every licensing visit. Most inspections cover child files, staff records, facility safety, and daily practices.

Facility Name: _____ Date: _____ Inspector: _____

1. CHILD FILES

Inspectors pull files at random. Every child's file must be complete.

- Immunization records are current for every enrolled child
- All enrollment forms are complete - no blank required fields
- Emergency contacts are up to date with current phone numbers
- Medical/health history is signed by a physician within the required timeframe
- Allergy action plans are on file for every child with known allergies
- Medication authorizations match every medication stored on-site
- Authorized pickup lists are current and signed
- Parent acknowledgments of policies are signed and dated
- Custody/court orders are current where applicable

2. STAFF RECORDS

Every person working with children must have a complete personnel file.

- Background check clearance on file for every staff member (before child contact)
- CPR and First Aid certifications are current (pediatric, not expired)
- Education credentials match each person's role (lead teacher, assistant, director)
- Annual training hours are completed and documented for all staff
- Health clearance or TB test on file (if required by your state)
- Pre-service training documentation for new hires

3. STAFF-TO-CHILD RATIOS

Inspectors count heads at the moment of inspection - not on paper.

- Current ratio in every classroom matches or exceeds state requirement
- Break coverage plan is in place - no gaps when staff step out
- Mixed-age groups use the ratio for the youngest child present
- Director is only counted in ratio if actively working with children (not doing admin)
- Substitute/backup staff plan exists for unexpected absences

4. FACILITY SAFETY

Physical walkthrough of every room, outdoor area, and common space.

- Smoke detectors and fire extinguishers present and current
- Evacuation plan posted in every room
- Fire/earthquake drill logs are up to date (documented with dates and times)
- Cleaning supplies and medications locked and out of children's reach
- Hot water temperature at child-accessible faucets (most states: max 120 F)
- Outdoor fencing is secure and at required height
- Equipment is age-appropriate and in good repair (no broken parts)
- Required postings are visible: license, emergency numbers, evacuation plan
- Indoor space meets square footage requirements per child
- Outdoor play area meets square footage requirements

5. HEALTH AND SAFETY PRACTICES

Inspectors observe daily practices during the visit.

- Handwashing procedures followed by staff and children
- Diaper changing protocol followed (sanitized between each child)
- Food preparation and storage meets health standards
- Safe sleep practices for infants (back to sleep, bare crib, firm surface)
- All children within sight and sound of a caregiver at all times
- Incident/accident log is current and properly documented
- Medication log is complete with proper signatures

Stop tracking documents on paper. See exactly what's missing for every child.

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