



## **Child Care Licensing Notebook Table of Contents**

1. Copy of your operational policies
2. Copy of your personnel policies
3. Copy of your job descriptions
4. Copy of your child care licensing directors certificate
5. Copy of your parent handbook
6. Copy of your liability insurance
7. Copy of your child care license
8. Copy of your most recent licensing inspection
9. Keeping Children Safe poster
10. Copy of your emergency and evacuation plans
11. Sample lesson plan
12. Sample menus
13. Most recent fire inspection
14. Most recent sanitation inspection
15. Most recent gas inspection
16. List of current employees
17. Sample sign in and out logs for children
18. Sample of a incident/accident/illness report for children
19. Sample of a infant feeding schedule
20. Sample training records and training plans for staff
21. Sample of attendance records for staff and director
22. PRS background checks
23. Sample playground maintenance checklist
24. Any pet vaccination records
25. Annual documentation of emergency drills, fire extinguishers, and smoke detectors
26. Pest extermination

**You don't stop playing because you grow old, you grow old when you stop playing**