



Licensing visit prep checklist

Walk this quarterly, in the order you would walk the building. Mark **OK** when you have seen it yourself, or **Gap** when it needs work, then carry every gap to the corrections log on page 3.

WALKTHROUGH DATE WALKED BY LAST LICENSING VISIT LICENSE EXPIRES

Children's records FILE BY FILE, LOOKING FOR BLANKS

CHECK	OK	GAP	NOTE OR FIX BY
Enrollment form complete and signed for each child	☐	☐	
Two emergency contacts, numbers current	☐	☐	
Authorized pickup list current	☐	☐	
Health record and immunization status on file	☐	☐	
Allergy and care plans signed, and posted for staff	☐	☐	
Consents signed: photo, sunscreen, trips, medication	☐	☐	
Attendance complete, with sign in and out times	☐	☐	
Incident reports filed, signed by a parent, dated	☐	☐	
Files confidential but reachable during a visit	☐	☐	

Staff files DATES YOU CAN POINT TO

CHECK	OK	GAP	NOTE OR FIX BY
Background checks cleared before first day	☐	☐	
CPR and first aid current for everyone required	☐	☐	
Training hours logged, certificates behind the log	☐	☐	
Orientation signed, mandated reporter included	☐	☐	
Health statements or TB screening, if required	☐	☐	
Qualifications on file, director requirement met	☐	☐	
Substitutes and volunteers documented the same way	☐	☐	
Schedule shows ratio met at open, nap, and close	☐	☐	

Posted documents ON THE WALL AND CURRENT

CHECK	OK	GAP	NOTE OR FIX BY
Current license posted where families can read it	☐	☐	
This week's menu posted, matching what you served	☐	☐	
Ratios and capacity posted for each room	☐	☐	
Emergency plan and evacuation map at each exit	☐	☐	
Emergency numbers and program address by the phone	☐	☐	
Fire and emergency drill log current and initialed	☐	☐	
Licensing and complaint contact posted for families	☐	☐	
Hand washing and diapering signage at each station	☐	☐	

Rooms and equipment GET DOWN TO CHILD HEIGHT

CHECK	OK	GAP	NOTE OR FIX BY
Outlets covered and cords out of reach	☐	☐	
Chemicals, medication, and sharp tools locked away	☐	☐	
Cribs bare, nothing hanging over a sleep space	☐	☐	
Sleep spaces spaced correctly and labeled by name	☐	☐	
First aid kit stocked, plus a playground kit	☐	☐	
Detectors working, extinguisher tag current	☐	☐	
Exits clear, doors open freely, hallways open	☐	☐	
Furniture anchored and blind cords secured	☐	☐	
Toys intact, age appropriate, no choking sizes	☐	☐	
Diapering area sanitized, supplies within reach	☐	☐	



Kitchen and logs

CHECK	OK	GAP
Refrigerator and freezer temperature log current	☐	☐
Sanitizer strength tested, test strips on hand	☐	☐
Food stored covered, labeled, and dated	☐	☐
Bottles and breast milk labeled and dated	☐	☐
Meal counts recorded the same day	☐	☐
Signage and soap at every sink	☐	☐
Allergy substitutions written on the menu	☐	☐

Outdoor area

CHECK	OK	GAP
Fence sound and gate latches working	☐	☐
Surfacing depth adequate under equipment	☐	☐
No standing water, animal waste, or debris	☐	☐
Shade for hot days, water accessible	☐	☐
Equipment free of splinters, rust, pinch points	☐	☐
Plants checked, nothing toxic within reach	☐	☐
Daily playground sweep initiated	☐	☐

Corrections log

EVERY GAP ABOVE LANDS HERE

DATE FOUND	WHAT WE FOUND	WHAT WE CHANGED	OWNER	FIXED ON

WALKTHROUGH COMPLETED BY

DATE

NEXT WALKTHROUGH SCHEDULED

KEEPING THE HABIT

Walk it quarterly with fresh eyes, and swap walkthroughs with another provider if you can. Fix the paper gaps first, since missing signatures and expired training dates are the most common findings and the easiest to close. Keep this log with the date you fixed each item, because showing that habit is worth more than a perfect first pass. Ask your licensor a question in advance rather than guessing; most would rather answer it than write a finding.