

## **DIRECTOR/FAMILY CHILD CARE PROVIDER CHECKLIST**

Use this checklist to keep track of staff assignments and your responsibilities.  
Organize this list on a monthly REMINDER CALENDAR.

### **Weekly**

- Restroom Cleaning Schedule
- Kitchen Cleaning Schedule
- Classroom Cleaning Schedule
- Weekly Vehicle Safety checklist
- Medication Log

### **Monthly**

- Water Fountain Pressure
- First Aid Kits
- Seat Restraints
- Batteries for Emergency Lighting
- Flashlights
- Smoke Detectors
- Safety Inspection Checklist
- Hazards Report
- Immunization Records
- Required Child Physical Exam
- Fire Evacuation Drill
- Tornado/Safety Drill  
(March – September)

### **Quarterly**

- Enrollment/Attendance/  
Symptom Record
- Emergency Backpacks
- Incident/Accident Reports
- Immunization Records
- Review File

### **Every Six Months**

- Emergency Contact and Treatment Consent Forms - Update
- Staff Records of In-Service Training

### **Annually**

- Driver License of Vehicle Driver
- Vehicle License
- Vehicle Insurance
- Staff Physicals
- Fire Inspection
- Health and Human Services Annual Inspection
- Lead Inspection
- CPR/First Aid Renewal Dates

### **Every Two Years**

- Lead in Water
- Lead in Air

