

Program Files Checklist FCCH

Facility Name: _____ Employee: _____ DOE: _____

The following items must be included in program files. Forms are available online at www.ncchildcare.nc.gov

Item	Due Date	Date Received/ Completed
<input type="checkbox"/> Inspection reports required by local ordinances (fire, building, sanitation and/or pool)	Prior to license, if applicable	
<input type="checkbox"/> Well water bacteriological analysis	Prior to license, if applicable	
<input type="checkbox"/> Emergency Preparedness and Response Plan	Within 4 months of completing the training and as changes occur	
<input type="checkbox"/> Emergency Telephone Numbers	Day 1	
<input type="checkbox"/> Emergency Medical Care Plan	Day 1	
<input type="checkbox"/> First Aid Information Sheet posted	Day 1	
<input type="checkbox"/> Menu	Current	
<input type="checkbox"/> Allergy/ Special Diet Posting	Day 1/ As occurs	
<input type="checkbox"/> Pet Vaccinations (if applicable)	Prior to license	
<input type="checkbox"/> Incident Log	As occurs	
<input type="checkbox"/> Medication error log	As occurs	
<input type="checkbox"/> Written Plan of Care (if applicable)	Day 1	
<input type="checkbox"/> Emergency Drill Log	Fire Drill: Monthly Shelter-in or Lock Down-Drill: Every 3 months	
<input type="checkbox"/> Outdoor Play Area Inspection (must be on DCDEE form)	Monthly	
<input type="checkbox"/> Daily Written Schedule	Current	
<input type="checkbox"/> Activity Plan (stimulate 5 developmental domains)	Current	
<input type="checkbox"/> Daily Attendance Records (must include date and time of arrival and departure)	Daily	
<input type="checkbox"/> Aquatic Policy	Prior to activity	
<input type="checkbox"/> Off premise activities – must take identifying info about each child, including name, photograph, emergency contact info, and a copy of emergency medical care form required in .1721.	As occurs	
<input type="checkbox"/> Transportation records with identifying info on each child (names, photos, emergency contact info, and emergency medical care (if applicable))	Prior to transporting	