

Program Files Checklist Center

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"/> Emergency Preparedness and Response Plan	Within four months of completing the training	
<input type="checkbox"/> Emergency Telephone Numbers	Prior to license	
<input type="checkbox"/> Building Inspection	Prior to license	
<input type="checkbox"/> Sanitation Inspection	Prior to license	
<input type="checkbox"/> Fire Inspection	Prior to license	
<input type="checkbox"/> Pool Inspection (if applicable)	Prior to license	
<input type="checkbox"/> Emergency Medical Care Plan	Day 1	
<input type="checkbox"/> Safe Pick-Up and Delivery Procedures	Day 1	
<input type="checkbox"/> Menu	1 week prior to meal or snack served	
<input type="checkbox"/> Allergy/ Special Diet Listing	Day 1/ As occurs	
<input type="checkbox"/> Incident Log	As occurs	
<input type="checkbox"/> Emergency Drill Log	Fire Drill: Monthly Shelter-in Place or Lock Down-Drill: Quarterly	
<input type="checkbox"/> Fire Evacuation Procedures	Day 1	
<input type="checkbox"/> Written Plan for Evacuation (Centers that do not meet institutional building code)	Day 1	
<input type="checkbox"/> Playground Inspection	Monthly	
<input type="checkbox"/> Daily Schedule	Current	
<input type="checkbox"/> Activity Plan	Current	
<input type="checkbox"/> Daily Attendance Records	Day 1	
<input type="checkbox"/> Arrival/ Departure Time Record	Day 1	
<input type="checkbox"/> Schedule of Off-Premise Activities	Prior to off-premise activity	
<input type="checkbox"/> List of Names and Identifying Information of Children Transported	Prior to off-premise activity	
<input type="checkbox"/> First Aid Information Sheet	Day 1	
<input type="checkbox"/> Classroom Staff/Child Ratio Sheet	Day 1	
<input type="checkbox"/> Manufacturer's Instructions for Equipment and Furnishings	Day 1	

<input type="checkbox"/> Documentation of Emergency Situations that Necessitated a lack of direct Supervision	As Occurs	
<input type="checkbox"/>		
<input type="checkbox"/>		