

How to Be Prepared for Your Next Visit

Complete all paperwork and return with relicensing fee by required due date.

- Complete the application
- Complete the DHS Licensing Requirements DHS-7775
- Print and attach learning record certificates

As part of the relicensing/review process, licensing staff need to review your child care records.

Forms should be updated yearly. If there are no changes or only slight changes to the Admissions/Arrangement forms, just have the parents make the change on the form.

Have the following forms for each child enrolled in your day care:

- Admission/Arrangement forms
- Immunization forms
- Allergy Information form (If a child has a known allergy)
- Infant sleep forms (rolling, swaddling, alternative position, if applicable)
- Permission forms (whichever apply)
 - Medication
 - Transportation
 - Field Trip
 - School Age off-premise (See form, “Child Care Activity Authorization” on website)
 - Pool/Wading Pool

Per FAMILY, have:

- Liability Insurance Notice
- Policies/Contract/Grievance Procedure Information
- Reporting Policy
- Verification of receipt of Rule Summary

Other documentation needed:

- Training Records
- Crib Safety inspections/recall checks
- Alcohol/Drug use policy
- Fire & Storm Drill Log
- Current well water test results (if applicable)
- Sample menu (if not on food program)
- Pet rabies vaccinations
- Posted license
- Any Disqualification or Negative Action information
- Worker’s Compensation Law form
- Emergency Plan

Miscellaneous:

- Fire extinguisher serviced
- Flashlight/radio with batteries
- First Aid kit & Emergency kit

If you have these items prepared and readily available, the visit will be less of a distraction for you and the children in your care.