

# CHECKLIST FOR MISCELLANEOUS RECORDS

*\*This document is being supplied as a sample. Your program may develop your own checklist or tailor this checklist to meet your specific needs. The records included on this sample checklist are those that are required by regulation.\**

<u>Record</u>	<u>Frequency (if applicable)</u>	<u>Completed/ Expiration Date</u>	<u>Completed/ Expiration Date</u>	<u>Completed/ Expiration Date</u>
OEC License (Posted)	Every 4 years			
All inspection reports, copies of original licensing application and correspondence related to licensing				
Fire Marshal Certificate	Every year			
Lead Water Test	Every 2 years			
Bacterial & Chemical Water Test (Well water only)	Every 2 years			
Lead Management Plan				
Radon Test Results (Posted)	Upon licensure (Conducted between Nov. and April)			
OEC Complaint Procedure (Posted)				
Food Service Certificate	Every year			
Menus (Posted)	1 week in advance			
Emergency Plans (Medical and Multi hazard)				
No Smoking Signs (Posted at entrances)				
Agency Inspection Reports (Posted or made available)				
Emergency Telephone Numbers (Posted adjacent to phone on each level)				
Diapering and Hand Washing Procedures (Posted in each diapering area and followed)				
Daily Attendance Records for Children and Staff	Daily			
Infant Sleep Arrangements Policy (posted where infants sleep)				
Education Written Plan				

# CHECKLIST FOR MISCELLANEOUS RECORDS

Discipline Policy				
Supervision Policy				
Child Protection Policy				
General Operating Policies				
Personnel Policies				
Late Pick-up Policy				
Administrative Oversight Plan (Posted)	Change of Director			
Local Health Inspection	Every 2 years			
Education Consultant Contract	Annual			
Education Consultant Logs	Updated every visit			
Health Consultant Contract	Annual			
Health Consultant Logs	Updated every visit			
Social Service Consultant Contract	Annual			
Social Service Consultant Logs	Updated every visit			
Dietician Consultant Contract	Annual			
Dietician Consultant Logs	Updated every visit			
Administration of Medication Policies and Procedures				
Administration of Medications Training Outline				
Updated 11-27-24				