

TLC Development Centers

Date: _____

Administration Records

- _____ Renewal Application mailed Date _____
- _____ License Posted
- _____ Fire Inspection Posted - **CHECK DATES!**
- _____ Current fire inspection
- _____ Environmental Health Inspection Posted
- _____ Dated weekly menus posted 8.16.2.22.A(3)
- _____ Discipline Policy Posted
- _____ Current Notifiable/Communicable Diseases Posted <http://www.health.state.nm.us/erd/healthdata/pdf/Notifiable%20DC%20043009.pdf>
- _____ Last Licensing Survey Posted
- _____ State Regs Posted
- _____ Mission Statement
- _____ Philosophy Statement
- _____ Curriculum Statement
- _____ Parent Handbook
- _____ Personnel Handbook 8.16.2.22G
- _____ Sign In/Out 8.16.2.22E(1)(i)
- _____ Policy and Procedures 8.16.2.22C(1-7)
- _____ Dated Weekly Work Schedule 8.16.2.22F(2)
- _____ Person in Charge while Director is out
- _____ Weekly playground inspections
- _____ Vehicle Maintenance Log
- _____ Fire Drill log
- _____ Disaster Preparedness 8.16.2.22C(7)

Office / Building:

- _____ Check Emergency Number next to phone (Fire, Police, Ambulance, and Poison Control)
- _____ Check Fire Extinguishers (one in kitchen and one centrally located with inspection tag - to be tested annually)
- _____ Exit signs illuminated
- _____ Check First Aid Kit:
 - _____ Band Aids, Guaze Pads, Adhesive Tape, Scissors, Soap, Non Porous Gloves,
 - _____ Thermometer
- _____ Check Medication Box (LOCKED) and Sheet - Parent's Initials & be sure expired medication is discarded
- _____ Check smoke detectors
- _____ Check Emergency Lights

Housekeeping:

- _____ Ceiling Tiles
- _____ Dangerous materials inaccessible to children
- _____ Trash can in kitchens & outdoor area w/ tight fitting lid

Naps / Rest:

- _____ Cribs / Mats 30" apart
- _____ Check Cribs (clean and in good repair)
- _____ Labeled cots / mats
- _____ Mats at least 3/4 " thick
- _____ Staff/Child ratios maintained

Infants:

- _____ No propping bottles or children sleeping with bottles
- _____ No child sleeping in high chair, swing, or seat
- _____ No pillow in cribs
- _____ Infant placed on back for sleeping
- _____ Evacuation Crib

Diapering & Toilets:

- _____ Toilet paper, soap, paper towels
- _____ Ventilation
- _____ Clean
- _____ Staff wear gloves & wash hands after diapering
- _____ Child's personal items labeled, Soiled diapers/ container w/ tight fitting lid
- _____ Diapers changed on waterproof/disinfected surface

Kitchen:

- _____ Check Refrigerator (41 ° / Freezer 0 ° or below) for thermometers
- _____ Check Refrigerator for cleanliness
- _____ Open food labeled & dated
- _____ Check pantry for open containers

Playground:

- _____ Equipment safe and securely anchored
- _____ ***Equipment inspections weekly - documented***
- _____ Fence at least 4' high and 1 latch gate for emergency exit
- _____ Energy absorbing surfaces in Fall Zones:

Equipment Height	Fine Sand	Coarse Sand	Fine Gravel
	<i>Uncompressed Depth of Material</i>		
5' or less	6"	6"	6"
6'	12"	12"	6"
7'	12"	12"	9"
8'	12"	12"	12"
9'	12"	N/A	12"
10'	N/A	N/A	12"

For poured or installed foam rubber surfaces, the materials must meet the ASTM F129 requirements with written verification from the manufacturer.

- _____ Sufficient equipment for outdoor activities
- _____ Separate area for children under 2 for crawling safety
- _____ Playground capacity posted

Vans:

- _____ Proof of insurance & registration in the vehicle
- _____ Driver's License of all van drivers
- _____ Check vans for equipment:
 - _____ Fire Extinguisher, First-Aid Kit W/ MANUAL, Water, Blanket
- _____ Clean and inspected - Inspections DOCUMENTED