



**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
- \_\_\_\_\_ 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)

<http://www.health.state.nm.us/erd/healthdata/pdf/Notifiable%20DC%20043009.pdf>

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

- \_\_\_\_\_ 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