## Child Care Provider Monitoring and Inspection Process



Every licensed child care provider will receive monitoring visits to make sure they continue to meet licensing and health and safety requirements.



Providers receive at least one announced visit and one unannounced visit each year. Additional visits may happen at any time.



During the monitoring visit, a licensing specialist checks that the provider has the required documentation for staff, children, and the facility. They also monitor to ensure providers are meeting the environmental health and safety requirements.



If it is a licensing visit, or if the child care space has changed, the licensing specialist inspects the environment.



If the licensing specialist finds problems or violations during the visit, he or she gives the provider a list of things to change or improve. The provider is given a deadline to make changes.

Areas monitored during licensing inspections include:



Employee records



Program health and nutrition



Environmental health and safety requirements, and equipment



Playground safety



Policies and procedures



Records of children enrolled at the facility

Timeframes for providers to make changes:



90 days: For a new license application



45 days: For a license renewal or other inspections



Less than 30 days: For more serious violations

