## 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:**





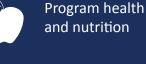


Environmental requirements,



health and safety and equipment

Policies and procedures



Records of

children enrolled at the facility

Playground safety

## 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





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