



Annual Inspection Checklist

This checklist outlines the documents and policies a child development facility must upload to the Division of Early Learning Licensing Tool (DELLT) to complete its annual inspection. It also identifies the main areas that will be assessed during the annual inspection. Child development facilities should use this checklist as a guide when completing their annual inspection. For questions, contact OSSE.ChildCareLicensing@dc.gov.

Annual Inspection Documents

The following documents must be uploaded to the facility's DELLT Facility Profile within three days before the scheduled onsite inspection.

- [Current Fire Inspection Report](#)
- Proof of insurance
 - For centers: coverage including commercial general liability, sexual abuse and molestation liability, and umbrella liability
 - For homes: coverage for number of children requested on the application
- [Current Immunization Compliance Report](#)
- [Current Professional Development Tracking form](#)
- Current Facility Staffing Pattern
 - Form for [centers](#)
 - Form for [homes](#)
 - Form for [out-of-school-time \(OST\) programs](#)
- All staff records (must include all required documents listed on the [Staff Qualification Checklist](#))
- All volunteer staff records (if applicable) (must include all required documents listed on the [Volunteer Documentation Checklist](#))
- Recordkeeping on children (review the following forms for 25 percent of enrolled children including all newly enrolled children)
 - [Receiving Care Away from Home Form](#)
 - [DC Universal Health Certificate](#)
 - [Oral Health Form](#)
 - [Travel and Activity Authorization Form](#)
 - [Authorization Child's Emergency Medical Treatment Form](#)
 - [Medication Authorization Form](#) (if applicable)
 - Parent Handbook Acknowledgement

- Children's Roster (child's full name, date of birth, date of enrollment)
- Children's Attendance Records (date of inspection)
- [Current Food Protection Manager's Certificate issued by DC Health](#)
- All logs included on the [Facility Logs Checklist](#)
- Updated Emergency Preparedness and Response Plan (EPRP) (updated within the past year)
 - Template for [centers and OST programs](#)
 - Template for [homes](#)
- [Integrated Pest Management Plan and Department of Energy and Environment Integrated Pest Management Approval Letter](#)
- Daily schedule of activities
- Five-day menu plan

Onsite Annual Inspection Review Areas

The following will be assessed during the onsite annual inspection.

- Supervision and Adult:Child Ratios Assessment (i.e., observation of adult:child ratios and interactions)
- General Requirements Assessment (i.e., facility's premises remain clear of insects, rodents and other pests)
- Indoor Environment Assessment (i.e., walls, floors and carpet must be clean and in good repair)
- Outdoor Environment Assessment (i.e., outdoor and play space, if applicable)
- Health and Safety Assessment (i.e., medication and storage, food and allergies)
- Equipment and Materials Assessment (i.e., play and teaching equipment, supplies, records, developmentally appropriate toys, games, books and other materials must be clean and in good repair)
- Program Activities Assessment (i.e., writing activity plan)
- Food Service Assessment (i.e., menu, refrigerator; and meal preparation area)
- Hand Hygiene Assessment (i.e., hand washing and diapering signs)
- Inspection of three-day staple food and water supply
- Inspection of First Aid Kit and Transportable First Aid Kit
- Inspection of transportation vehicle (if applicable)
- Inspection of hands-free garbage and diapering receptacles