



Monitoring 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 [monitoring inspection](#). It also identifies the main areas that are assessed during the monitoring inspection. Child development facilities should use this checklist as a guide for ongoing monitoring. For questions, contact OSSE.ChildCareLicensing@dc.gov.

Monitoring Inspection Documents

The following documents must be uploaded in the DELLT Facility Profile no later than three days after the 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)
- Updated Emergency Preparedness and Response Plan (EPRP) (updated within the past year)
 - Template for [centers and OST programs](#)
 - Template for [homes](#)
- [Current Food Protection Manager's Certificate issued by DC Health](#)
- All logs included on the [Facility Logs Checklist](#)
- [Integrated Pest Management Plan and Department of Energy and Environment Integrated Pest Management Approval Letter](#)
- Daily schedule of activities
- Five-day menu plan

Onsite Monitoring Inspection Review Areas

The following are assessed on the day of the monitoring inspection.

- Supervision and Adult to 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 transportation vehicle (if applicable)
- Inspection of hands-free garbage and diapering receptacles