



## Renewal 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 renewal inspection. It also identifies the main areas that will be assessed during the onsite renewal inspection. Child development facilities should use this checklist as a guide when completing their renewal inspection. For questions, contact [OSSE.ChildCareLicensing@dc.gov](mailto:OSSE.ChildCareLicensing@dc.gov).

### Renewal 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](#)
- [Certificate of Clean Hands](#) (dated within 30 days from submitting Renewal Application)
- Safe Evacuation Site Form
  - Form for [centers](#)
  - Forms for [homes](#)
- [Building Use Agreement](#)
- 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
- Child development facility legal entity information (Article of Incorporation or Certificate of Good Standing if applicable)
- [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 Renewal Inspection Review Areas**

The following will be assessed during the onsite renewal 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