

COORDINATING CHECK LIST FOR APPLICATION
(PLEASE CHECK EACH BOX OR CHECK N/A IF NOT APPLICABLE)

ATTACHMENT

- Fee Enclosed
- Fee Invoice Form
- Application
- Application (Supplemental Information Infant/Toddler Care)
- Affidavit
- Proof of Worker's Compensation Form
- Property History Questionnaire (Hazardous Waste)
- 5a Fire
- 5b Building
- 5c Zoning
- 5d Local Health - Date Application Sent: _____
- 5e Building structure constructed prior 1978 Yes No If yes, a full comprehensive lead inspection is required
Lead inspection to be conducted by the local health department or a private licensed lead inspector
- 7 Schedule
- 8a Staff Work Schedule Form (Including Designated Head Teacher & Director)
- 8b Fingerprint/Background Checks (Submit to the Legal Department)
- 8c Head Teacher Certificate of Approval
- 8d Organization Chart
- 8e First Aid Training Certificates CPR Training Certificate
- 9a Education Consultant Form Copy of Agreement
 - Contract Signed Annually by Consultant Annual Review of Written Policies, Plans & Procedures Availability in Person
 - Annual Review of Education Programs Availability by Telecommunication Acting as Resource Person for Staff/Parents
 - Consulting with Administration & Staff about Specific Problems
 - Documenting the Activities & Observations Required in Consultant Log that is Kept for 2 years
- 9b Copy of Agreement/Contract for Physician/Public Health RN Minimum Quarterly Site Visits for Children 3 yrs. & Older
 - Reviewing Health & Immunization Records for Children & Staff Reviewing Contents, Storage & Plan for Maintenance of First Aid Kits Observing Indoor & Outdoor Environment for Health & Safety Observing Children's General Health & Development
 - Observing Diaper Changing Areas & Toileting Areas, Diaper Changing, Toileting & Hand Washing Procedures
 - Reviewing Medication Policies, Procedures, Documentation for Administration of Medications (including petition for Special Medication Authorizations Assisting in the Review of Individual Care Plans for Children with Special Needs/Disabilities
- 9c Copy of Agreement/Contract for Dentist
 - Contract Signed Annually by Consultant Annual Review of Written Policies, Plans & Procedures Availability in Person
 - Annual Review of Education Programs Availability by Telecommunication Acting as Resource Person for Staff/Parents
 - Consulting with Administration & Staff about Specific Problems
 - Documenting the Activities & Observations Required in Consultant Log that is kept for 2 years
- 9d Copy of Agreement/Contract for Registered Dietitian
 - Contract Signed Annually by Consultant Annual Review of Written Policies, Plans & Procedures Availability in Person
 - Annual Review of Education Programs Availability by Telecommunication Acting as Resource Person for Staff/Parents
 - Consulting with Administration & Staff about Specific Problems
 - Documenting the Activities & Observations Required in Consultant Log that is kept for 2 years
- 9e Copy of Agreement/Contract for Social Service Consultant
 - Contract Signed Annually by Consultant Annual Review of Written Policies, Plans & Procedures Availability in Person
 - Annual Review of Education Programs Availability by Telecommunication Acting as Resource Person for Staff/Parents
 - Consulting with Administration & Staff about Specific Problems
 - Documenting the Activities & Observations Required in Consultant Log that is kept for 2 years
- 9f Consultant/Head Teacher Data Sheet
- 11a Floor Plan - Indoor
- 11b Water Supply Attachment:
 - Lead Water Test
 - Bacterial and Chemical Water Test (if applicable)
 - Copy of Water Bill (if applicable)
- 11c Radon Test Results
- 12a Sketch - Outdoor Play Space
- 12b Pool Approval
- S3 Indoor Floor Plan for Infant Toddler
- S4 Nurse's License and Resume