

Preschool Checklist – New

- _____ Attend an orientation provided by Cass County Social Services. The orientation is provided quarterly: January, April, July, and October. This will take place on the last Tuesday of the month from 1:00-4:00. Location: **Cass County Annex Building**. The training will be located on 3rd floor. Please call to register for this 701-241-5765 and ask to speak to a licenser.
- _____ **When your application/paperwork is received a licenser will call to set up a visit.**
- _____ Please do not use a highlighter on any re-licensing documents. When highlighted documents are scanned, important information is blacked out.
- _____ **Complete Application to be Licensed (SFN 832) – Front and Back.**
- _____ **\$30.00 Licensing Fee for a Preschool license, check written out to ND DHS Social Services.**
- _____ **Fingerprint verification:** Please provide a copy of each staff members CBCU memo. All staff members and substitute caregivers, 14 years or older, shall complete fingerprinting **ever 5 years**. Please see enclosed procedure for fingerprinted.
- _____ **A copy of ALL staff members/substitute caregivers Pediatric CPR and AED certification. ALL staff members/substitute caregivers will also need 1st Aid certifications. CPR can **NOT** be taken on-line. There are 3 approved websites to take 1st Aid. **Please review the list enclosed and be sure you only take 1st Aid through one of the approved site.****
- _____ **Fire or Building Inspection** – - Fargo: 701-241-1311 - West Fargo: 701-433-5380
- Casselton: 701-361-4914, Horace: 701-799-0688, Harwood: 701-219-0600
- _____ Verification of the qualifications for the Director/acting or assistant director/supervisors. Become a member of “Growing Futures of North Dakota” and submit your transcripts to verify qualifications are met to take the role as the director.
- _____ A copy of the Child Care Evacuation Disaster Plan (SFN 517) enclosed. You will need to choose at least one alternate location, and sign/date at the bottom.
- _____ **Verification of Liability Insurance for your facility and your vehicle, if transportation is provided.**
- _____ A sample of a month’s menu, including snacks and meals.
- _____ Written Program/Daily Schedule of Activities.
- _____ Staffing Schedule
- _____ The License, Fire Escape Route, and Daily or weekly menu needs to be posted.

(see backside)

- _____ A Copy of the Program's Policies/Handbook/Contract. The following policies are required in your parent handbook or policy handbook: Child Care Aware has examples of all required policies on their website: www.ndchildcare.org Choose: Childcare Start up, Center, Required documents for licensing, Policy Sample
- | | |
|--|---|
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Illness |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> Accident and Injury | <input type="checkbox"/> Hiring Policy |
| <input type="checkbox"/> Mandatory Reporting | <input type="checkbox"/> Aquatic |
| <input type="checkbox"/> Daily Reports/Communication | <input type="checkbox"/> Your licensors contact information |

- _____ Staff Members files will be checked during the relicensing visit. Staff's files should be onsite and include:
- A copy of the staff members CBCU Memo.
 - A copy of the staff members Pediatric CPR/AED and 1st Aid.
 - A copy of the Orientation checklist (SFN 969)

- _____ Children's files will be checked during the relicensing visit. Children's files should be up to date.
- Child Information Sheet
 - Parent's Statement of Health form **must be updated on an annual basis.**
 - Immunization records should be kept up to date
 - A copy of the birth certificate or documentation that you viewed a copy should be on file

Updated 1/23/20