

CENTER 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.
- _____ Complete Application to be Licensed (SFN 832) – Front and Back.
- _____ \$40.00 Licensing Fee for a Center license or \$50 licensing fee if you have a Center and 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 certification**. 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 476-6708 - West Fargo 433-5380
- Casselton 701-361-4914, Horace-799-0688, Harwood-219-0600
- _____ **Health/Sanitation Inspection.- Fargo and West Fargo 241-1389**
- _____ 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.
- _____ Verification of Liability Insurance for the business.
- _____ Staff's files should include:
- _____ A copy of the Orientation Checklist –SFN 969
 - _____ A copy of the CBCU Memo-Cleared Fingerprint memo
 - _____ A copy of CPR/AED and 1st Aid within the first 3 months of employment
 - _____ A copy of their training transcript with the Getting Started training within the first 3 months of employment and the Safe Sleep/SIDS training prior to ever working in the infant room.
- _____ 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

_____ 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

___ Discipline	___ Illness
___ Transportation	___ Accountability
___ Accident and Injury	___ Hiring Policy
___ Mandatory Reporting	___ Aquatic
___ Daily Reports/Communication	___ Your licensors contact information

_____ A Copy of your Contract for payment.

_____ A sample of a month's menu, including snacks and meals.

_____ W-9 Form- The State needs this in order to reimburse parents for Child Care Assistance.

_____ Written Program/Daily Schedule of Activities.

_____ Staffing Schedule

_____ Available First Aid Supplies.

_____ The License, Fire Escape Route, and Daily or weekly menu needs to be posted.

Updated 1/23/20