

Business and Visit Checklist

Permit Renewal Requirements

- _____ CPR and First Aid certificates
- _____ Professional Development certificates
- _____ Tuberculosis test results for all adults
- _____ Copy of fire safety visit
- _____ Fire and Evacuation drill records
- _____ Written child care sick policy
- _____ Written emergency preparedness plan
- _____ Permit with limitations if applicable
- _____ Private water supply Health Department permit if applicable
- _____ Your children's (under school age) immunization records if applicable
- _____ Rabies certificate for dogs, cats or ferrets if applicable

USDA Requirements

- _____ USDA Application (Contract) and USDA Agreement
- _____ An Enrollment form for each child (and copy of Infant Formula Choice form or copy of medical documentation as needed)
- _____ Proof of the last annual USDA Food Program training
- _____ Last USDA Food Program visit
- _____ Posted Building for the Future poster
- _____ Attendance Records including a copy of last month's and current month's Food Program record (Attendance and Menus)

Good Business Practice Considerations

- _____ Blank menus
- _____ Blank business forms
- _____ Blank Attendance and Enrollment forms
- _____ CCAR Vendor Agreement (Placement Agreement should go in child's file)
- _____ Business numbers to reach CEPS staff