

Licensing Specialist: _____

Mailing Address: _____

Phone: _____

MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care

ANNOUNCED INSPECTION PREPARATION CHECKLIST

Family Child Care Homes

This checklist is provided to help prepare for your routine announced inspection. Your Office of Child Care (OCC) Licensing Specialist will call you to schedule an appointment for that inspection.

At or before the time of the inspection, your Licensing Specialist will need to review all the forms and documents listed below. You can give these items to your Licensing Specialist during the inspection. However, your inspection will go more quickly if you complete and mail the items to your Licensing Specialist at least ten (10) days prior to the scheduled inspection date.

CHECKLIST OF REQUIRED FORMS AND DOCUMENTATION

(Get forms online at www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms or by calling your OCC Regional Office)

Form or Documentation Required	Provider (√ as completed)
OCC 1204 – Medical Report for Child Care for:	
- Provider/Co-Provider	
- Each Additional Adult (3 or 4 under the age of 2 approved)	
- Each Adult Resident who is (or plans to become) an approved substitute	
- Each New Resident (NOTE: remember to notify your Regional Office immediately of any new resident)	
OCC 1260 – Notarized Release of Information Form for:	
- Provider/Co-Provider	
- Each Additional Adult (3 or 4 under the age of 2 approved)	
- Each Adult Resident, age 18 or over (whether previously reported or new)	
- Each Substitute	
OCC 1229 – Substitute Form (if not approved within the last two years)	
OCC 101B – Professional Development Plan – approved continued training as required	
Current First-Aid Certification	
Current CPR Certification (to cover all ages of children you are registered to care for)	
Current Fire Inspection results, if available	
Criminal Background Check (for each new adult resident, any resident who turned 18, and new paid substitute or additional adult)	
If applicable:	
- Satisfactory well and septic test results (if you have private water and/or sewage)	
- Local code approvals (i.e. pools, zoning, etc., as required)	
- Current rabies vaccinations (for each dog and cat)	
- Proof of continued Homeowner's Liability Coverage – applicable to day care (if live in a development with a condo/homeowners' association)	