

How to Be Prepared for Your Next Annual Monitoring Visit

Use this checklist to ensure all required items are ready before your annual monitoring visit.

Annual Visit Paperwork (complete and return by due date)

- DCYF Application (if changing license class, business hours, or address)
 - Worker's Compensation Form (when completing an application)
 - Annual Visit Questionnaire (optional)
 - Current Enrollment Form (children enrolled in past 12 months)
 - Develop Learning Record and any training certificates
 - Signed Data Privacy – Tennessee Notice
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Child Records (reviewed and/or updated annually)

- Admission/Arrangements Form
 - Immunization Form
 - Allergy Information Form (if applicable)
 - Infant Sleep Form (rolling, swaddling, alternative position, if applicable)
 - Permission Forms (check all that apply):
 - Medication/Sunscreen/Insect Repellent/Diaper Creams/Other
 - Transportation
 - Field Trip
 - Photos
 - Travel & Activity Authorization (School-Age Children)
 - Pool/Wading Pool
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Family-Specific Documentation

- Liability Insurance Notice (DCYF form if no insurance)
 - Policies/Contract/Grievance Procedure
 - Mandated Reporting Policy
 - Verification of Receipt of Rule & Statute Summary for Parents
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Other Required Documentation

- Training Records for all caregivers (16 hours annual training for previous year)
- Child Care Emergency Plan
- Crib Safety Inspections & Recall Checks
- Alcohol/Drug Use Policy
- Monthly Fire & Storm Drill Log
- Well Water Test Results (if applicable)
- Sample Menu (if not on food program)
- Pet Rabies Vaccinations
- Posted License

- Substitute & Adult Caregivers' Training Verification for Allergy Response and Emergency Plans
 - Disqualification or License Action Information
 - Liability Insurance Declarations Page (if applicable)
 - Substitute Hours Tracking Log
 - Daily Sign In/Out Documentation (Child Care Assistance Program)
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Safety Items

- Fire Extinguisher (serviced annually)
 - Flashlight/Radio with Batteries
 - First Aid Kit & Emergency Kit
 - Working Smoke & Carbon Monoxide Detectors (less than 10 years old)
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Having these items organized and accessible will help make your annual monitoring visit smooth and minimally disruptive.