



## **Child Care Licensing Compliance Binder Table of Contents**

*Using a sheet protector, place the following items in your compliance binder. Attached a address label to the bottom right corner indicating the location of the original documents.*

1. Sample copy of a child's file using examples of the forms used in your program. *Indicate on your address label where current records are located.*
2. Sample copy of an Infant Feeding Instruction Form. *Indicate on your label where the current forms are located and where past forms are filed.*
3. Personnel and training records. *Recommended that these are kept in a separate folder per employee than other personnel records. Place a sample in your Compliance Binder. Indicate on your address label where current files are located.*
4. Licensing *Child Care Director's Certificate*. *Include a copy in your compliance binder. Have the original professionally framed and proudly displayed in your lobby.*
5. Attendance records or time sheets listing all days and hours worked for each employee. *In your compliance binder, have a sample copy. List on your address label where originals are filed. Per Child Care Regulations and the Texas Workforce Commission, time cards are required on all hourly non-exempt and salaried exempt employees. This includes the Center Director!*
6. Verification of liability insurance or notice of unavailability. *Remember to also validate your insurance information on licensing's portal.*
7. Medication records. *In your compliance binder, have a sample copy. Indicate on your label where the current forms are located and where past forms are filed. If you do not administer medications, include a sheet of paper that says "Medication Records – Our program does not administer medications: Not applicable"*
8. Playground Maintenance Checklists
9. Pet vaccination records, if applicable. *If you have no pet, include a page in your compliance record that says, "Pet Vaccination Records: No Pets on this Premises - Not Applicable".*
10. Safety documentation for emergency drills, fire extinguishers, and smoke detectors.
11. Most recent fire inspection, including written approval from the fire marshal to provide care above or below the ground level. *You will include a copy in your Compliance Binder. Indicate on your address label where the original is posted in a prominent area*
12. Most recent sanitation report
13. Most recent gas inspection report, if applicable. *If you have no gas, include a page in your compliance record that says, "Gas Inspection Report: No Gas on this Premises - Not Applicable".*
14. Most recent Texas Department of State Health Services' immunization compliance review form, if applicable. *If your program has not been audited by your local health services department, include a page in your compliance record that says, "Texas Department of State Health Services' immunization compliance review form report: Our program has not received an audit - Not Applicable".*
15. Most recent Texas Department of Agriculture Child and Adult Care Food Program (CACFP) report, if applicable. *If you do not participate in CACFP, include a page in your compliance record that says, "Texas Department of Agriculture Child and Adult Care Food Program (CACFP) report: Our program does not participate in CACFP - Not Applicable".*

16. Most recent local workforce board Child Care Services Contractor inspector report, if applicable. *If you do not participate in CCS Services, include a page in your compliance record that says, "Child Care Services Contractor inspector report: Our program does not participate in CCS Services - Not Applicable".*
17. Record of Pest Extermination, if applicable. *Place a sample in your compliance. Recommended to keep original documents in a separate binder with your pest control contract and applicable records. Indicate on your address label where this is located.*
18. Most recent DFPS form certifying that you have reviewed each of the bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products and that there are no unsafe children's products in use or accessible to children in the child-care center. *Place a sample in your compliance binder. Recommended that these are kept in a separate binder. Indicate on your address label where these are located.*
19. A daily tracking system for when a child's care begins and ends. *Place a sample in your compliance binder. Indicate on your label where the current forms are located and where past forms are filed. If you keep these electronically, include instructions on how to access records.*
20. Documentation for crib compliance, if applicable. *If you do not have cribs, include a page in your compliance record that says, "Documentation of Crib Compliance: Our program does not serve infants - Not Applicable".*
21. Documentation for vehicles. *If you do not have vehicles, include a page in your compliance record that says, "Documentation of Vehicles: Our program does not transport children - Not Applicable".*

