



# The Director's Guide to Audit-Readiness: Systems & Checklist

**Operate Inspection-Ready Every Day**

Built from Real Multi-State Licensing Experience

Supported by iCare Software Reporting & Compliance Tools

Director: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

Classroom (if applicable): \_\_\_\_\_

Follow-Up Deadline (Within 7 Days):

## Section 1: Quarterly Mock Inspection

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Begin with live ratio verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Confirm attendance matches classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Conduct full classroom safety scan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pull random child and staff files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Confirm documentation immediately accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Section 2: Monthly Classroom Walkthrough

Conduct this review as if licensing arrived that morning.

### A. Supervision & Classroom Compliance

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Ratio confirmed upon entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Attendance aligns with classroom count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staff positioned for full supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No blind spots observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Required postings visible (license, ratios, emergency numbers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Evacuation plan posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lesson plans current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Daily schedule posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## B. Health & Safety Environmental Scan

Begin at the doorway and visually move around the room

### Electrical & Wall Safety

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
All electrical outlets covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No peeling paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No exposed drywall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No sharp edges or damaged surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Furniture & Storage

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Cleaning supplies locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hazardous materials inaccessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage cabinets secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staff personal belongings out of reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Furniture stable and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Pathways & Exits

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Exits unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency exits accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No blocked doorways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No tripping or tipping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Medication & Health Storage

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Medication in original container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Expiration dates current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Medication secured from children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency medications stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

iCare’s medication logging supports expiration tracking and centralized documentation.

## Section 3: File Spot Check

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Complete during walkthrough.

### Random Child File

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Enrollment forms complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Immunization records current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency contacts updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Random Staff File

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Background check verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CPR/First Aid current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Required training hours documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Orientation documentation complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Section 4: Monthly Administrative Review

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Staff credential tracker reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CPR expiration dates verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Annual training hours on track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Incident log summary reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
New hire documentation complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Section 5: Playground Inspection (Monthly)

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Equipment stable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No exposed bolts or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Surfacing intact and even	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fencing secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gates functioning properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Playground inspection log completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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## Section 6: Daily Operational Accuracy

These are the items that set the tone the moment licensing walks into a classroom.

Item	Good	Needs Attention	Action Required	Corrected Date	Verified By
Live child-to-staff ratio verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Attendance matches physical headcount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Attendance updated in real time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lesson plans align with developmental goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Daily schedule posted and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Incident documentation completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Medication logs current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Note: iCare attendance reporting allows directors to confirm time-stamped attendance and classroom alignment quickly.

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## Director Follow-Up Summary

Date Follow-Up Completed: \_\_\_\_\_

All Items Corrected:  Yes  In Progress

Additional Notes:

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Director Signature: \_\_\_\_\_

## Leadership Reminder


- ✓ Inspectors verify what they see first.
- ✓ Ratio accuracy sets the tone immediately.
- ✓ Health and safety speak before paperwork does.
- ✓ Documentation confirms operational strength.
- ✓ Strong leadership supported by strong systems creates confident inspections.

## Contact Us:

### iCare Software

 <https://icaresoftware.com/>

 [info@icaresoftware.com](mailto:info@icaresoftware.com)

 978 266 0224

**Disclaimer:** The recommendations, checklists, and strategies provided in this document are intended for informational purposes only and do not constitute legal or regulatory advice. Users are responsible for ensuring that all operational procedures comply with applicable federal, state, and local childcare licensing, health and safety, and labor requirements. iCare Software recommends a full review of these materials by your legal counsel or state licensing representative prior to implementation.

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