

**Full Day Center
File Monitoring Tool**

	Center			Center			Center:			Center:		
	Form in the file	Date completed	Expiration date if applicable	Form in the file	Date completed	Expiration date if applicable	Form in the file	Date completed	Expiration date if applicable	Form in the file	Date completed	Expiration date if applicable
CCD License												
CCD Inspection												
Issues Identified: Yes No												
Issues Resolved:												
Sanitation Inspection												
Issues Identified: Yes No												
Issues Resolved:												
Fire Inspection												
Issues Identified: Yes No												
Issues Resolved:												
Staff Qualification Log												
Staff Training Log												

File Reviewed By:

Date:

Follow Up Needed: