

What to Expect from a Child Care Licensing Site Visit

Licensing visits are designed to assess compliance with regulations. During licensing visits, licensing staff follow procedures intended to keep you, the families you serve, and the licensing staff safe and healthy.

Licensors will:

- ✓ Remain in their home offices if they are not feeling well.
- ✓ Apply hand sanitizer before entering your program or Family Child Care Home (FCCH).

What the visit may look like:

- Licensors may request to use your bathroom at some point during the licensing visit due to limited public restrooms.
- Licensors will:
 - ✓ Touch furniture and outside equipment to ensure safety for children,
 - ✓ Open doors and cupboards with permission,
 - ✓ Observe staff working with children,
 - ✓ Review paperwork necessary for assessing regulatory compliance, and any other items as deemed necessary during the licensing visit.
- Licensors may sit or stand quietly during observations and may ask staff questions during a visit.
- Licensors may conduct staff interviews by phone or in-person, as necessary.
- Licensors may debrief in-person at the end of the visit or set up a phone call to debrief with the program director, licensee, or Family Child Care Provider (FCCP) after the licensing visit.

Additional Health and Safety Measures

The Child Development Division would like to request your assistance with health and safety measures during licensing visits in the following ways:

- Please introduce the Licensor to children when the Licensor enters the classroom. You could say, "This is Suzie. She is here to learn about what we do during the day."
- For children who have stranger anxiety, please assist us with supporting the emotional needs of children. For example, you may want to invite the child to engage in an activity close to yourself.
- Continue to promote healthy boundaries for children by teaching them to ask permission before they touch other people or other people's belongings. Please know that if a child asks to touch a Licensor or the Licensor's belongings, the Licensor will say, "No thank you."