

## **Stay on Track**

### **Weekly:**

- Food Menu (if participating in the food program)

### **Monthly:**

- Check children's files are up to date (current immunizations, notarized emergency medical release forms, medical record, medication forms)
- Fire Drills
- Tornado Drills
- Fire Extinguisher (meter must be in the green)

### **Yearly:**

- Current Health Status form for providers
- Annual in-service hours
- Fire Life Safety Agreement
- Pet Immunizations
- Mechanical Safety Check (if transporting children)
- First Aid and CPR (updated every 2 years)
- Application for License Renewal
- Submit Fingerprints for Background Check (every 5 years)