

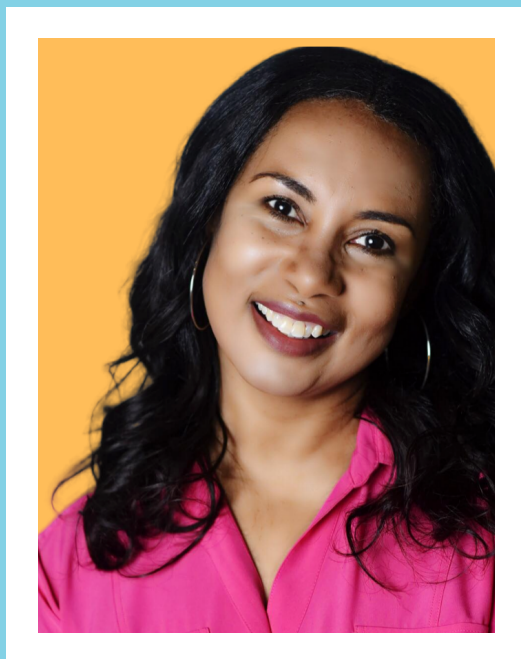
the STAY
FR *ready*
CHALLENGE
workbook



**GET & STAY
READY FOR
LICENSING!**
for childcare providers

thrivingchildcare.com

HI! I'M ADRIENNE



WELCOME TO THE STAY READY CHALLENGE

I'm a childcare business owner/provider, entrepreneur, author, & your personal cheerleader dedicated to helping you become the business owner you most want to be.

I started my home childcare in 2001. This was a new career path for me as a former medical administrator. Drawing from my child development education I built a successful family childcare business.

But before any of that, I was a wife and mother of 3 who needed to navigate daycare for my own family. And long before that, I was a child in daycare myself. Childcare has been and remains a big part of my whole life.

I currently own and operate my business in California. My business has a reputation for being a quality program and to date has cared for several families and over 150 children.

Now I write to thousands of childcare professionals just like you and am the founder of Thriving Childcare, the New Provider's Club as well as the author of The Provider Planner & Organizer. My passion is helping fellow providers build and grow sustainable, quality thriving childcare businesses.

I would love it if you would join our community of childcare providers and visit me at thrivingchildcare.com.

Talk soon,
Adrienne

Thriving Childcare

P.S. Hey if I can help you start or grow your childcare business just drop me a note at adrienne@thrivingchildcare.com so we can chat!

The Stay Ready Challenge - Workbook

preface

I'll start by saying that I know just how much anxiety a pop-in licensing visit can bring. Because I've been there. And even if I am as prepared as ever, it still can be an uneasy feeling to have someone just show up on your doorstep. Then go through your house literally be looking for something to be wrong or out of place.

When it comes to a licensing visit my goal is to be prepared so that when it happens (we all know it's coming), I'm ready and the licensing analyst can do their job and be on their way as soon as possible. *Sooner than later!*

Which is why I created this challenge - so that providers like us would have a process to make quick routine checks, to not just help us get ready, but stay ready for that visit.

The Stay Ready Challenge is designed to be a 5-day self-check guide for childcare providers to ready themselves for their next licensing inspection. Each day we will hit on a specific area to address with one goal in mind - having everything that will be looked at up-to-date and being prepared.

Full disclosure: I live and have my business in the state of California, so quite a bit of the information contained in this challenge is based on regulations and rules for the state of California. But there is a process that I followed that can be adopted for just about every state.

That being said, let's all remember some things might be applicable for you and some things may not. Let's agree to move on past the items that we don't need and on to the ones we do.

Similarly, if you find you have additional requirements that are not included in the challenge, I have left space where you can insert those

The Stay Ready Challenge - Workbook

preface

items under "OTHER".

You can use this challenge however it best suits your needs. Whether that is to run through it once a quarter or perform monthly self-checks. The important thing is to schedule and perform the checks regularly as needed. Whatever keeps you on top of things.

TIP: It is probably not necessary to run through the whole challenge every time. Maybe making the Safety checks on a weekly basis and the other areas on a monthly basis would be a good practice. That way it becomes a routine, without being overkill (or worse, overlooked).

The information contained in the challenge also assumes that you have already gone through the initial inspection process and are currently a licensed provider. It is not meant to completely address all of the areas of concern that would have been addressed during the initial licensing inspection.

And one final thing, it will be your responsibility to make sure your self-check addresses all of the necessary areas of inspection that your state, city, province, or country mandates. Stay up to date on new or revised regulations and add them to your self-check process.

Ready? Great! Let's dive into the challenge. Oops! I almost forgot! I don't believe in working on weekends. So you won't see an email on weekend days, but they will resume on the following Monday.

I'll see you in the challenge.

~ Adrienne

Thriving Childcare ~ thrivingchildcare.com

let's get started!

quick start guide



step 1

Download and print out this workbook.

step 2

Check your email each day for the daily challenge task.

step 3

Follow and use the checklists in this workbook to make your task fast & easy.

Get Ready!

Each day you will receive an email with details about the daily challenge task.

Follow along in this workbook to make that task fast and easy.

Remember to take notes if you need to come back to something.

Stay Ready!

As you move through **The Stay Ready Challenge**, try to make a mental note of how you will make your self-checks a routine.

The Stay Ready Challenge - Workbook

step 1

Check your email and follow the daily challenge for 5 days.

step 2

Perform and complete each daily task, checking them off using the checklists in this workbook.

step 3

Schedule when you will perform your routine self-checks and do this challenge again so that you are always prepared.

The Stay Ready Challenge



day 1

SAFETY - Kitchen & Bathrooms

day 2

SAFETY - Outside & General Living Spaces

day 3

SAFETY - General Living Spaces (cont)

day 4

CERTIFICATION & ENROLLMENT

day 5

DOCUMENTATION



SAFETY

First up is **Safety**. It's probably a no-brainer that a licensing visit will involve some sort of inspection centering around safety. How much or how little might be subjective to the analyst and/or your licensing agency.

Today, we will focus on two areas - the kitchen & bathrooms.



Use the checklist on the next page to do a safety check to remove or **secure sharp items, poisons and make sure safety locks are in place.**

STAY READY FOR LICENSING



SAFETY

KITCHEN

- Knives and sharp objects locked up
- Safety locks on lower cabinets
- Kitchen poisons, cleaning supplies locked up
- Small appliances out of reach
- Safety guards on appliance knobs or controls
- Plastic bags inaccessible

BATHROOMS

- Bathroom poisons (shampoo, cosmetics, etc.) locked up
- Window cords secured & out of reach
- Toilet lid locked (if used)



SAFETY

For the second day of the challenge, we will be continuing with **Safety**.

Today, we will focus on two areas - the outside space & general living spaces.



Use the checklist on the next page to do a safety check to remove or **secure sharp items, hazards and make sure safety items are in working order.**

STAY READY FOR LICENSING



SAFETY

OUTSIDE

- Garage - door locked
- Yard - tools & equipment removed
- Toys are safe, clean and age appropriate

GENERAL LIVING SPACES

- Check Fire Extinguisher - up to date
- Check Smoke Detectors - charged batteries
- Electrical plug covers in place
- First Aid Kit - well stocked
- Baby monitors working (if used)
- Fireplace screens in place
- Gates and cabinet locks working
- Firearms & ammunition locked up



SAFETY

For the third day of the challenge, we will be finishing up with **Safety**.

Today we will finish with - general living spaces.



Use the checklist on the next page to **check for sharp edges, furniture is stable & secure, areas are clean, no banned items, and all hazards are removed.**

STAY READY FOR LICENSING



SAFETY

GENERAL LIVING SPACES (cont)

- Other weapons inaccessible
- Stairs gated
- Fireplace/Hearth screened and sharp edges protected
- Tall furniture stable & secure
- Breakables - out of reach
- Exercise equipment - inaccessible
- Hanging cords out of reach
- Cleanliness
- Telephone - working landline
- No walkers, bouncers, jumpers in care
- Emergency Backpack(s)
- OTHER:
- OTHER:

STAY READY FOR LICENSING

NOTES



CERTIFICATION & ENROLLMENT

For the fourth day of the challenge, we will be handling our **Certification & Enrollment** issues.

Today, we will focus on - ensuring that childcare certification and enrollment standards are in compliance with state licensing mandates.



Use the checklist on the next page to **check that your childcare certification and enrollment standards are current and up to date.**

STAY READY FOR LICENSING



CERTIFICATION & ENROLLMENT

CERTIFICATION

- License is current & valid
- CPR/First Aid Certification current & valid
- Fire Clearance
- Insurance (if applicable)
- OTHER:
- OTHER:

ENROLLMENT

- Within license capacity
- Adult: child ratio maintained
- OTHER:
- OTHER:
- OTHER:

STAY READY FOR LICENSING

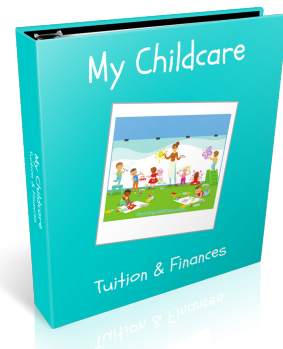
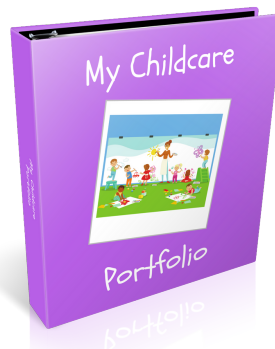
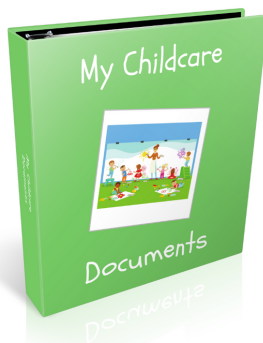
NOTES

YOU'RE A PRO!

Here's another tool that has helped so many providers!

Take your organizing skills to the next level with the...

My Childcare Binder Kits



thrivingchildcare
SHOP

These binder kits will have all your documents organized in one easy-to-access place. Learn more and get them here ...



GET ONE OR THE BUNDLE HERE!

www.thrivingchildcareshop.com



DOCUMENTATION

For the fifth and final day of the challenge, we will be handling **Documentation** issues.

Today, we will be - ensuring that childcare file forms, signage, and other paperwork are in order.



Use the checklist on the next page to **check that your childcare file forms, signage, and other paperwork are in order.**

STAY READY FOR LICENSING



DOCUMENTATION

DOCUMENTATION

- Child File Forms in files & up to date
- Staff File Forms in files & up to date
- Facility File Forms in files & up to date
- Signage - Mandatory information posted
- Roster - up to date
- OTHER:
- OTHER:

STAY READY FOR LICENSING

NOTES



You did it!

You've made it to the end of the challenge. Celebrate all your hard work but don't forget to perform your self-checks regularly.

Want to learn more about providers issues? Join our community at:

thrivingchildcare.com

The **STAY**
ready
CHALLENGE
daily planner



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how to use this planner

HOW TO USE THIS PLANNER

This 5-day Daily Planner was created to be a companion to **The Stay Ready Challenge**. It is designed to allow you to write out and record your daily tasks.

There is also room for you to leave notes to yourself along the way.

Use this planner to help you accomplish your goals & tasks each day and complete the challenge.

~ Adrienne

Four Questions to Ask Yourself

1 Am I seeing the results I want?

2 Is there an issue with the execution?

3 Can I make these tasks a habit?

4 Am I completing my daily tasks?

Daily Planner



S M T W T F S

TOP PRIORITIES

- 1.
- 2.
- 3.

Things to get done

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Schedule

Notes

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Gratitude



Daily Planner



S M T W T F S

TOP PRIORITIES

- 1.
- 2.
- 3.

Things to get done

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Schedule

_____	_____
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Notes

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Gratitude



the STAY
ready
CHALLENGE
visit journal



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how to use this journal

HOW TO USE THIS JOURNAL

This Visit Journal was created to be a companion to **The Stay Ready Challenge**. It is designed to allow you to record the events of your licensing visits.

There is room for you to record:

- Date & Time of visit
- Analyst name
- Telephone number & email
- The process of the visit
- Any issues of concern
- Notes

Use this journal to help you recall the specifics of your next 7 licensing visits and as proof that you can make it through them.

~ Adrienne

licensing visit journal

date:

time:

to

analyst name:



email:

process:

issues:

notes:

licensing Notes

A large rectangular area with horizontal lines, intended for taking notes. The lines are evenly spaced and cover the majority of the page's width and height.

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