

Purpose of Form

Form 07LC020E is used to document the equipment available and items needed to comply with OKDHS publication number 95-12, Licensing Requirements for Part-Day Children's Programs. The initial inventory is completed by the Licensing representative prior to license issuance. An inventory is completed when concern exists regarding available equipment.

Instructions

Total number of: Determine the total number of children in each age group, such as infants, 2-year-olds, school-age children, that the program intends to accept into care. If children are combined into mixed-age groups, count them by their age group. The total number of children by age group should equal the center's licensed capacity.

Check if available: Enter a check in the column on the right if the item is available.

Number of: Enter the number of items available. Count each item once, even if it is shared by two age groups of children. Count only those items that are accessible for children's use.

Items needed: Enter items needed to comply with licensing requirements. This includes any item that is not checked or an inadequate number of play items to serve the number of children in that age group.

Routing

Original initial inventory	-	Licensing representative
Copy initial inventory	-	retained by the child care program
Original of subsequent inventories	-	retained by the child care program