

**Office of Early Childhood Division of Licensing
Technical Assistance Checklist of Topics Discussed**

Program Name: Lucia Silva

License #: 56164

Staff/Title present: Lucia Silva and two substit

Specialist: Carmen Valenzuela

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- Navigating the OEC Website for available forms, checklists and resources
- Notification of Change requirements
- What happens during an inspection and how to prepare for an inspection
- Making sense of the Statute and Regulation book
- Mandated reporting Requirements
- Tools for organizing records and monitoring compliance
- Supervision (Indoors, Outdoors, Naptime, Bathroom)
- Safe Sleep
- Capacity/Ratio/Group Size/Endorsements/Infant Toddler Restrictions/School Age/Transitions
(As applicable)
- Help Desk and Complaint Desk
- Lead Paint Management Plan (if applicable)
- BCIS and managing Roster

Additional topics discussed: All topics included in the list were discussed in detailed. Samples of checklists were provided to provider and staff. Safe Sleep flyers and poster were given to provider .