See inside the Texas Inspection-Ready Kit

Texas child care inspections are unannounced. An inspector can walk in any day you are open. This kit lays out what the rules require, what inspectors look at, and how to keep proof, so you can be ready on any day.

A simple first-week plan: about an hour a day

- **Day 1:** Read the Start Here sheet and run the Inspection Day Readiness Checklist once.
- **Days 2-4:** Work through the Inspection Guide sections the checklist flagged. Fix the "High" items first.
- **Day 5:** Print the forms you need and start the daily logs.
- **Days 6-7:** Fill in your policy templates and set up the trackers.

What's inside

- **Inspection Guide:** 230 pages (Center, Ch. 746) or 205 pages (Home, Ch. 747). Every rule quoted, linked to the official text, and explained in plain English.
- **15 forms:** each with a filled-in EXAMPLE plus a blank fillable copy.
- **Policy and emergency plan templates** (74 pages Center, 40 pages Home).
- **5 Excel trackers:** self-audit, inspection, staff training/CPR, compliance calendar, children's records.
- **Inspection Day Readiness Checklist** (8 pages), plus a Self-Audit Checklist, Requirements Reference, Coverage Index, compliance calendar and a deficiency correction response template.

The next four pages are real, unedited pages from the Center kit.

© 2026 Perske Kits. Free sample pages from the Texas Inspection-Ready Kit. Not the full kit; the kit itself is licensed to the purchaser for one program. Not legal advice and not affiliated with Texas HHSC.

SAMPLE PAGE from the Texas Inspection-Ready Kit (Center). Not the full kit.

§746.605: What admission information must I obtain for each child?

You must obtain at least the following information before admitting a child to care:

Met	Requirement (quoted from the rule)	Weight
☐	(1) The child's name and birth date.	Medium-High
☐	(2) The child's home address and telephone number.	Medium-High
☐	(3) Date of the child's admission to the child-care center.	Medium-Low
☐	(4) Name and address of parent(s).	Medium-High
☐	(5) Telephone numbers at which parent(s) can be reached while the child is in care.	Medium-High
☐	(6) Name, address, and telephone number of another responsible individual (friend or relative) who should be contacted in an emergency when the parent cannot be reached.	Medium-High
☐	(7) Names and telephone numbers of persons other than a parent to whom the child may be released.	High
☐	(8) Permission for transportation, if provided.	Medium
☐	(9) Permission for field trips, if provided.	Medium
☐	(10) Name, address, and telephone number of the child's physician or an emergency-care facility.	Medium
☐	(11) Authorization to obtain emergency medical care and to transport the child for emergency medical treatment.	High
☐	(12) A statement of the child's special care needs, which must include:	
☐	(A) Any limitations or restrictions on the child's activities.	Medium-High
☐	(B) Special care the child requires, including:	
☐	(i) Any reasonable accommodations or modifications.	Medium-High
☐	(ii) Any adaptive equipment provided for the child, including instructions for how to use the equipment.	Medium-High
☐	(iii) Symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in care.	Medium-High
☐	(C) Any medications prescribed for continuous, long-term use.	Medium-High
☐	(13) The name and telephone number of the school that a school-age child attends, unless the operation is located at the child's school.	Medium
☐	(14) Permission for a school-age child to ride a bus, walk to or from school or home, or to be released to the care of a sibling under 18 years old, if applicable.	Medium
☐	(15) The child's allergies and a completed food allergy emergency plan for the child, if applicable.	Medium-High
☐	(16) Permission for participation in water activities, if provided. If you allow a child to access a swimming pool, the parent must also indicate whether the child:	Medium-High
☐	(A) Is able to swim competently, as defined by the American Red Cross.	Medium-High
☐	(B) Requires a personal flotation device because the child is:	High
☐	(i) Unable to swim competently, as defined by the American Red Cross.	
☐	(ii) At risk of injury or death when swimming or otherwise accessing a body of water.	

Plain English: §746.605

- **What it means:** This rule answers "What admission information must I obtain for each child?" It has 22 parts Licensing can cite; the highest weight is **High** (fix first).
- **What passes, step by step:**
- **Step 1.** Do: (1) The child's name and birth date. [Medium-High]
- **Step 2.** Do: (2) The child's home address and telephone number. [Medium-High]
- **Step 3.** Do: (3) Date of the child's admission to the center. [Medium-Low]
- **Step 4.** Do: (4) Name and address of parent(s). [Medium-High]
- **Step 5.** Do: (5) Telephone numbers at which parent(s) can be reached while the child is in care. [Medium-High]
- **Step 6.** Do: (6) Name, address, and telephone number of another responsible individual (friend or relative) who should be contacted… (full text quoted above) [Medium-High]
- **Step 7.** Do: (7) Names and telephone numbers of persons other than a parent to whom the child may be released. [High]
- **Step 8.** Do: (8) Permission for transportation, if provided. [Medium]
- **Step 9.** …and the other 18 parts quoted above; check each box.
- **Deadlines and numbers to remember:** at least the following information; 18 years old.

SAMPLE PAGES

© 2026 Perske Kits. Licensed to the purchaser for use at one program/organization. Copying, sharing, or resale is prohibited.
Independent resource. Not affiliated with Texas HHSC or CCR. Not legal advice. Rules checked against the Dec. 2025 Minimum Standards; confirm with your licensing rep.

SAMPLE PAGE from the Texas Inspection-Ready Kit (Center). Not the full kit.

- **What the inspector checks:** The inspector walks the area and looks at (or measures) the equipment, space or condition; watches caregivers with the children and may interview staff and, where age-appropriate, children.
- **Common mistakes:** missing a deadline or number listed above; meeting most parts but skipping one; every part counts; official data: cited 900 times in Texas, Oct. 2024–Oct. 2026.

§746.609: Must I update the admission information?

Met	Requirement (quoted from the rule)	Weight
☐	(a) Yes. You must develop a procedure for regularly updating the admission information, including information on special care needs.	Low
☐	(b) The parent must sign and date the updated information. You may use a new form or have the parent initial and date amendments to a previously signed form. You must keep the updated information in the child's record.	Low

Plain English: §746.609

- **What it means:** This rule answers "Must I update the admission information?" It has 2 parts Licensing can cite; the highest weight is **Low**.
- **What passes, step by step:**
- **Step 1.** Do: (a) Yes. You must develop a procedure for regularly updating the admission information, including information on special… (full text quoted above) [Low]
- **Step 2.** Do: (b) The parent must sign and date the updated information. You may use a new form or have the parent initial and date… (full text quoted above) [Low]
- **What the inspector checks:** The inspector asks to see the written record, policy or form and checks it is complete, dated and signed where required; watches caregivers with the children and may interview staff and, where age-appropriate, children.
- **Common mistakes:** doing it but not writing it down (no record means no proof); meeting most parts but skipping one; every part counts; official data: cited 11 times in Texas, Oct. 2024–Oct. 2026.

§746.611: Must I have a health statement for children in my care?

Met	Requirement (quoted from the rule)	Weight
☐	(a) A health statement is:	
☐	(1) A written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program.	Low
☐	(2) A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent is an adherent or a member.	Medium
☐	(3) A signed statement from the parent giving the name and address of a health-care professional who has examined the child within the past year stating that the child is able to participate in the program. This must be followed by a signed statement from a health-care professional as specified in paragraph (1) of this subsection within 12 months of the date of admission.	Medium
☐	(b) You must have a health statement on file at the center, within one week after the date of admission, for each child who does not attend pre-kindergarten or school away from the child-care center.	Medium

Plain English: §746.611

- **What it means:** This rule answers "Must I have a health statement for children in my care?" It has 4 parts Licensing can cite; the highest weight is **Medium**.
- **What passes, step by step:**
- **Step 1.** Do: (1) A written statement, from a health-care professional who has examined the child within the past year, indicating… (full text quoted above) [Low]
- **Step 2.** Do: (2) A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices… (full text quoted above) [Medium]
- **Step 3.** Do: (3) A signed statement from the parent giving the name and address of a health-care professional who has examined the child… (full text quoted above) [Medium]
- **Step 4.** Do: (b) Have a health statement on file at the center, within one week after the date of admission, for each child who does not… (full text quoted above) [Medium]
- **Deadlines and numbers to remember:** within 12 months of the date of.

SAMPLE PAGES

© 2026 Perske Kits. Licensed to the purchaser for use at one program/organization. Copying, sharing, or resale is prohibited.
Independent resource. Not affiliated with Texas HHSC or CCR. Not legal advice. Rules checked against the Dec. 2025 Minimum Standards; confirm with your licensing rep.

SAMPLE PAGE from the Texas Inspection-Ready Kit (Center). Not the full kit.

EXAMPLE (filled in): Supervision & Name-to-Face Headcount Log

Made-up program and names. Do not copy; use the blank form on the next page.

EXAMPLE (filled in): made-up data to show how a completed form looks. Do not submit or file this page.

Group / room	*Bluebirds (3-year-olds)*
Date	*Monday, Nov. 2, 2026*
Caregiver(s)	*Ana R., Marcus T.*
Children in group today	*12*

Time	Transition / where	Expected	Counted	Match?	Initials	Notes
7:45	*Arrival complete*	*12*	*12*	*Yes*	*AR*	
9:30	*Classroom to playground*	*12*	*12*	*Yes*	*AR*	
10:30	*Playground to classroom*	*12*	*11*	*No*	*MT*	*Leo at water fountain, found in 30 sec.*
10:31	*Recount in classroom*	*12*	*12*	*Yes*	*MT*	
12:30	*Nap start*	*12*	*12*	*Yes*	*AR*	
3:00	*Nap end*	*12*	*12*	*Yes*	*MT*	

SAMPLE PAGES

© 2026 Perske Kits. Licensed to the purchaser for use at one program/organization. Copying, sharing, or resale is prohibited.
Independent resource. Not affiliated with Texas HHSC or CCR. Not legal advice. Rules checked against the Dec. 2025 Minimum Standards; confirm with your licensing rep.

SAMPLE PAGE from the Texas Inspection-Ready Kit (Center). Not the full kit.

Inspection Day Readiness Checklist: Centers (Ch. 746)

One checklist covering every area in the Inspection Guide. Run it monthly, and the moment an inspector arrives.

What this is: A master list of what to have on hand and what to check on site, organized by the same sections as the Inspection Guide.

When to use it: Monthly (about 45 minutes), before your permit anniversary, and on inspection day. Sections marked ONLY IF apply only if you offer that service.

When the inspector arrives: first 5 minutes

Done	Step	Rule
☐	Greet them, let them in right away, and offer access to every area and record they ask for.	§745.8411(b)
☐	Keep ratios covered. If you walk with the inspector, someone qualified covers your group.	§746.1205, §746.1601
☐	Get the binder: postings, policies, children's files, personnel files, logs, drill records, inspection reports.	§746.801
☐	Let staff and children answer interview questions themselves.	§745.8413(b)
☐	Before they leave, ask them to go over each citation and the due date for any correction.	Confirm with your licensing rep

Required postings (quoted list)

Posted	Item	Rule
☐	The child-care center's license.	§746.401(1)
☐	The letter or form from the most recent Licensing inspection or investigation.	§746.401(2)
☐	The Licensing notice Keeping Children Safe.	§746.401(3)
☐	Your emergency evacuation and relocation diagram as specified in §746.5207 of this title.	§746.401(4)
☐	The activity plan for each group of children in the child-care center.	§746.401(5)
☐	The daily menu, including all snacks and meals served by the child-care center.	§746.401(6)
☐	The Licensing Parent Notification Poster.	§746.401(7)
☐	Telephone numbers specified in §746.405 of this title.	§746.401(8)
☐	A list entitled "Current Employees." The list must be at least 8-1/2 inches by 11 inches in size, printed legibly, and must include each employee's first and last name.	§746.401(9)
☐	A list of each child's food allergies that require an emergency plan, as specified in §746.3819 of this title.	§746.401(10)
☐	Any other Licensing notices with specific instructions to post the notice.	§746.401(11)
☐	Notice telling parents and employees how to look up unsafe children's products (CPSC or HHSC website).	§746.4135(c)
☐	Written notice of your permit's renewal, once you receive it.	§745.479
☐	Field trip notice, at least 48 hours before each trip, until everyone returns (only if you take field trips).	§746.3003

1. Inspections, your permit and operation-level duties

Done	Item	Rule
☐	Have on hand: Permit/license and most recent inspection report (posted).	
☐	Have on hand: Controlling person information on file with Licensing.	
☐	Have on hand: This kit's binder, tabbed by section.	
☐	Check: Daily: the person in charge today knows where the binder and keys are.	
☐	Check: Yearly: check your Licensing online account details are current.	
☐	Passes: Let the inspector in right away, show them any area they ask to see, and hand over any record they ask for	§745.8411(b)
☐	Passes: Let them interview staff and children	§745.8413(b)
☐	Passes: Report a new controlling person (owner, director-level decision maker) to Licensing within 2 days	§745.903(b)
☐	Passes: When you get your permit renewal notice, post it	§745.479
☐	Passes: If any government notice says your corporation's privileges are forfeited or in danger (for example, franchise tax), send Licensing a copy immediately	§745.247
☐	Passes: Keep your binder organized so every record in this guide can be found in under 2 minutes	

© 2026 Perske Kits. Licensed to the purchaser for use at one program/organization. Copying, sharing, or resale is prohibited.
Independent resource. Not affiliated with Texas HHSC or CCR. Not legal advice. Rules checked against the Dec. 2025 Minimum Standards; confirm with your licensing rep.