

**From:** Williams, Edwina (VDSS) [<mailto:edwina.williams@dss.virginia.gov>]  
**Sent:** Friday, October 28, 2011 4:13 PM  
**To:** [licensinglistserv@virginiainteractive.org](mailto:licensinglistserv@virginiainteractive.org)  
**Subject:** Inspection Protocol for Licensed Child Day Programs

This file is being sent to providers of child daycare centers from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

Dear Licensed Child Day Center Director:

The VDSS Division of Licensing Programs (DOLP) has posted the [Inspection Protocol for Licensed Child Day Programs](#) on the VDSS Public Web Site for licensed child day centers under *Guidance Documents and Procedures*. The official date of implementation of the protocol is Oct. 31, 2011. The protocol describes the procedures used by DOLP Inspectors when inspecting licensed child day centers.

**Special Note**—There has been one change in the protocol since the training sessions were conducted this fall by the Regional Licensing Offices. The Inspection Notice has been removed from the protocol. The Inspection Notice will still be available from your Inspector if you wish to post the Inspection Notice during inspections.

The Inspection Protocol is available on the Public Web site by utilizing one of two methods:

- 1) Select the link that follows, or
- 2) Manually enter the address into your web address tool bar and follow the remaining instructions.

Method 1) -- Put your cursor over the links that follow and select Control and enter.

[http://www.dss.virginia.gov/files/division/licensing/cdc/intro\\_page/current\\_providers/guidance\\_procedures/protocol\\_for\\_inspections\\_at\\_licensed\\_child\\_day\\_programs.pdf](http://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/current_providers/guidance_procedures/protocol_for_inspections_at_licensed_child_day_programs.pdf)

Method 2) -- Or, you may manually enter the address into your web address bar by typing

<http://www.dss.virginia.gov>

Once on the VDSS Public Web Site, drag your cursor over **Children** in the menu bar.

In the drop-down box, select **Child Care Facilities**.

Another drop-down box will pop up. Move your cursor across to the next column and then down to select **Child Day Centers**.

Scroll down to **Current CDC Providers**.

Scroll down to **Guidance and Procedures**. Select [Inspection Protocol for Licensed Child Day Programs](#).

For questions about the inspection process or the Inspection Protocol, please contact your Licensing Inspector.