

Appendix A

Met?	Page Number	CENTER NAME:	DATE VERIFIED:
		CONTENT OF PARENT HANDBOOK OR POLICIES AND PROCEDURES	
		1. Admission criteria, enrollment procedures, and daily sign in/out policies, including authorized individuals for pick up and allowing parent/guardian access whenever their child is in care	
		2. Policy on pick up of children when adult is observed to be intoxicated	
		3. Inclusion of children with special health care needs	
		4. Non-discrimination statement	
		5. Payment of fees, deposits, and refunds	
		6. Termination of enrollment and parent/guardian notification of termination	
		7. Active Supervision	
		8. Staffing, including caregivers/teachers, the use of volunteers, helpers, or substitute caregivers/teachers, and deployment of staff for different activities.	
		9. A written comprehensive and coordinated planned program based on a statement of principles.	
		10. Positive and Developmentally Appropriate Discipline	
		11. Methods and schedules of conference or other methods of communication between parent/guardians and staff	
		12. Care of children and staff who are ill	
		13. Temporary exclusion of children and staff who are ill and alternative care for children who are ill	
		14. Daily Health assessments, immunizations, and use of annual developmental screenings	
		15. Handling urgent medical or threatening incidents	
		16. Medication administration	
		17. Use of child care health consultants and education and mental health consultants, and referral process for children needing additional support	
		18. Plan for health promotion and prevention	
		19. Comprehensive emergency preparedness and response plan to include reunification of families and	

		recovery and alternative shelter arrangements, including monthly evidenced evacuation drills
		20. Security
		21. Confidentiality of Records
		22. Transportation and field trips
		23. Physical activity, play areas, screen time, and outdoor play policy
		24. (REFERENCCE SAFE SLEEP CHECKLIST FOR DETAILS TO INCLUDE) Sleeping, safe sleep policy, areas used for sleeping/napping, sleep equipment, and bed linen.
		25. Prevention of shaken baby syndrome and abusive head trauma
		26. Sanitation and hygiene including Handling and storage of hazardous materials and the appropriate disposal of bio contaminants
		27. Presence and care of any animals on the premises
		28. Food and nutrition including food handling, human milk, feeding and food brought from home, as well as daily schedule of meals and snack
		29. Policy on Allergies
		30. Evening and night care plan (if applicable)
		31. Smoking, tobacco use, alcohol, prohibited substances, and firearms
		32. Human Resource Management
		33. Staff Health
		34. Maintenance of the facility and equipment
		35. Preventing and reporting child abuse and neglect
		36. Use of pesticides and other potentially toxic substances in or around the facility
		37. Policy on training and professional development of staff/teachers and caregivers
		38. Policy on Preventing expulsions, suspensions, and other limitation of Services
		39. Review and revision of policies, plans, and procedures
		40. (REFERENCCE SAFE SLEEP CHECKLIST FOR DETAILS TO INCLUDE) Policy and procedures on pacifiers