



# Checklist of Required Written Policies and Procedures

Use this checklist to ensure you have all of the written policies and procedures you need for your CNC program.

✓	Policy or Procedures
	Monitoring if a parent is on site and taking action if the parent does not remain on site (1-1.a.3)
	Maintaining confidentiality and records maintenance (1-5.a)
	Diapering (2-10.a)
	Combined Care procedures to ease transitions and ensure needs of long-term and short-term children are being met (3-7.a)
	School Age Field Trips including informing parents and securing a waiver statement and parent permission before a child participates (3-9.a)
	Food safety and food service (4-2.a)
	Hygiene – including cleaning, sanitizing and disinfecting, as well as hand washing (4-3.a)
	Illness (4-4.a)
	Administration of medication (4-5.a)
	Documentation of immunization for long-term children (4-6.b)
	Responding to accidents and medical emergencies (4-7.a)
	Responding to serious occurrences – including verbal and written report to CIC and CMAS (4-9)
	Background Checks (5-1.d)
	Supervision of Children (5-6.a)
	Behaviour Guidance (5-6.b)
	Abuse Reporting (5-6.e)