**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.

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| **√** | **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 (5-6.a) |
|  | Behaviour Guidance (5-6.b) |
|  | Abuse Reporting (5-6.e) |