



# CNC Implementation Checklist for Administrators

This implementation checklist will assist you in planning and managing the implementation of CNC in your program. The checklist is made up of things to consider, steps to take, and links to resources that will provide you with more details.

The Checklist will allow you to assign areas of CNC implementation to individual team members, and easily distribute the related information.

CIC has provided a one year period for implementation. You will need to work with your CIC officer to identify your plan for implementation.

## You can use this Implementation Checklist to help you:

- plan CNC implementation for your organization
- provide information to your CIC officer on your plans, and
- work with your CMAS consultant to ensure that CNC implementation is on track.

**The checklist is broken down into 6 major categories and each category has a number of areas to address;**

**Space:** Type, Approvals, Safety and Use

**Staffing:** General Qualifications, Professional Qualifications, Staffing Ratios, Supervision, Training

**Documentation:** Written policies and procedures, Record keeping

**Communication:** Internal, External

**Parents:** Orientation, Interactions, Resources

**Program Development:** Materials and Equipment, Routines, Activities



The checklist provides an overview of the key areas of CNC implementation and the subcategories of each section – you can use this to familiarize yourself with the major steps to be taken in building your implementation plan. Keep in mind that the categories are not listed in any particular order. You can complete key steps in an order that works well for you.

The checklist should make it easier for you to review implementation in each area to determine if the work is completed to your satisfaction, or if more work is needed to ensure successful implementation of CNC for your organization.

**To get started:**

- Review the Care for Newcomer Children Requirements
- Review the CNC Guide
- Review the Question and Answers at [www.mascanada.ca](http://www.mascanada.ca)
- Assemble a team to plan for CNC implementation