



DOCUMENTS REQUIRED FOR ASSESSMENT

During the assessment of the CNC program there are a number of documents that must be reviewed. Documents such as attendance, fire drill log and children's Registration Forms that are on file in the CNC program will be reviewed by your Consultant.

In addition, you will need to have the following documents available at the site for review

FOR ALL TYPES OF CARE

- Approval documentation from relevant authorities if required
 - Public health documentation on food service
 - Public health documentation on diapering
 - Fire department documentation

- Job descriptions for all CNC Staff positions

- CNC staff files for all staff positions which include
 - Proof of qualifications,
 - Record of staff / administrator orientations
 - Record of immunization and TB test, (if required by public health)
 - Record of annual staff review of Behaviour Guidance
 - Record of annual staff review of Child Abuse Reporting
 - Proof of First Aid and CPR

- Children's files which include
 - Child Registration Form
 - Proof of signed waiver statement

- Documentation
 - Attendance Forms (last 3 months of operations/ last 5 sessions)
 - Record of fire drills over the past 12 months
 - Annual practice of emergency plan
 - Staff Training Record
 - Proof that any outdoor play structures meet CSA standards
 - Written Statement of Program Philosophy
 - Diapering Procedures
 - Hand washing Procedures



- Space approval checklist
- Space safety checklist (last 3 months of operation)
- Written Procedures for:
 - Monitoring parents remain onsite
 - Confidentiality
 - Food Safety and Food Service
 - Hygiene
 - Illness
 - Medication
 - Accident and Medical Emergencies
 - Emergency Plan
 - Background Checks
 - Behaviour Guidance
 - Child Abuse Reporting
 - Serious Occurrence
 - Supervision

FOR LONG TERM CARE

- Children's files also include
 - Child Profile
 - Immunization Status (as directed by public health)

FOR LONG TERM AND COMBINED CARE

- Documentation
 - Written Daily Record
 - Documentation on Public Health's Immunization Standards
 - Written record of infant activities
 - Combined care procedures (combined care programs only)

FOR SHORT TERM CARE

- Session Record from the 5 most recent Short Term Sessions

FOR SHORT TERM CARE IN NON-DEDICATED SPACE

- Additional documentation is required in the session record
 - Emergency information from the CNC Space Approval Form
 - Completed Space Safety Checklist

