



# 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)-Has anything changed in the way you monitor parents remaining onsite.
	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)- Check for updated guidelines from public health
	Hygiene – including cleaning, sanitizing and disinfecting, as well as hand washing (4-3.a) - Check for updated guidelines from public health
	Illness (4-4.a) - Do you have a plan in the event of a staff,child, parent having symptoms
	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)
	Emergency Procedures – to prepare for, mitigate, respond to and recover from any emergency situation (4-8.1)
	Responding to serious occurrences – including verbal and written report to IRCC and CMAS (4-9)
	Background Checks (5-1.d)
	Supervision (5-6.a)
	Behaviour Guidance (5-6.b)
	Abuse Reporting (5-6.e)

