

Records, Reports, and Postings Guiding Questions

Children's Records

What information must be kept in the child's individual file?

What type of attendance records must be kept?

Is the program required to track immunizations?

Postings and Reporting

What must be posted on the premises of the program facility?

Is the program required to keep licensing information available on-site for parents to review?

What are the reporting requirements regarding child abuse and neglect?

What circumstantial changes must the program report to the department?

Program Policies

What are the regulations regarding discrimination?

What are the regulations regarding religious activities?

What are the requirements regarding the parent handbook?

What must I communicate to parents and how?

What policies must I communicate to staff and how?

Team Leader:

Martha Deavers - marthad@ccrcinc.com