

ID # \_\_\_\_\_

Name of Program \_\_\_\_\_

**OPERATIONAL AND PERSONNEL POLICIES CHECKLIST**

Complete and keep on file for review by child care licensing consultant

Effective Date of Policies: \_\_\_\_\_

	<b>ITEM</b>	<b>Description of what to include:</b>
<input type="checkbox"/>	1. the days and hours the center operates	Could include, but not limited to, opening and closing times, days of the week that the center operate, regularly scheduled holidays that the center will observe and vacation schedules
<input type="checkbox"/>	2. age range of children served	The ages of the children served at the center should be specific and include actual months/years
<input type="checkbox"/>	3. admission requirements and enrollment procedures	Any procedures, forms, or visits required to enroll a child in the center must be identified
<input type="checkbox"/>	4. parent fees and payment plan	Fees and how they are to be paid must be stated
<input type="checkbox"/>	5. information about services provided by the center	Could include, but not limited to, the number of meals served, before and after school care services available, transportation services available
<input type="checkbox"/>	6. items to be provided by parents	Should include any items that must be provided by the parent, such as foods, diapers, clothing, etc.
<input type="checkbox"/>	7. a schedule of daily, weekly, and monthly cleaning duties	Should include a description of the types of cleaning duties that must be performed at the center and who is responsible for carrying them out
<input type="checkbox"/>	8. written procedures for reporting suspected child abuse and neglect	Should list to whom concerns are to be reported and include an overview of the NC Reporting Law
<input type="checkbox"/>	9. the center's discipline policy for behavior management	Must include, at a minimum, the items stated in the child care rules
<input type="checkbox"/>	10. a description of opportunities for parent participation including the following:	Should include a general description of the types of activities that occur at the center in which parents are encouraged or required to participate.
	<input type="checkbox"/> <i>pre-enrollment visitation procedures</i>	<input type="checkbox"/> <i>parent participation in group/individual activities</i>
	<input type="checkbox"/> <i>parent meetings with staff</i>	<input type="checkbox"/> <i>how to obtain information or file complaints</i>
<input type="checkbox"/>	11. nutrition policies	Should list who will provide all meals, nutritional standards that must be met and procedures for children with special dietary needs

**PERSONNEL POLICIES**

	<b>ITEM</b>	<b>Comments:</b>
<input type="checkbox"/>	12. job descriptions for each position	Job descriptions must be provided for all current positions at the center
<input type="checkbox"/>	13. minimum qualifications for each position including reference checks	Written qualifications for each position must be provided. There must be a policy statement regarding how reference checks will be conducted.
<input type="checkbox"/>	14. health and medical requirements	There must be a policy statement informing staff which health and medical requirements are to be met. This must cover the same requirements addressed in the child care rules.
<input type="checkbox"/>	15. requirements and provisions for inservice training	There must be a policy statement informing staff about the requirement for annual inservice training. This could include information on how staff will be notified of upcoming events, whose responsibility it is to register, what records are to be kept and by whom and how the courses will be funded.
<input type="checkbox"/>	16. provisions for leave time and other absence	Should describe which types of leave a staff member is entitled to, how to schedule leave time and responsibilities of the staff member for coverage
<input type="checkbox"/>	17. procedures for on-going supervision and regular work evaluation	There must be a policy statement that describes the types of work supervision and on-going work evaluation that will be completed for center staff.
<input type="checkbox"/>	18. resignation and termination procedures	There must be a policy statement that provides information on the causes for termination and an employee's responsibilities in regards to resignation.

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<input type="checkbox"/>	19. policy receipt verification	There must be a policy that requires signed and dated statements that documents the employee was given a job description and reviewed a copy of the center’s operational and personnel policies at employment. This is only required for all employees hired after April 1, 1999.
<input type="checkbox"/>	20. review of enhanced standards	There must be a policy that requires a signed and dated statement that documents the employee was provided with information on the voluntary enhanced standards during orientation. This is only required for all employees hired after April 1, 1999.

**Quality Point Policies Checklist – complete if applicable**

**Policies Addendum**

**Quality Point Additional Items – to earn one quality point two of the items below must be met:**

<input type="checkbox"/>	1. staff benefits package	<p><b>Has 4 of the 6 benefits below available:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paid leave for professional development</li> <li><input type="checkbox"/> Paid planning time</li> <li><input type="checkbox"/> Vacation leave</li> <li><input type="checkbox"/> Sick leave</li> <li><input type="checkbox"/> Retirement package</li> <li><input type="checkbox"/> Health insurance</li> </ul>
<input type="checkbox"/>	2. enhanced operational policies	<p><b>Must include all of the topics below:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency evacuation plan</li> <li><input type="checkbox"/> Field trip policy</li> <li><input type="checkbox"/> Staff development plan</li> <li><input type="checkbox"/> Medication administration</li> <li><input type="checkbox"/> Enhanced discipline policy</li> <li><input type="checkbox"/> Health rules for attendance</li> </ul>
<input type="checkbox"/>	3. parental involvement	<p><b>Must have 2 of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly parent newsletters</li> <li><input type="checkbox"/> Parent advisory board</li> <li><input type="checkbox"/> Periodic conferences for children</li> <li><input type="checkbox"/> Parent information meetings quarterly</li> </ul>