



Your Checklist To Maintaining Regulatory Compliance

STAFFING

Director

- Completed a 3 credit course in the administration and supervision of early childhood programs (if hired or designated after 2010)

Head Teacher

- Approved with a head teacher certificate through the State of CT Office of Early Childhood (OEC)
- Scheduled and present at the program 60% of all operating hours

Teachers & Assistant Teachers

- 2 staff, 18 years or older, present during all operating hours
- Ratios maintained: 1:4 for under 3 years old/1:10 for children over 3 years
- Group size maintained: no more than 8 for children under 3 years/20 for children 3 years and over

All Staff (Including Director)

- Signing in/out daily

Staff Files Must Include:

- Current statement of good health (every 2 years)
- Professional development record
- New employee orientation
- Annual training on program policies, plans and procedures

At Least 1 Person On Site During All Operating Hours With:

- Current first aid in an OEC approved course
- Current CPR
- Medication administration training (if applicable)
 - Oral, topical & inhalant
 - Injectables
 - Other, as needed

- Consultants: Current agreements & logs
 - Social Services
 - Education
 - Health
 - Dental
 - Dietitian (if applicable)

REQUIRED POLICIES

- Operating policies
- Personnel policies
- Discipline policy
- Child abuse and neglect policy
- Late pick up policy
- Supervision of children
- Emergency plans
- Administration of medication policies
- Plan for professional development
- Pet care plan (if applicable)
- Diapering plan (if applicable)
- Plan for consultation services
- Educational program plan
- Monitoring of diabetes policy (if applicable)



Your Checklist To Maintaining Regulatory Compliance



- Children supervised at all times
- Complete first aid kit is readily available
- Indoor & outdoor environments are clean and free from hazards (e.g. - cleaning supplies, chemicals, sharp objects, broken equipment, hot water, unprotected stairs, etc....)
- Indoor & outdoor equipment is age appropriate, clean & in good repair
- Children are offered 2 food groups at each snack, 3 food groups at breakfast and 5 food groups for lunch & dinner
- Each child has complete enrollment information (including parent contact and work info, emergency information, contact information for 1 authorized person to remove the child from the program)
- Children are signed in/out with exact times daily
- Program is free from space heaters, including office space
- Program is free from lead paint hazards
- Children & staff wash hands before eating or handling food as well as toileting
- Children showing signs of illness are isolated from other children
- Accidents & illnesses are documented and reported to parents
- Current health assessments and immunizations are on site for each child
- Smoking prohibited
- Toileting facilities are clean, ventilated, stocked with supplies and in good repair

ADMINISTRATION OF MEDICATIONS

- All medications are labeled properly
- All medications are stored properly
 - Non-emergency medications locked
 - Emergency medications inaccessible to children
 - Controlled substances double locked

- Medication authorization forms
 - All information complete
 - Signed by parent
 - Signed by doctor
 - Medication administration record completed as needed
- Individual care plans
 - Completed
 - Signed by parents
 - Reviewed and signed by all staff responsible for care of the child
- Non-prescription topical medications
 - Stored properly
 - Forms completed and signed by parents
 - MAR completed as needed

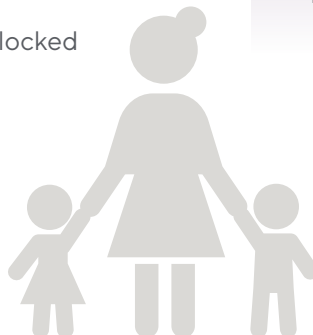
SERVING CHILDREN UNDER THREE

- Ratio maintained 1:4 and group size maintained of 8 at all times
- Changing table and handwashing sink
- Developmentally appropriate tables, chairs, curriculum materials, toys and other equipment
- Safe sleep practices being followed for all children under 12 months of age
 - Infants placed to sleep on their backs
 - No blankets in crib
 - Tight fitting sheets
 - Infants sleeping in a crib only or other piece of equipment designed for infant sleep

QUESTIONS?

GIVE OUR HELP DESK A CALL

1-860-500-4450
1-800-282-6063



LICENSING

