

ASP Parent Handbook Checklist

Regulation 4.7 *The following written information shall be provided to parents and prospective parents; for example, in a handbook or other format such as website access:*

- ☐ Typical daily schedule
- ☐ Check-in and check-out attendance procedures
- ☐ Pick-up/drop-off policies; including releasing of children to authorized persons
- ☐ Description of the Afterschool Child Care Program which identifies the philosophy on goals for children and families
- ☐ Description of religious activities, if any
- ☐ Schedule of fees and payment plans
- ☐ Statement allowing parental access to the facility, their child's records and the Staff
- ☐ Explanation of program confidentiality policies
- ☐ A policy regarding inclusion and exclusion of ill children in the Afterschool Child Care Program
- ☐ A policy regarding storage and administration of medications
- ☐ Policies related to the inclusion of children with special needs and disabilities
- ☐ Policy regarding the reporting of suspected child abuse and/or neglect
- ☐ Policies for reporting a missing child
- ☐ Description of how to access and view these regulations and Division Afterschool Child Care Program information at: <http://dcf.vermont.gov/cdd>
- ☐ Requirements for maintaining accurate and up-to-date immunization records
- ☐ Offsite activity (field trip) policies
- ☐ If offered, swimming activities policies
- ☐ Parent involvement opportunities
- ☐ No smoking policy
- ☐ Relevant information about the program's Emergency Response Plan including

communication and meeting site information

- ☐ Procedure on what to do in the case of a general emergency such as a school closing, etc.
- ☐ Policy regarding excluding persons whose presence is prohibited by these regulations
- ☐ Policy regarding use of pesticides as part of a least toxic integrated pest management policy
- ☐ Information concerning complaint procedures regarding the welfare of children and the Child Care Consumer Line telephone number