

FCCH Parent Handbook Checklist

Regulation 4.7 (FCCH) Communicating FCCH Policies and Procedures: *The FCCP shall establish written policies and procedures. Written information provided to parents of all children enrolled in the FCCH shall include, at minimum:*

- ☐ Assurance that parents have access to the FCCH and their child(ren) without prior notice and have access to their children's records
- ☐ A description of information needed from parents for child's enrollment file
- ☐ A typical daily schedule of activities
- ☐ Information about fees and payment policies
- ☐ Information about hours of operation and closings
- ☐ Procedures for signing children in and out
- ☐ Procedures for emergencies
- ☐ Information about the nutrition, meals and meal preparation at the FCCH
- ☐ Safe sleep policies, as applicable Please provide detail of how you will comply with the state regulation
- ☐ No smoking policy
- ☐ Information about results from the test for lead in the drinking water and any plan for remediation -INCLUDE LINK <https://leadresults.vermont.gov/>
- ☐ Policies on field trips, other off-site activity and transportation
- ☐ Health policies including illness exclusions, administration of medication, and immunizations
- ☐ Policies and practice regarding positive guidance and behavior management
- ☐ Assurance that confidentiality of child and family information is maintained;
- ☐ Information about the requirement to report suspected child abuse and/or neglect
- ☐ Assurance that non-discrimination and respect for each child's family and culture is maintained
- ☐ FCCH approach to ensure wholesome growth and positive developmental experiences for children enrolled

- ☐ Policies related to the inclusion of children with special needs and disabilities
- ☐ A description of religious activities, if any
- ☐ Information on how to access the FCCH regulations and other information about child development on-line
- ☐ Information concerning complaint procedures
- ☐ Information about the Child Care Consumer Line, including the telephone number (1-800-649-2642)
- ☐ Policies and procedures related to the expulsion of children