

CBCCCPP Chart of Deadline Dates

Program Related Requirements			
What	By Whom	When	CBCCCPP Rule(s)
BFIS associated parties list	Director	Within five (5) working days of a change	3.4.7.5
Evacuation drills	Director	Monthly	3.7.2.2
Evacuation drill during rest/nap time	Director	Annually	3.7.2.3
Carpeted floors cleaned by hot water extraction	Licensee	Twice a year	5.10.4.5.4
Lead water testing	Vermont Department of Health approved laboratory	Per Vermont Department of Health regulations	2.3.10.4.2
EMP assessment <i>(when facility built prior to 1978)</i>	Inspector licensed by Vermont Department of Health	Annually	2.3.9.6
Inspection of fire system and fire extinguishers	Certified Inspector	Annually	5.10.1.2.1
Liability insurance renewal	Licensee	Annually	2.3.9.7
Annual Program Assessment	Director	Annually	3.9, and 8.1.17
Written policies and procedures reviewed and updated as needed (see guidance manual Appendix IV)	Director	Annually	3.3.4, 3.4.2, 3.7.1.3, 4.7, 5.6.1, 5.8.1, 5.10.5.4.7, 5.10.5.4.8, 5.11.1.1, 6.2.7.1, 7.1.3, for NRCS 8.1.9, for NRCS 8.1.16, and for PSPP 8.2.3

Program Related Requirements (continued)			
What	By Whom	When	CBCCPP Rule(s)
Vermont child care immunization report	Director	Filed by December 31st	5.1.4
Replenish playground cushioning	Licensee	As Needed	5.10.3.3
Chemical water testing	Vermont Certified Drinking Water Laboratory	Every six (6) years	2.3.10.4.3
Submit a complete license renewal application	Licensee or Director	Prior to the license expiration date <i>Recommended to be submitted forty-five (45) calendar days before expiration</i>	2.3.10.2

Licensee Related Requirements			
What	By Whom	When	CBCCPP Rule(s)
Online Mandated Reporter training	Licensee	Upon licensure Or When licensee changes	3.3.5, and 3.3.6
Emergency preparedness training	Licensee	Within first year of Operation or when licensee changes	3.7.3
Background clearance	Licensee	Within six (6) months of the 5-year anniversary <i>(per Annual Requirement Letter in BFIS)</i> Or Within one (1) business day of a change in clearance information	2.3.9.3, and 3.2.6

Staff Related Requirements			
What	By Whom	When	CBCCPP Rule(s)
Personnel Files <i>(for Staff, Business Manager, Auxiliary Staff, Partner Staff, and Volunteer)</i>	Director	Always	3.4.5.1, 3.4.5.2, 3.4.5.3, 7.6.6, 7.7.5.4, for PSPP 8.2.1, and for PSPP 8.2.2
Orientation training <i>(which includes completion of the online mandatory reporter training)</i>	Staff, Auxiliary staff left alone with children and/or counted in ratio, And Business Manager	Prior to being left alone with children Or Trainees under eighteen (18) years of age and other staff not left alone with children: Within at least one (1) month of their first date of working with children	7.1.3, and 7.6.10
Online Mandatory Reporter training	Staff, All Auxiliary staff, And Business Manager	Prior to being left alone with children Or Trainees under eighteen (18) years of age and other staff not left alone with children: Within at least one (1) month of their first date of working with children	3.3.5, 3.3.6, 7.1.3, and 7.6.10
Medication administration training	Staff <i>(if administering medication)</i>	Prior to administering medication	5.6.2

Staff Related Requirements (continued)			
What	By Whom	When	CBCCPP Rule(s)
Background clearances	Staff, All Auxiliary Staff, Business Manager, Partner Staff, And/or Non-parent volunteers	Prior to working with children And Within 6 months of 5-year anniversary (per Annual Requirement Letter in BFIS) Or Within one (1) business day of a change in clearance information	2.3.9.3, 3.2.6, 7.2.1, 7.2.2, 7.6.4, and 7.7.5
Maintain up-to-date BFIS Quality and Credential accounts	Staff, And Auxiliary staff left alone with children and/or counted in ratio	Within 6 months from employment start date And Then always	3.4.7.3
Pediatric First aid and Infant/Child CPR	Staff, And Auxiliary staff left alone with children and/or counted in ratio	Within 3 months of employment start date And Prior to expiration date on certification card	7.1.2.2, and for NRCS 8.1.19
Any additional education required	Directors of programs with a licensed capacity of 13 or more children, Trainees, And Classroom Aides	Within the first year of employment start date	7.3.1.5, 7.3.2.4, and 7.3.2.5 <i>(see exception for PSPP in 8.2.9)</i>

Staff Related Requirements (continued)			
What	By Whom	When	CBCCPP Rule(s)
IPDPs	Staff	Within 6 months of employment start date And Annually	7.4.1 <i>(see exceptions in 7.4.1 for substitutes, in 7.4.6, and for NRCS staff in 8.1.22)</i>
Annual professional development	Staff	Annually	7.4.4, and For NRCS 8.1.23 <i>(see exception in 7.4.4 for substitutes and in 7.4.5)</i>
Written annual performance review	Supervisor	Annually	7.5.3 <i>(see exception in 7.5.3 for substitutes and for NRCS Staff in 8.1.23)</i>
Lifeguard certification	Lifeguards <i>(when applicable)</i>	Prior to certification expiration date	5.10.5.4.5

Child Related Requirements			
What	By Whom	When	CBCCPP Rule(s)
Children's enrollment files <i>(includes immunization records)</i>	Director	Within first week of child beginning care	3.4.4.2, and for NRCS 8.1.2 <i>(see exception for NRCS children in 8.1.8)</i>
Child's well-care exam documentation	Director	Within forty-five (45) days of child beginning care	3.4.4.2, 5.1.2, and for NRCS 8.1.7
Parent conferences	Director	Twice a year	4.3.1, and for NRCS 8.1.5
Emergency contact information for parents	Director	Updated annually	3.4.4.3
Written parental permissions for insect repellent, sunscreen, and non-prescription diaper ointment	Director	Updated annually	5.6.9