

Southern NH Services
Child Development Program

Annual Policies and Procedure Update

Employee: _____ **Center:** _____

System/Document	Yes	N/A	Date
Human Resources:			
Staff Emergency Form Update			
Tb Screening Form			
Physical Exam updates, as needed			
Attendance; 'Call out' procedures			
Caregiver Code of Conduct			
Electronics Policy			
Professionalism; Dress Code			
iPad/Tablet Agreement			
Child Safety & Awareness			
Active Supervision			
Sign-In & Sign-Out			
Safe Sleep (Infant and Toddler Programs)			
Rest Time Policy			
Child Abuse and Neglect Reporting Policy			
Health, Safety & Nutrition			
Sanitation Procedures			
Family Style Meals; Food in the classroom			
Pro-Solutions:			
Medication Administration			
Prevention & Control of Infectious Diseases			
Prevention & Response to Allergic Reactions			
Recognizing & Reporting Child Abuse & Neglect			

ACKNOWLEDGEMENT:

I have received, and discussed with my supervisor, the items listed above.

Employee's Signature

Date

Supervisor Name/Signature