Possible Evidence for Staff and Parent Handbook Policies

This list may be used alongside your NECPA Self Assessment Instrument when creating and compiling your documentation. This is not an all-inclusive list for all standards, but is helpful for completing the documentation box/file for your verification visit.

Parent (Family) Handbook Policies:

- Parent Orientation
- Mission Philosophy, Principles and Goals
- Handbook Development and Review
- Program Review/Evaluation
- Confidentiality
- Maintenance of Children's Records and Immunizations, including:
    - Names, addresses, and phone numbers of parents or guardians;
    - Emergency contact information;
    - Emergency medical treatment authorization/permission form;
    - Physician's name and phone number;
    - Allergies;
    - Authorization to release to other than parent/guardian(s);
    - Immunizations or immunization exemptions;
    - Developmental history;
    - Health status/Results of annual health exam;
    - Instructions for any special needs or chronic illness;
    - Progress report;
    - Parent/guardian(s) conference reports;
    - Field trip permission forms;
    - Regular/recurring transportation permission form;
- Inclusion and Non-Discrimination
- Attendance and Exclusion Due to Illness
- Parent Communication, including at least:
    - Open Door' Policy;
    - Parent Conflict.
- Health and Safety
- Emergencies and Natural Disasters
- Food and Nutrition Services
- Physical Activity
- Curriculum
- Language Development
- Medication Administration
- Behavioral Management
- Child Abuse and Neglect
- Screening and Assessment
- Parent Workshops
- Classroom and Elementary Transition
- Community Outreach
- *And, if applicable:*
    - Infant Safe Sleep
    - Breastfeeding Support
    - Cloth Diapering
    - Transportation and Final Walkthrough
    - Pet Policy
    - Field Trips