Possible Samples or Templates for Evidence

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.

Staff Qualifications:

- Unofficial Transcripts
- Diplomas
- Resumes
- Staff Training Certificates or Records
- First Aid and CPR Cards or Certificates

Staffing:

- Staff Schedule
- Open Door/Available Meeting Times for Staff Communication
- Past Staff Memos or Meeting Agendas
- Classroom Material Request or Log

Staff Development:

- Signed Roster or Certificates from Discipline Policy Training
- Sample Classroom Observation Form
- Training Needs Assessment
- Professional Development Plan

Child Development/Child Records:

- Lesson Plans
- Sample Child Assessment
- Attendance Log

Facility and Playground:

- Program License or Exemption Letter
- Daily Playground Inspection Log – *Template Provided*
- Maintenance Request or Log

Health and Safety:

- Illness Log – *Template Provided*
- Injury Log – *Template Provided*
- Medication Administration Log – *Template Provided*
- Posted Handwashing Procedure *Template Provided*
- Posted Diapering Procedure - *Template Provided*

Also available for download under 'Program Resources' at www.necpa.net.