Possible Evidence for Staff and Parent Handbook Policies Continued

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 Handbook Policies:

- Mission Philosophy, Principles and Goals
- Handbook Development and Review
- Program Review/Evaluation
- Confidentiality
- Facilities Maintenance
- Job Descriptions
- Hiring and Orientation
- Staff Scheduling
- Continuing Education and Professional Development
- Staff Communication and 'Open Door' Policy
- Material Requests
- Inclusion and Non-Discrimination
- Supervision
- Health and Safety
    - Handwashing
    - Diapering
    - Storage of Cleaning Products and Toxic Materials
- Emergencies and Natural Disasters
- Food and Nutrition Services
- Daily Health Screening
- Physical Activity
- Curriculum
- Language Development
- Medication Administration
- Behavioral Management and Discipline
- Child Abuse and Neglect
- Screening and Assessment
- Community Outreach
- *And, if applicable*
    - Infant Safe Sleep
    - Breastfeeding Support
    - Cloth Diapering
    - Transportation and Final Walkthrough
    - Pet Policy
    - Field Trips