**Collaborative Center Annual Documents Update**

Contract Year 2020/2021

Collaborative Center Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CC Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SUBMIT** | **COMPLETE** |
| Copy of updated license |  |
| Copy of Liability Insurance – Declarations and Limits, Dates |  |
| USDA Food Program Documentation |  |
| Parent Handbook |  |
| Staffing Plan and Program Hours with Yearly Calendar (list any planned closures and designated hours of planned HS/EHS classroom operations) |  |
| Daily Routine and Schedule for each classroom offering HS/EHS |  |
| Snow day policy |  |
| Procedure for entering premises |  |
| NMCAA Inventory |  |
| Staff, Consultants, and Contractors Screening, Background Check and Selection Policy  |  |
| Complete the Volunteer Screening and Supervision PolicyInclude a copy and post the original |  |
| Covid19 Childcare Response and Preparedness Plan (aligned with LARA recommendations)  |  |

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCSC Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_