

### CBCCPP Chart of Deadline Dates

<b>Program Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
Evacuation drills	Director	Monthly	3.7.2.2
Evacuation drill during rest/nap time	Director	Annually	3.7.2.3
Carpeted floors cleaned by hot water extraction	Licensee	Twice a year	5.10.4.5.4
Lead water testing if original results equaled or exceeded acceptable limits	Vermont Certified Drinking Water Laboratory	Annually	2.3.9.8
EMP assessment  (when facility built prior to 1978)	Certified EMP Assessor	Annually	2.3.9.6
Inspection of fire system and fire extinguishers	Certified Inspector	Annually	5.10.1.2.1
Liability insurance renewal	Licensee	Annually	2.3.9.7
Annual Program Assessment	Director	Annually	3.9, and NRCS should review CBCCPP rule 8.1.17
Written policies and procedures reviewed and updated as needed (see guidance manual Appendix IV)	Director	Annually	3.3.4, 3.4.2, 3.7.1.3, 4.7, 5.6.1, 5.8.1, 5.10.5.4.7, 5.11.1.1, 6.2.7.1, 7.1.3,

<b>Program Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
			8.1.9, and 8.1.16
Vermont Child Care Immunization Report	Director	Filed by December 31st	5.1.4
Replenish playground cushioning	Licensee	As needed	5.10.3.3
Chemical water testing	Vermont Certified Drinking Water Laboratory	Every 6 years	2.3.10.4.2
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
Submit a complete license renewal application	Licensee or director	Prior to the license expiration date	2.3.10.2

<b>Licensee Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
Mandated reporter training	Licensee	Upon licensure or when licensee changes	3.3.5
Prevention of child sexual abuse	Licensee	Upon licensure or when licensee changes	3.3.6
Emergency preparedness training	Licensee	Within first year of operation	3.7.3
Background clearance	Licensee	Within 6 months of 5-year anniversary (see due date in BFIS)	2.3.9.3

<b>Staff Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
Staff and Partner Staff Files	Director	Always	3.4.5.1, 3.4.5.2, 3.4.5.3, and 7.6.6
Orientation training  and  Mandated reporter training	Staff  Trainees under 18 years of age	Prior to beginning care for children  Within one month of employment start date	7.1.3 and CBCCPPs using a business manager should review CBCCPP rules 7.6.5 and 7.6.10
Medication administration training	Staff  (if administering medication)	Prior to administering medication	5.6.2
Background clearances	Staff, Auxiliary Staff, Partner Staff, and/or Non-parent volunteers	Prior to working with children  <i>and</i>  Within 6 months of 5-year anniversary (see due date in BFIS)	2.3.9.3, 7.2.1, 7.2.2, 7.6.4, and 7.7.5
Maintain up-to-date BFIS Quality and Credential accounts	Staff	Within 6 months from employment start date  <i>and</i>  Then always	3.4.7.3

<b>Staff Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
First aid and infant/child CPR	Staff	Within 3 months of employment start date  <i>and</i>  Prior to expiration date on certification card	7.1.2, and NRCS should review CBCCPP rule 8.1.19
Any additional education required	Directors of programs with licensed capacity of 13 or more children, Trainees, and Classroom aides	Within the first year of employment	7.3.1.5, 7.3.2.4, and 7.3.2.5
IPDPs	Staff	Within 6 months of employment start date  <i>and</i>  Annually	7.4.1 and NRCS should review CBCCPP rule 8.1.22
Annual professional development	Staff	Annually	7.4.4 and NRCS should review CBCCPP rule 8.1.21
Written annual performance review	Director	Annually	7.5.3 and NRCS should review CBCCPP rule 8.1.23
Lifeguard certification	Lifeguards  (when applicable)	Prior to certification expiration date	5.10.5.4.5

<b>Child Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>CBCCPP Rule(s)</b>
Children's enrollment files to include immunization records	Director	Within first week of child beginning care	3.4.4.2 and NRCS should review CBCCPP rules 8.1.2 and 8.1.8
Child's well-care exam documentation	Director	Within 45 days of child beginning care	5.1.2 and NRCS should review CBCCPP rule 8.1.7
Parent conferences	Director	Twice a year	4.3.1 and NRCS should review CBCCPP rule 8.1.5
Emergency contact information for parents	Director	Updated annually	3.4.4.3
Written parental permissions for insect repellent, sunscreen and non-prescription diaper ointment	Director	Updated annually	5.6.9

*Revised 8/5/2019*