

### FCCH Chart of Deadline Dates

<b>Program Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>FCCH Rule(s)</b>
Evacuation drills	FCCP	Monthly	3.6.2.2
Evacuation drill during rest/nap time	FCCP	Annually	3.6.2.3
Lead water testing if original results equaled or exceeded acceptable limits	Vermont Certified Drinking Water Laboratory	Annually	2.3.8.7
EMP assessment <i>(when FCCH built prior to 1978)</i>	Certified EMP Assessor	Annually	2.3.8.5
Inspection of fire system <i>(when one exists)</i>	Certified Inspector	Annually	Licensed FCCH rule 5.10.1.2.1
Fire extinguishers	Certified Inspector	Annually	5.10.1.2.5
Liability insurance renewal	FCCP	Annually	2.3.8.6
Annual Program Assessment	Licensed FCCP	Annually	Licensed FCCH rule 3.8
Written policies and procedures reviewed and updated as needed (see guidance manual Appendix IV)	FCCP	Annually	3.2.4, 3.3.2, 3.6.1.3 4.7, 5.6.1, 5.8.1, 5.11.1.1, 6.2.5.1 and 7.1.3
Vermont Child Care Immunization Report	FCCP	Filed by December 31st	5.1.4
Replenish playground cushioning	FCCP	As needed	5.10.3.3
Heating inspection	Certified Inspector	Every 2 years	2.3.9.5.2
Chemical water testing	Vermont Certified Drinking Water Laboratory	Every 6 years	2.3.9.5.4
Submit a complete license renewal application	FCCP	Prior to the license expiration date	2.3.9.2

### FCCP Related Requirements

What	By Whom	When	FCCH Rule(s)
Orientation training  <i>and</i>  Mandated reporter training	FCCP	Prior to beginning care for children	7.1.3
Medication administration training	FCCP	Prior to administering medication	5.6.2
Maintain up-to-date BFIS Quality and Credential account	FCCP	Always	3.3.7.3
Emergency preparedness training	FCCP	Within first year of operation	3.6.3
Any additional education <i>(if required and necessary)</i>	Registered FCCP	Within first year of operation	Registered FCCH rule 7.3.1
IPDP	FCCP	Within 6 months from initial licensure  <i>and</i>  Annually	7.4.1
Annual professional development	FCCP	Annually	7.4.4
Lifeguard certification	FCCP <i>(when applicable)</i>	Prior to certification expiration date	5.10.5.4.4
First aid and infant/child CPR	FCCP	Prior to certification expiration dates	7.1.2.1
Background clearance	FCCP	Within 6 months of 5-year anniversary <i>(see due date in BFIS)</i>	2.3.8.3

## Staff / Household Member Related Requirements

What	By Whom	When	FCCH Rule(s)
Staff and Partner Staff Files	FCCP	Always	3.3.5.1, and 3.3.5.2
Orientation training  <i>and</i> Mandated reporter training	Staff  Trainee	Prior to beginning care for children  Within one month of employment start date	7.1.3
Medication administration training	Staff  (if administering medication)	Prior to administering medication	5.6.2
Background clearances	Staff, Household Members, Partner Staff, and/or Non-parent volunteers	See rules for specifics  <i>and</i> Within 6 months of 5-year anniversary (see due date in BFIS)	2.3.8.3, 7.2.1, 7.2.2, 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	3.3.7.3
First aid and infant/child CPR	Staff	Within 3 months of employment start date  <i>and</i> Prior to expiration date on certification card	FCCH rule 7.1.2.2; 7.1.2.3; 7.6.7

### Staff / Household Member Related Requirements

What	By Whom	When	FCCH Rule(s)
Any additional education required	Family child care assistant, Trainees, and Classroom aides	Within the first year of employment	7.3.3, 7.3.4, and 7.3.5
IPDPs	Staff	Annually	7.4.1
Annual professional development	Staff	Annually	7.4.4
Written annual performance review	Licensed FCCP	Annually	Licensed FCCH rule 7.5.3
Lifeguard certification	Staff <i>(when applicable)</i>	Prior to certification expiration date	5.10.5.4.4

<b>Child Related Requirements</b>			
<b>What</b>	<b>By Whom</b>	<b>When</b>	<b>FCCH Rule(s)</b>
Children's enrollment files to include immunization records	FCCP	Within first week of child beginning care	3.3.4.2
Child's well-care exam documentation	FCCP	Within 45 days of child beginning care	5.1.2
Parent conferences	FCCP	Twice a year	4.3.1
Emergency contact information for parents	FCCP	Updated annually	3.3.4.3
Written parental permissions for insect repellent, sunscreen and non-prescription diaper ointment	FCCP	Updated annually	5.6.10

*Revised 8/5/2019*