# FCCH Chart of Deadline Dates

## Program Related Requirements

<table>
<thead>
<tr>
<th>What</th>
<th>By Whom</th>
<th>When</th>
<th>FCCH Rule(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation drills</td>
<td>FCCP</td>
<td>Monthly</td>
<td>3.6.2.2</td>
</tr>
<tr>
<td>Evacuation drill during rest/nap time</td>
<td>FCCP</td>
<td>Annually</td>
<td>3.6.2.3</td>
</tr>
<tr>
<td>Lead water testing if original results equaled or exceeded acceptable limits</td>
<td>Vermont Certified Drinking Water Laboratory</td>
<td>Annually</td>
<td>2.3.8.7</td>
</tr>
<tr>
<td>EMP assessment</td>
<td>Certified EMP Assessor</td>
<td>Annually</td>
<td>2.3.8.5</td>
</tr>
<tr>
<td>Inspection of fire system</td>
<td>Certified Inspector</td>
<td>Annually</td>
<td>Licensed FCCH rule 5.10.1.2.1</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>Certified Inspector</td>
<td>Annually</td>
<td>5.10.1.2.5</td>
</tr>
<tr>
<td>Liability insurance renewal</td>
<td>FCCP</td>
<td>Annually</td>
<td>2.3.8.6</td>
</tr>
<tr>
<td>Annual Program Assessment</td>
<td>Licensed FCCP</td>
<td>Annually</td>
<td>Licensed FCCH rule 3.8</td>
</tr>
<tr>
<td>Written policies and procedures reviewed and updated as needed (see guidance manual Appendix IV)</td>
<td>FCCP</td>
<td>Annually</td>
<td>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</td>
</tr>
<tr>
<td>Vermont Child Care Immunization Report</td>
<td>FCCP</td>
<td>Filed by December 31st</td>
<td>5.1.4</td>
</tr>
<tr>
<td>Replenish playground cushioning</td>
<td>FCCP</td>
<td>As needed</td>
<td>5.10.3.3</td>
</tr>
<tr>
<td>Heating inspection</td>
<td>Certified Inspector</td>
<td>Every 2 years</td>
<td>2.3.9.5.2</td>
</tr>
<tr>
<td>Chemical water testing</td>
<td>Vermont Certified Drinking Water Laboratory</td>
<td>Every 6 years</td>
<td>2.3.9.5.4</td>
</tr>
<tr>
<td>Submit a complete license renewal application</td>
<td>FCCP</td>
<td>Prior to the license expiration date</td>
<td>2.3.9.2</td>
</tr>
<tr>
<td>What</td>
<td>By Whom</td>
<td>When</td>
<td>FCCH Rule(s)</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------</td>
<td>------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Orientation training</td>
<td>FCCP</td>
<td>Prior to beginning care for children</td>
<td>7.1.3</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandated reporter training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication administration training</td>
<td>FCCP</td>
<td>Prior to administering medication</td>
<td>5.6.2</td>
</tr>
<tr>
<td>Maintain up-to-date BFIS Quality and Credential account</td>
<td>FCCP</td>
<td>Always</td>
<td>3.3.7.3</td>
</tr>
<tr>
<td>Emergency preparedness training</td>
<td>FCCP</td>
<td>Within first year of operation</td>
<td>3.6.3</td>
</tr>
<tr>
<td>Any additional education (if required and necessary)</td>
<td>Registered FCCP</td>
<td>Within first year of operation</td>
<td>Registered FCCH rule 7.3.1</td>
</tr>
<tr>
<td>IPDP</td>
<td>FCCP</td>
<td>Within 6 months from initial licensure and</td>
<td>7.4.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Annual professional development</td>
<td>FCCP</td>
<td>Annually</td>
<td>7.4.4</td>
</tr>
<tr>
<td>Lifeguard certification (when applicable)</td>
<td>FCCP</td>
<td>Prior to certification expiration date</td>
<td>5.10.5.4.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid and infant/child CPR</td>
<td>FCCP</td>
<td>Prior to certification expiration dates</td>
<td>7.1.2.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Background clearance</td>
<td>FCCP</td>
<td>Within 6 months of 5-year anniversary (see due date in BFIS)</td>
<td>2.3.8.3</td>
</tr>
<tr>
<td>What</td>
<td>By Whom</td>
<td>When</td>
<td>FCCH Rule(s)</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Staff and Partner Staff Files</td>
<td>FCCP</td>
<td>Always</td>
<td>3.3.5.1, and 3.3.5.2</td>
</tr>
<tr>
<td>Orientation training</td>
<td>Staff</td>
<td>Prior to beginning care for children</td>
<td>7.1.3</td>
</tr>
<tr>
<td>and</td>
<td>Trainee</td>
<td>Within one month of employment start date</td>
<td></td>
</tr>
<tr>
<td>Mandated reporter training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication administration training</td>
<td>Staff</td>
<td>Prior to administering medication</td>
<td>5.6.2</td>
</tr>
<tr>
<td></td>
<td>(if administering medication)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Background clearances</td>
<td>Staff, Household Members, Partner Staff, and/or Non-parent volunteers</td>
<td>See rules for specifics and Within 6 months of 5-year anniversary (see due date in BFIS)</td>
<td>2.3.8.3, 7.2.1, 7.2.2, and 7.7.5</td>
</tr>
<tr>
<td>Maintain up-to-date BFIS Quality and Credential accounts</td>
<td>Staff</td>
<td>Within 6 months from employment start date and Then always</td>
<td>3.3.7.3</td>
</tr>
<tr>
<td>First aid and infant/child CPR</td>
<td>Staff</td>
<td>Within 3 months of employment start date and Prior to expiration date on certification card</td>
<td>FCCH rule 7.1.2.2; 7.1.2.3; 7.6.7</td>
</tr>
</tbody>
</table>
## Staff / Household Member Related Requirements

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

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

*Revised 8/5/2019*