

# Documentation Needed For CAPS Monitoring Visits



## Program Documentation

- Required Approvals - Recent Fire Marshal inspection report (within last 12 months)
- Emergency Drill Documentation - Fire Drills-monthly, Tornado and other Emergency Situations Drills- every six months (*maintain documentation for 2 years*)
- Program Handbook - Parents are required to receive a copy of the following:
  - Emergency preparedness and response plan
  - Discipline policy
  - The exclusion of children with contagious illnesses
  - Notification of parents in the event their child becomes ill while at the facility
  - The notification of all parents of enrolled children when a reportable contagious illness is present in the facility
  - The prevention of and response to food and allergic reactions
  - The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding)
  - Recognition and reporting of child abuse and neglect
  - Serious injuries/incidents reported or other required reporting circumstances
- Sign in & out sheets for current and previous 2 weeks.
- Field trip permission forms and passenger checklists (if applicable)
- Medication forms (if applicable) – Authorization and dispensing documentation
- Swimming Documentation (if in water 2 feet or more) - Environmental Health Approval, Lifeguard Certification(s), parental authorizations & documented 15-yard swim tests or other certifications
- Transportation Documentation (if applicable) to include:
  - Written permission to transport children
  - Vehicle Emergency Medical Forms
  - Procedures for ensuring safety
  - Annual vehicle inspection
  - Passenger Checklists - 2 weeks
  - Field trips documentation (if applicable) - permission forms, passenger checklists

# Children's Documentation

- Children's files - Enrollment records to include all required information and immunization records for CAPS recipients only.
  - Signed Parent acknowledgement indicating that parents have been informed that the program is not licensed and not required to be licensed by the Georgia Department of Early Care and Learning. Exemption requirement.

## Staff Member's Documentation

- Staff roster
- Criminal Background Checks (CBC) for all employees – including volunteers and students in training.
  - A CBC is required for a volunteer when the individual provides services at the center more than once per quarter. A person who volunteers no more than once per quarter and/or no more than four times in a 12-month period is not required to obtain a records check determination. The volunteer must be under the supervision of a staff with a comprehensive CBC.
- Pediatric CPR/First Aid certification
  - All staff must successfully complete within first 90 days of employment
- Health and Safety Orientation Training
  - All staff hired within first 90 days of employment
- Annual training 10 hours
  - All staff employed by the program over one year



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START