



POLICY AND PROCEDURE FOR CENTER POSTING FORMS

Policy

What items must I post at my child-care center at all times? You must post the following items: (1) The child-care center's license; (2) The letter or form from the most recent Licensing inspection or investigation; (3) The Licensing notice Keeping Children Safe; (4) Your emergency evacuation and relocation diagram as specified in §746.5207 of this title (relating to Must I have an emergency evacuation and relocation diagram?); (5) The activity plan for each group of children in the child-care center; (6) The daily menu, including all snacks and meals served by the child-care center; (7) The Licensing Parent Notification Poster; (8) Telephone numbers specified in §746.405 of this title (relating to What telephone numbers must I post and where must I post them?); (9) A list entitled "Current Employees." The list must be at least 8-1/2 inches by 11 inches in size, printed legibly, and must include each employee's first and last name; (10) A list of each child's food allergies that require an emergency plan, as specified in 746.3819 of this title (relating to When must I have a food allergy emergency plan for a child?); and (11) Any other Licensing notices with specific instructions to post the notice. *Minimum Standards for Child Care Centers 746.401.*

Based on the above policy UTRGV-PSJA-EHS-CCP Program has created A Center Posting Forms checklist so required forms can be verified at their required locations. The form will be filled out by a designated Early Head Start UTRGV Grantee Staff doing a walk through, Center Manager or Center Director or some other designated staff.