



Center Posting Forms

Risk Management/Compliance

Date: _____

The Following Postings must be posted in the center in a non-specific, but prominent area.

| Compliant | Yes | No | Notes |
|--|-----|----|-------|
| 1. Vision and Mission | | | |
| 2. Civil Rights Poster ("And Justice for All" E/S) | | | |
| 3. Department of Labor (State and Federal) | | | |
| 4. No Smoking | | | |
| 5. No Firearms | | | |
| 6. Drug Free Workplace | | | |
| 7. Job Vacancies | | | |

Parent Board----Make it Fun!

| Compliant | Yes | No | Notes |
|---|-----|----|-------|
| 1. Welcoming (in an area most accessible to Parents) | | | |
| 2. Season Calendar of Events | | | |
| 3. Infant Menu | | | |
| 4. Toddler/Preschool Menus (English/Spanish) | | | |
| 5. Mental Health Consultant Name and Telephone Number | | | |
| 6. Parent/Staff Operation Handbook | | | |
| 7. Upcoming Parent Meetings | | | |
| 8. Civil Rights Complaint Form and Log | | | |

May also include pictures of children doing activities, field trip information, and any other information that may be helpful to parents

Board #1---Hallway Near main Entrance door

| Compliant | Yes | No | Notes |
|--|-----|----|-------|
| 1. Center License | | | |
| 2. Federal Interest Certificate (Modular Buildings Only) | | | |
| 3. List of Current Employees | | | |
| 4. Licensing Visit Report | | | |
| 5. State Licensing for Keeping Children Safe | | | |
| 6. Emergency Phone Numbers | | | |
| 7. Emergency Drill Log | | | |
| 8. Discipline Guidance/Policy | | | |
| 9. CACFP Site Agreement/Application | | | |
| 10. Consumer Product Information (TX Only) | | | |

Board #2---Hallway near Main Entrance Door

| Compliant | Yes | No | Notes |
|---------------------------------|-----|----|-------|
| 1. Licensing Minimum Standards | | | |
| 2. Fire Inspection Report | | | |
| | Yes | No | Notes |
| 3. Emergency Preparedness Plans | | | |

| | | | |
|--|--|--|--|
| 4. Licensing Gas Pipe Inspection (If Applicable) | | | |
| 5. Sanitation Inspection | | | |
| 6. CACFP Menu Schedule | | | |
| 7. Substitution List (as needed) | | | |
| 8. Building for the Future Flyer | | | |
| 9. Current Board of Directors List and Meeting Minutes | | | |
| 10. Dispute Resolution Policy | | | |
| 11. Child Find Posters | | | |
| 12. Facility Insurance Certificate | | | |
| 13. Workers Compensation Certificate/Notice | | | |
| 14. Annual Lead Test Report | | | |
| 15. Food Establishment Permit (as per county requirements) | | | |
| 16. Food Employee Poster Publication | | | |
| 17. HSAC Minutes | | | |

Board #3---In or Near Employee Break Area

| Compliant | Yes | No | Notes |
|-------------------------------------|-----|----|-------|
| 1. Federal/State Compliance Posters | | | |
| 2. Personnel Policies | | | |

Classroom Postings

| Compliant | Yes | No | Notes |
|--|-----|----|-------|
| 1. Emergency Preparedness Plans | | | |
| 2. Evacuation Route (posted by exit doors) | | | |
| 3. Emergency Plain (next to Evacuation Route) | | | |
| 4. Major First Aid Kit | | | |
| 5. First Aid Checklist (next to First Aid Kit) | | | |
| 6. First Aid/CPR/Choking Poster | | | |
| 7. Daily Classroom Checklist | | | |
| 8. Cot, Crib and Toothbrush Rack Log | | | |
| 9. Lesson Plans | | | |
| 10. Daily Schedule | | | |
| 11. Allergy/Special Diet Log | | | |
| 12. Current Menus | | | |
| 13. CACFP Menu Schedule | | | |
| 14. Refrigerator Temperature Log (If Applicable) | | | |
| 15. Child Staff Ratio Form | | | |
| 16. Notice stating Booties Must Be Worn in Infant Rooms | | | |
| 17. Notice stating All Must Wash Their Hands Upon Entering/Leaving Classrooms | | | |
| 18. Diapering Pictorial Procedure (Infant Rooms Only) | | | |
| 19. Diapering Procedure (near diapering table) | | | |
| 20. Sanitation Solutions Procedure | | | |
| 21. Sanitation of Toys | | | |
| 22. Hand Washing Procedure (near all sinks) | | | |
| 23. Pull-Up/Soiled Underwear Procedure | | | |
| 24. Gloving Poster | | | |

Name

Signature