

Contents for the Directors Notebook

- Licensing manual or state regulations
- Copy of the current license or an exemption letter from the regulatory agency
- Copy of the last inspection from the regulatory agency, if applicable
- Copy of the last county health inspection
- Copy of the last inspection from the fire alarm company
- Copy of the last state fire inspection
- Copy of the liability insurance which includes the amount of coverage
- Copy of the automotive insurance
- Emergency Evacuation Drill Log
- Emergency Disaster Drill Log
- Emergency numbers including the owner, director, 911, the nearest hospital, Poison Control, child protective services, licensing, local health department, local department of social services
- The complete Emergency Plan that includes emergencies that would require everyone to evacuate the building, relocate to another location and emergencies that require extended care at the child care center.
- The program's annual plan for the school year and for the summer camp program. This plan includes programming themes, special events, field trips, Pre-K graduation, training conferences, school pictures, staff meetings, staff development days, school closings, art shows, family education programs, book fairs, open houses, food drives, etc.
- Staff health and criminal background clearances update forms
- Playground Safety Plan
- Injury Prevention Plan
- Staff manual
- Approved vendor and resource list. Sample list below.

Below are suggestions for the approved vendor and resource list. Include the name of the company, the telephone number, the name of a contact person and the account number if applicable.

1. Plumber
2. Building telephone company
3. Cellular telephone company
4. Electric company
5. Electrician
6. Locksmith
7. Heating/ Air Conditioning Company
8. Insurance company (Liability, Auto, Health, Workers Compensation)
9. Fire alarm and fire extinguisher company
10. Classroom supply vendor, example Discount School Supply
11. Food company
12. Paper Supply Company (tissue, toilet paper, paper towels, gloves, trash can liners, etc.)
13. Office Supply Company
14. Auto Maintenance Company (for oil changes, tires, etc.)
15. Local Fire Station
16. Photography company
17. Local Child Care Resource and Referral Agency
18. Public and private schools that the program provides before and after school care

This list is only the start of a resource list for the basic operational needs of a child care program. The program will also create another planning notebook that includes vendors that come to your program for extra curricular activities. That program list should include the names and telephone numbers of the local traveling petting zoo, puppet show, magician, art classes, dance classes, computer classes, sport camps, book fair sponsors, fundraisers sponsors, local field trip destinations, etc. This list will aid the director and teachers in development of the annual program plan for the school year and for the summer camp program.