



Large Group and School Age Child Care Licensing

POLICY STATEMENT: Record Keeping for Programs with Multiple Sites

EEC requires an applicant to submit certain policies, plans and other documents to the Department prior to licensure. (See 606 CMR 7.03 (1)). When a Licensee operates a program with multiple sites in Massachusetts, the Licensee may submit a single set of documents that pertains to all of those sites (for example, Articles of Incorporation, personnel policies, child guidance policies, etc.). The purposes of submitting a single set of documents are to reduce the amount of paperwork a program must submit to EEC in relation to multiple sites and to facilitate consistency in approving subsequent changes to such documents. The Department will create a Master File for these documents which will be reviewed and approved by designated EEC staff. EEC will notify the contact person regarding any changes to the documents in the Master File.

In addition to the Master File documents referenced above, the Licensee will also submit documents that pertain to individual sites when required as required by 606 CMR 7.03(1) et seq.). These site specific documents will be maintained in individual program files at the appropriate EEC regional offices.

At the time of application, a Licensee must indicate which of the documents submitted are applicable to all sites within the agency and label these as master file documents. The Licensee must also indicate which of the submitted documents are only applicable to individual sites within the agency and label such documents as specific to that site.



**Department of
Early Education and Care**
THE COMMONWEALTH OF MASSACHUSETTS

Large Group and School Age Child Care
Master File Checklist

Corporation papers and corporate structure information

- _____ 7.04(17)(b) Evidence of authority to operate/Board of Directors
_____ 7.04(17)(c) Organizational information (agency chain of command)

Health Care Policy

- _____ 7.11(19)(a) HealthCare Policy
_____ 7.11(19)(b) Health Consultant Agreement Form

Administration and Staff Policies

- _____ 7.04(17)(l) Personnel policies
_____ 7.04(17)(l)4 Job descriptions
_____ 7.04(17)(1)5 Salary ranges
_____ 7.09(17)(a) Plan for staff orientation
_____ 7.11(4) 51A reporting procedures
_____ 7.03(7)(a) Background Record Check policy
_____ 7.09(18)(d) Professional Development
_____ 7.09(17)(b) Plan for Staff Supervision
_____ 7.04(17)(k) Plan for staff meetings
_____ 7.03(1)(c)7 Plan for volunteers
_____ 7.04(17)(j) Plan for student interns
_____ 7.04(18)(b) Plan for transitioning a child
_____ 7.04(17)(h) Plan for referrals
_____ 7.04(17)(g) Enrollment policy and procedures (nondiscrimination and enrollment procedures)
_____ 7.11(18)(c)1 Plan for diapering and toilet training
_____ 7.13(4) Insurance (for program owned vehicles used to transport children)

Written information for Parents

_____ 7.08(6)(a)-(n)

Written Information for Parents including:

- Unannounced visits
- Progress reports
- Plan for the administration of medication
- Plan for meeting potential emergencies
- Transportation plan
- Program calendar
- Fee schedule
- Child guidance plan
- Plan for excluding children due to illness and/or contagious disease
- SIDS reduction practices
- Children records
- Mandated reporting plan
- Information on EEC as licensing agency
- Statement to contact EEC for program compliance history

_____ 7.08(10)(a)-(b)

Additional requirements:

- Statement of purpose
- Suspension and Termination Plan

My signature below certifies that I have reviewed, updated and submitted all required documents to EEC.

Signature of Licensee/Designee

Date

Program Name

Contact Person

Phone Number

PLEASE NOTE, ONLY POLICIES AND PROCEDURES THAT ARE NEW OR THAT HAVE BEEN UPDATED NEED TO BE SUBMITTED TO EEC. FOR POLICIES AND PROCEDURES THAT HAVE BEEN UPDATED, PLEASE HIGHLIGHT THE CHANGES.