



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

**Renewal Documents Verification Statement
For Small Group, Large Group and School Age Care**

I. Submit 30 days prior to the expiration of your license:

- ☐ Application Form (*must be signed by licensee*)[1.03]**
- ☐ Application Fee [1.03]
- ☐ Request for Background Records Checks (submit original EEC BRC Licensee/Reviewer Form and/or Reviewer Form) [1.05(2)]**
- ☐ Tax Certification Statement Form (*must be signed by licensee*) verifying that all applicable taxes have or will be paid [7.03(1)(c)6] **
- ☐ Health Care Consultant Agreement Form [7.11(19)(b)] (**Large Group and School Age Only**)**
- ☐ Designation of Administrative Authority Form (*must be signed by licensee*) providing current administrative plan that shows the person in charge on a daily basis, with specific hours and duties [7.04(17)(m)] **
- ☐ Staff Records Checklist [7.04(5)]**

II. Submit copies of the documents listed below 30 days in advance if any changes have been made since your last licensing study. Please note that all documents below must be made available for review during the renewal study.

- ☐ Background Record Check Policy [7.03(7)(a), 14.08(5) and 14.12]
- ☐ Written Information for Parents (Parent Handbook) describing the program's policies and procedures. [7.08(6)(a)-(n), 7.08(10)(a),(b) and 7.04(17)(h)]
- ☐ Health Care Policy [7.11(19)(a)] (**Large Group and School Age Only**)
- ☐ Evacuation/Emergency Contingency Plan [7.11(7)(f)1-6]
- ☐ Ownership Papers such as Corporation papers, Partnership Agreements, DBA's. Names and addresses of all owners, officers, and directors [7.04(17)(b)]
- ☐ Personnel Policies (applicable, if four or more paid staff) [7.04(17)(l)]
- ☐ Plan for Volunteers (if applicable) [7.03(1)(c)7a-d]
- ☐ Plan for Student Interns (if applicable) [7.04(17)(j)]
- ☐ Plan for Staff Orientation [7.09(17)(a)2]
- ☐ Plan for Supervision of Staff [7.09(17)(b)]
- ☐ Plan for Staff Meetings [7.04(17)(k)]
- ☐ Transportation Supplement Form if program owned or operated vehicles are used [7.13]**
- ☐ Transportation Plan [7.13(2)]
- ☐ Diapering and Toilet Training Policy(if applicable) [7.11(18)(c)1]
- ☐ Plan for Transitions [7.04(18)(b)] (**Large Group and School Age Only**)

III. Documents to be provided to your licensor on the day of the renewal study. These copies will be placed in the EEC file.

- ☐ Staff Schedule Form [7.10(8)(b)1]**
- ☐ Financial Documentation including a projected budget for one year. [7.04(18)(a)] (**Large Group and School Age Only**)
- ☐ Required Inspections
 - building inspection certificate indicating approval for the number and ages of children in care [7.07(2)]
 - documentation of fire inspection [7.07(3)]
 - health inspection, if applicable [7.07(15)(c)]
 - well water or public water supply test results, if applicable [7.07(4)]
 - swimming pool and indoor pool roof inspection certificate, if applicable [7.07(9)(a)]

IV. Maintain the following documents on-site for review at the time of your renewal study.

- ☐ Children's Record's Checklist [7.04(7)]**
- ☐ Incident and Injury Reports [7.11(5)(f)]
- ☐ Documentation of Staff Meetings [7.04(17)(k)]
- ☐ Documentation of Staff Orientation [7.09(17)(a)2]
- ☐ Documentation of Training and Professional Development [7.09(16)(c), 7.09(18)(d), 7.09(19)(b), 7.11(1)(a),(b)]
- ☐ Documentation of Evacuation Drills [7.11(7)(h)]
- ☐ Detailed lead paint inspection report and compliance letter (for programs serving children younger than 5 years of age) [7.07(16)(a)]
- ☐ Integrated Pest Management Plan [7.04(17)(n)]

** indicates that identified document is available in the Application Packet and/or on-line at the EEC website

Complete and submit this signed statement to your licensor at the time of renewal.
My signature below certifies that I have reviewed and submitted all required documents to EEC.

Signature of Licensee/Designee: _____

Date: _____

Program Name: _____

Program Address: _____

EEC Program Number (located in upper left hand corner of EEC license): _____

FOR EEC USE ONLY: During the relicensing study held on _____, _____ children's files were reviewed.
(M/D/Y) (#)

- ☐ Sample files **DID** contain all of the required information for children's records.
- ☐ Sample files **DID NOT** contain all of the required information for children's records. Appropriate corrective action has been submitted, reviewed, and accepted.

Licensors Signature: _____ Date: _____