



We are excited to collaborate with Child Care Aware® of NH to bring news from the Child Care Licensing Unit to the child care community on a regular basis through their e-newsletter, Monthly Minutes. Every month, we will strive to bring you information to increase your understanding of the NH Child Care Licensing rules, and to share other resources to assist you in your work with and on behalf of children and their families.

We will also use this space to share any important announcements as they relate to Child Care Licensing Unit (CCLU).

Reminders and Deadline Extensions

CCLU has been listening to concerns from programs about their ability to create comprehensive Continuity of Operations Plans and the Expulsion Policy as required in the rules adopted in November 2017. As communicated when the rules were adopted, programs were given until September 30, 2018 to meet these requirements. We will be extending these deadlines further to allow programs more opportunity to create plans and policies that are comprehensive and work for each program. See below for more detailed information, and for additional reminders on other items Licensing Coordinators will begin asking to review at visits this fall.

1. **Updated CCLU Statement to Parents:** The Child Registration and Emergency Information form, found here: <https://www.dhhs.nh.gov/oos/cclu/documents/registrationemergency.pdf>, includes a revised NOTE TO PARENT/S or GUARDIAN/S on page 2 that parents/guardians must review by **August 31, 2018**. If your program does not use this form when registering families, you will need to provide this statement to parents separately to complete and keep it on file at the program. If you or parents have questions, please call our main office at 1-800-852-3345 extension 9025 or directly at (603) 271-9025.
2. **Emergency Operations Plan (EOP):** Turn to page 62 of the rule book (<https://www.dhhs.nh.gov/oos/cclu/documents/he-c4002.pdf>), start at section (u) and look at this section as a checklist. Read through and ensure you have a plan for all potential emergencies. The only requirements new to this section are response actions for: b. Secure Campus and g. Bomb threat scan, so these two plans need to be added to your current EOP no later than **September 30, 2018**. A template is available here to assist with developing and updating your EOP: <http://nh.childcareaware.org/emergency-planning/>. You can find information regarding Secure Campus on page 44 of the template, and for bomb threat scan on page 54. All the other required responses are also listed in the template - compare them to your current plan and revise as needed.

After the plan is created, sit with your teachers and ensure everyone understands the plan. Then, document that they've reviewed the EOP and place the documentation in their staff file. This must be completed for all current staff within 30 days of the creation of the plan and within 30 days of hire for any new staff members.

3. **Reunification Plan:** When parents enroll, they need to be provided with information from your EOP that informs them how you will communicate during emergencies and what the plan will be to reunify them with their children if necessary. At the Child Care Aware of NH Emergency Planning webpage above, an EOP Brochure is available for programs to use and customize so that it can be provided to parents, which meets the requirements of the rule for parental notification. This must be provided to parents by **September 30, 2018**. If you need to update your reunification plan, the EOP template has guidelines beginning on page 65.
4. **Expulsion Policy:** The Inclusion Policy Task Force is currently working on resources to assist programs with creating policies to maintain a child's enrollment prior to expelling the child for challenging behaviors, as detailed on pages 80-81 in the Child Care Licensing Rules. When these resources are available (soon!) we will share them with programs so they can create their policies no later than **April 30, 2019** and provide them to their enrolled families.
5. **Continuity of Operations Plan (COOP):** In the easiest and simplest of terms, the COOP is what you do after a disaster has happened and after you've reunified children with their families. Resources are being developed to assist programs with this planning. As such, the deadline for having your COOP completed has been extended to **September 30, 2019!**

Hard to believe the next update will be in September!

Until next month,

Melissa Clement

Chief, Child Care Licensing Unit