This checklist is to assist you in the development of your statement of services.

☐ A description of the facility’s child care services classifications in R9-5-204.
☐ Hours of operation.
☐ The facility’s street address, city, state, zip code, mailing address, and telephone number.
☐ Child enrollment and disenrollment procedures.
☐ Charges, fees, and payment requirements for child care services.
☐ Child admission and release requirements.
☐ Age-appropriate discipline guidelines and methods.
☐ Transportation procedures.
☐ Field trip requirements and procedures.
☐ Responsibilities and participation of parents in facility activities.
☐ A general description of activities and programs.
☐ A description of the liability insurance required by R9-5-308 that is carried by the licensee and a statement that documentation of the liability insurance coverage is available for review on the facility premises.

☐ Medication administration procedures.
☐ Accident and emergency procedures.
☐ A notice stating inspection reports are available on-site.
☐ A provision stating that the facility is regulated by the Arizona Department of Health Services including the Department’s local street address, city, state, zip code, and local telephone number.

☐ The procedures for notifying a parent at least 48 hours before a pesticide is applied on a facility’s premises.

☐ A statement that a parent has access to the areas on facility premises where the parent’s enrolled child is receiving child care services.