

**R9-5-302 Statement of Services
CHECKLIST**

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.
- ☐ Guidelines for positive discipline reflective of age-appropriate methods for children that include clear, appropriate, consistent expectations.
- ☐ Transportation procedures *(Or, a statement that transportation is not provided.)*
- ☐ Field trip requirements and procedures. *(Or, a statement that field trips are not conducted.)*
- ☐ 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. *(Or, a statement that medications are not administered.)*
- ☐ 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.
- ☐ Policies and procedures for suspension and expulsion of children to include clear, appropriate, consistent expectations, including suspension and expulsion prevention strategies.