



# LOUISIANA DEPARTMENT OF EDUCATION



## School CCAP Provider Desk Monitoring Form

Date: \_\_\_\_\_ Name of School/District: \_\_\_\_\_ Provider Number: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Principal/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification Item	Documentation Needed	Explanation	For LDE Use Only		Comments
			Yes	No	
<b>1. Emergency Preparedness</b>	Updated signed Emergency Preparedness Checklist for CCAP School Provider  Emergency Preparedness Plan for your School	Pursuant to BESE Bulletin 139 Section 313 a CCAP certified school provider must develop, practice and train on, and follow, a written emergency preparedness disaster plan that includes at a minimum: <ol style="list-style-type: none"> <li>1. procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers (if applicable), children with disabilities, and children with chronic medical conditions;</li> <li>2. procedures for staff and volunteer emergency preparedness training and practice drills; and</li> <li>3. appropriate emergency phone numbers, such as fire and police, hospitals and Louisiana Poison Control, and the physical address and phone number for the facility in which care is provided posted in a prominent, easily visible location</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>2.</b> <b>BESE Approved /</b> <b>Brumfield vs. Dodd</b></p>	<p>Copy of verification of this approval</p>	<p>Pursuant to BESE Bulletin 139 Section 313, to be certified as a CCAP provider, a public school dday care center must be BESE approved in a BESE-approved nonpublic school day care center must also be <i>Brumfield v. Dodd</i>-approved.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>3.</b> <b>Fire Marshal</b></p>	<p>Copy of current passed Fire Marshal inspection report</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>4.</b> <b>Sanitarian</b></p>	<p>Copy of current passed Health Sanitation inspection report</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>5.</b> <b>Health/Safety Assurances</b></p>	<p>Updated signed CCAP School Assurances with Health and Safety Requirements form  School or District Handbook</p>	<p>Pursuant to BESE Bulletin 139 Section 313, a CCAP certified school provider must have in place procedures and training included in other applicable BESE Bulletins on the following safety and health topics:</p> <ol style="list-style-type: none"> <li>1. prevention and control of infectious diseases (including immunization);</li> <li>2. prevention of sudden infant death syndrome and use of safe sleeping practices, if applicable;</li> <li>3. administration of medication, consistent with standards for parental consent;</li> <li>4. prevention of and response to emergencies due to food and allergic reactions;</li> <li>5. building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;</li> </ol>	<p><input type="checkbox"/> <input type="checkbox"/></p>	

		<p>6. prevention of shaken baby syndrome and abusive head trauma, if applicable;</p> <p>7. emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event;</p> <p>8. handling and storage of hazardous materials and the appropriate disposal of bio contaminants;</p> <p>9. precautions in transporting children (if applicable);</p> <p>10. first aid and cardiopulmonary resuscitation (CPR).</p>		
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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Linda S. Williams, Program Consultant

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Lindsey Bradford, Program Manager