

NECPA Portfolio

NECPA Accreditation requires certain documents be assessed for accreditation and provides a source list of what is needed after enrolling in Self-Study. Here are some documents and sources that you can begin compiling.

- Documentation of legal operation within the state, like a license, registration, or documentation of exemption
- Parent Handbook – certain policies and pages will be needed
- Staff Handbook – certain policies and pages will be needed
- Registration or Enrollment Form/Application
- Family communication documents
- Staff communication documents
- Maintenance and/or cleaning schedules
- Education and Training Documentation
- Director’s Resume
- Staff Orientation materials
- Job Descriptions
- Staff Evaluation forms
- State Rules and Regulations
- Policy memos to staff and parents
- Outdoor safety inspection forms
- Repair/replace/new material requisition forms
- Written policies not in the parent or staff handbooks
- Vehicle Maintenance logs
- Vehicle proof of insurance
- Transportation logs
- Fire drill logs
- Medication administration logs
- Injury and Illness Logs
- Sample Child Record
- Lesson Plans for each class including indoor and outdoor activities
- Sample Curriculum
- Individualized program plan for special needs children
- Minutes from annual curriculum review
- Minutes from annual program review that demonstrates collaboration with staff, families, and community
- Copies of brochures, flyers, etc.
- Daily schedule for each class’ use of the playground
- Hand-washing, diapering instructions
- Infant daily feeding, sleep, toileting records
- Playground rules
- Emergency Contact forms
- Consent forms
- Fire/Emergency Exit plan