



**Department of
Early Education and Care**
THE COMMONWEALTH OF MASSACHUSETTS

Small Group, Large Group and School Age Child Care Licensing

TECHNICAL ASSISTANCE: Required Postings

This listing identifies information that is required to be posted in Small Group, Large Group, and School Age Programs. Refer to regulations 606 CMR 7.04(14)(a)-(d), 7.04(17)(p), 7.10(8)(b)2, and 7.11(18)(c) for further details.

Please post the following:

- A “Call 911” reminder and telephone number and address of the program, including the location of the program in the facility.
- The telephone number of the Poison Control Center and the name and number of the emergency back-up person.
- In a manner that protects the privacy of children:
 - a list of all emergency or life saving medications, including but not limited to epinephrine auto-injectors, inhalers, and anti-seizure medications, that specifies to which children they belong; and
 - a list of allergies and/or emergency medical information provided by the parent for each child.
- The current license or approval.
- A current staff schedule easily visible to educators, parents, and visitors.
- The location of the health care policy.
- The name, address and telephone number of the health care consultant.
- The location of the first aid kit.
- Next to each exit, the emergency and evacuation procedures.
- Posted in the diapering area, a written plan for diapering and toilet training, including a plan for the disposal or cleaning of soiled clothing, linen, blankets, and diapers.