**Introduction & Purpose**

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| coop checklist sections | See Page(s) |
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Continuity ensures that (insert program name) has planned for ways to provide essential child care services when normal operations are disrupted. A COOP is required by the NH Child Care Licensing Rules He-C 4002.19 (v) for all licensed child care programs. It is also required for all license exempt child care programs that participate in the NH Child Care Scholarship Program as set forth in rules (He-C 6916 and He-C 6917).

**Section I: Familiarizing Yourself with COOP**

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| --- | --- |
| Topic Header | See Page(s) |
| readiness and preparedness | 1 |

**Section II: Components of COOP**

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|  |  |
| --- | --- |
| Topic Header | See Page(s) |
| identifying roles for COOP | 2 |
| essential functions (Day to day operations) | 3 |
| Orders of succession/delegations of authority  | 4 |
| alternative facility(s) | 4 |
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| Decision to Activate COOP | 7 |
| Activations of Orders of Succession/Delegations of Authority | 7 |
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| Internal Notification and Activation | 7 |
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| performing essential functions at alternative facility | 7 |

**Section III: Activation of COOP**

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**Section IV: Recovery of Operations**

*(Refer to page 8)*

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| Topic Header | See Page(s) |
| Recovery of Operations | 8 |
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**Section IV: Recovery of Operations**

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|  |  |
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| Topic Header | See Page(s) |
| annual review of COOP | 8 |
| training and practice (recommended) | 8 |

**Section V:**

**Reviewing, Training and Practicing COOP**

*(Refer to page 8)*