

GUIDE FOR DEVELOPING WRITTEN POLICIES

The purpose of this guide is to help you write your policies as required by child care licensing rules. Child care rules require child care homes and centers to establish implement and maintain written policies. Providers are required to provide to parents a copy of their written policies at the time of enrollment. Policies **must** include program goals, admission, information on care of the child, safe sleep and discharge of the children. Licensing rules require that you submit a statement of discipline and guidance used in your facility to the Section for Child Care Regulation. It is recommended that you include your discipline statement in your policies for your own convenience and to inform your parents. It may be beneficial to provide additional information so that you communicate clearly to the parent(s) to avoid future misunderstandings. The following list is to assist you in developing your written document:

- Program goals
- Admission procedures
 - Personal interview with parent regarding child's individual needs.
 - Plan or method to communicate with parent
 - Items to be provided by parents, i.e. change of seasonal clothing, boots, infant care items, etc.
 - Planned Care: Procedures to be followed when a child is injured or becomes ill while in care; when provider is ill; for school-age child for non-emergency school closings.
 - Fees to be charged (be specific regarding weekly rates and charges that will be made for absences or for overtime)
 - Parents responsibility for completing and submitting required forms: Forms that must be completed (i.e., enrollment form, child's health report, immunization record, medication permission form, permission forms as needed etc.)
- Name of approved assistant(s) explaining when the assistant(s) will be present
- Safe sleep policy, which shall include at minimum:
 - Caregiver safe sleep training;
 - Infant sleep positioning;
 - Infant face and head shall not be covered;
 - Alternative sleep arrangements and positions require written instruction from the infant's licensed health care provider;
 - Supervision of infants during nap/sleep times, to include positioning of staff, lighting in the room and the use of any equipment such as a sound machine that may interfere with the caregiver's ability to see or hear a child who may be distressed;

- Physical condition of the napping/sleeping equipment to ensure a safety approved crib or playpen with a firm mattress and tight fitting sheet, free of loose bedding, pillows, soft toys; and
- Cribs or playpens shall not be covered with blankets or bedding.

- Daily care and discharge of children
 - Hours of operation/care
 - Holidays observed and when facility is closed
 - Child's hours of attendance.
 - Arrival and pick-up policies and procedures
 - Discharge or termination agreement- The discharge statement should include discharge policies both from the child care facility to the parent and from the parent to the child care facility as to how child care services can be terminated.
 - Parental responsibility of notifying facility of any changes
 - Meals and snacks that are served

- Discipline and guidance methods (**NO corporal punishment**)