

## **Personnel Policies Overview**

### **WHO?**

All Oklahoma licensed child care centers and family child care homes must have written policies. Written policy requirements increase as the Star levels rise. Programs provide policies to employees when they are hired and after making revisions.

### **WHY?**

Written personnel policies clearly communicate your program policies, procedures, and expectations. They help your personnel understand their roles and help your whole team work together to meet your program's mission. Policies help build trust among employees and drive accountability. When policies display employee benefits, it can help you retain your best and brightest employees.

### **WHAT?**

#### **Written policies required:**

##### Family Child care Homes

- Child transition plans (3, 4 & 5 Star)

##### Child Care Centers

- Personnel hiring, job duties & responsibilities, professional development, attendance policy, professional & ethical conduct, firing, child transition plan, program mission statement, organizational structure (2, 3, 4, & 5 Star)
- Continuity of care & assignment to teaching personnel plans (3, 4 & 5 Star)
- Personnel benefits & resources (4 & 5 Star)

### **WHERE?**

Full wording of the STAR criteria is available at [www.okdhs.org](http://www.okdhs.org)