

Child Care Center Policies and Procedures 1-1-2023

Minimum licensing requirements for all centers:

Program policies are provided to parents upon enrollment and when revision are made and to personnel upon employment and when revisions are made and include at least the following (unless a statement is included addressing non-applicable items):

- Brief description of the program
- Ages of children accepted
- Days and hours of operation, including days when the program is closed, such as holidays
- Location of compliance file
- Relevant emergency plans & procedures information for parents
- Health inclusion, separation, and exclusion criteria, including head lice and other infestations
- Whether the program administers medication and under what conditions
- Behavior management and discipline methods
- Expulsion policy
- Mandatory reporting of suspected abuse and neglect
- Infant safe sleep environment description
- Procedures for:
 - Gaining access to building when entrance is secured
 - Receiving and releasing children
 - Notifying parents when child doesn't arrive
 - Monitoring children's health
 - Notifying parents of communicable disease exposure, while maintaining confidentiality
 - Notifying of infestation exposure, while maintaining confidentiality
 - Handling illness, injuries, and poison exposure including off-site
 - Storing, administering, returning and disposing of medications
 - Storing, using, returning, and disposing of medical waste
 - Using sun safety methods, such as sunscreen
 - Using insect repellent
 - Managing children's personal belongings
 - Transporting children
 - Notifying parents of field trips
 - Receiving children who arrive late for field trips when their group has left the facility
 - Providing meals and snacks, including for field trips

AND minimum licensing requirements for all centers with 2 or more personnel:

Program policies are provided to personnel upon employment and when revisions are made and include at least the following:

- Qualifications, responsibilities, and professional development requirements for each position, including initial and continuing professional development

- Chain of command
- Personnel health and injury exclusion criteria, including head lice and other infestations
- Procedures for the:
 - Close supervision of new personnel for at least 30 calendar days
 - Performance evaluations
 - Discipline and termination of personnel

AND minimum licensing requirements for programs that use volunteers who are not filling another position:

Volunteer policies are provided to volunteers upon starting service and when revisions are made and include at least:

- Screening and selection criteria
- Procedures to ensure volunteers are familiar with emergency preparedness plans and procedures
- Procedures to ensure volunteers obtain training and comply with requirements.

2, 3, 4 & 5 Star center additional personnel policy criteria:

Personnel policies are kept onsite and are provided to personnel upon employment and when revisions are made and include information on:

- Hiring and termination
- Job duties and responsibilities for each position
- Professional development requirements, including minimum professional development hours required
- Personnel attendance policy
- Program's mission or vision statement
- Program's organizational structure
- Professional and ethical conduct

3, 4 & 5 Star center additional personnel policy criteria:

- Continuity of care plans, including how children remain with specific teaching personnel throughout the majority of the day and are not regularly assigned to another group. (OST programs are exempt from this criteria.)
- Children's transition plans for daily activity transitions, new teaching personnel or classroom, and transitions to a new child care program, Head Start, or school.

4 & 5 Star center additional personnel policy criteria:

- Personnel benefits and resources for well-being and personnel retention.

Additional suggested policy and procedure topics:

Welcome
Statement of Philosophy
Orientation (Personnel, Children, Families)
Equal Employment Opportunity Statement
Sexual Harassment
Work Schedules and Time Sheets
General Employment Information
Physical Requirements in Child Care
Personnel Meetings
Pay Periods and Salary Scale
Personnel Evaluations
Grievance Procedures
Holiday and Vacation Policy
Sick Leave Policy
Maternity Leave
Employees with Children
Accident and Injury Reports
Hand Washing and Health Care Practices
Diaper Changing
Supervision
Communication with Families
Field Trips
Cell Phone Usage
Lesson Plans, including enhancement activities
Curriculum
Center Closings
Transportation
Meals and Snacks