



Guidelines for Developing a Provider Policy

A written provider policy is required by DHS Rule 2. The required elements are listed in the rule. Perhaps more importantly, an effective policy will describe for parents the environment in which their children will be placed. The policy can "sell" your program as well as define your limits of service. Therefore, the best policies are those that you write and develop specifically for your home.

THE REQUIRED ELEMENTS ARE:

A. Ages and Numbers of Children in Care:

- a. This may be a broad description of your license classification or may be a specific listing of children currently in your care.

B. Hours and Days of Operation:

- a. What are your hours?
- b. Do you need to stick to a set schedule or can you be flexible?
- c. What about holidays and vacations?

C. Meals and Snacks to be Served:

- a. What meals do you provide?
- b. Are you participating in a Food Program?

D. Labeling Requirements for Food and Clothing Brought From Home:

- a. You may want to include your rules regarding bringing food and supplying extra clothing in this section.

E. Sleeping and Rest Arrangements:

- a. Do children nap?
- b. When and where?
- c. Who provides blankets, sleeping bags, mats, etc.?

F. Non-Discrimination Practices:

- a. It is illegal to discriminate on the basis of race, color, creed, national origin, religion, sex or disability.



- b. This must be stated in your policy.
- c. This does not mean that you must accept a child for whom you are unable to provide care for other reasons.

G. Policies for the Care of Ill Children, Disease, Notification, Immunizations and Administration of Medication:

- a. Under what circumstances will you care for children who are ill?
- b. When and how will parents be notified if children become ill or are exposed to contagious illnesses?
- c. Provisions for obtaining and updating immunization records and for administering medication should be included.

H. Emergency Fire and Storm Plans:

- a. Plans for dealing with emergencies should be covered.
- b. The fact that you do monthly fire and storm drills should be noted.

I. Seat Belts and Transportation Plans:

- a. Under what circumstances will you be transporting children?
- b. How will they be transported?
- c. Who provides car seats?
- d. How will written permission be obtained from parents?

J. Fees:

- a. How will you charge?
- b. Hourly, daily, weekly?
- c. How much?
- d. Will you give discounts for more than one child in a family?
- e. Will you charge for overtime, late payments, or bounced checks?
- f. When is payment due?
- g. Do you allow for sick or vacation days?

K. Termination and Notice Procedure:

- a. Is notice to be written?



- b. How far in advance?
- c. Is parent responsible for paying for those days even if the child is not there?
- d. Do you provide for a "no obligation" trial period when a child is first enrolled?

L. Plans for a Helper and/or Substitute:

- a. When will you be using a helper or substitute?
- b. Will you arrange for back-up or will they?
- c. Who will be the back-up person?

M. Presence of Pets in the Home:

- a. What pets are present?
- b. Do children have access to the pets?
- c. Have pets been vaccinated?

N. No Smoking Policy:

- a. State law prohibits smoking in the home during daycare hours.

O. A Complete Copy of the Day Care Licensing Rule:

- a. Parents need to be notified that they can review your copy of the Rule of they can obtain a copy from Daycare Licensing.

P. Insurance:

- a. State whether or not you carry insurance to cover your daycare business.

Q. Discipline Procedures:

- a. What are some of the "rules" in your home?
- b. Most providers state in the policy that they are not permitted to use any type of corporal punishment (spanking, hitting, etc.)
- c. Will you be notifying parents when children are disciplined?
- d. What type of discipline will you use?

R. Reporting Policy for Licensed Family Child Care Program:

- a. Attach the three pages to the back of your policy.



S. Substance Abuse Policy & Training:

- a. Policy and training that prohibits the license holder, staff, and others affiliated with the program who are responsible for persons served by the program from abusing prescription medication or being under the influence of a chemical that could impair ability to provide care.

T. Grievance Procedure:

- a. Write your procedure describing what steps a parent or guardian can take if they are dissatisfied with some aspect of the daycare service.

Other elements you may wish to include are:

A. An introduction which includes:

- a. A description of your background, experience and training in regard to children.
- b. Information about your family.
- c. Your motivation for providing child care.
- d. Your goals in working with children.

B. A description of your program.

- a. What do you plan to do during a typical day or week?

C. Plans for communication with parents.

- a. Are parents encouraged to visit?
- b. Will you have conferences?
- c. Will you be sending notes home regarding the day?

D. Contract Terms:

- a. May want to include space for the starting date of contract. Provisions for changing rates or other terms of the contract.