

Policies are the rules and behaviors that deal with how the provider cares for children. In North Dakota, licensed providers are required to have designated forms on file for each child and to have written documentation how their program will meet specific licensing regulations. Policies cover matters largely controlled by the provider. You can change your policies or add new ones at any time; however it is recommended that you give parents notice before making changes. Policies are designed to protect the health and safety of children. They let both parties know their expectations and help the provider to be better organized. Take time to explain your policies to new families and let them know what is negotiable and what is not. Avoid compromising for one family as this may cause unhappiness among others. Give each family a copy of the written policies for reference and review them yearly to see if any changes need to be made.

Examples of items that can be included in policies are:

- accountability procedure
- release of information
- handling suspected abuse or neglect
- transportation policy
- field trip authorization
- emergency information/medical release
- list of emergency numbers
- disaster plans
- discipline
- policies for ill children
- notifying licensor of serious accident, illness or death
- medication consent forms
- policy for hiring
- pick up authorization
- unlimited access of parents to program
- meals/snacks provided
- naps
- toilet learning
- routines/activities
- substitute care
- clothing
- your program's philosophy