

Polices for (name of program)

Bold faced italicized items are requirements of the North Dakota Century Code and must be addressed in your policies. Each program may individualize the language.

Provider Information

Child Care Philosophy

Insert your philosophy

Mission Statement

Describe the mission of your child care program, what your program has to offer and list your desired outcomes.

My Qualifications

List your work experience, skills, educational background, or accomplishments.

My References

Supply references (with permission) clients may contact to ask about your work with children:

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Licensing and Liability Insurance

- I am licensed and operate a (*type of license*) child care facility in compliance with the laws of the state of North Dakota.

A copy of my license is on display to meet the licensing requirements for the state of North Dakota. (***Display License***)

- My licenser's name is _____ and you may contact [her / him] at _____.
- I [do / do not] carry business liability insurance for my child care business.

I Am a Mandated Reporter

- I am a mandated by North Dakota Century Code to report any suspected cases of physical or sexual abuse or neglect. (***Suspected Abuse/Neglect Policy and Procedures***)
- To report a suspected case of child abuse or neglect, you can call _____ (*name of agency*) at this number: _____.

Employees/Substitute Caregivers

Neither the provider nor any staff member employed or abiding in the facility will have been found guilty of homicide, assaults, kidnapping, gross sexual imposition, sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution, or a similar offense.

(Hiring Policy)

(Include the statements that are appropriate for your program.)

- Occasionally I may need to hire a substitute child care provider because of:
 - an appointment
 - training
 - an emergency
 - other: _____
- Substitute provider information is given to my licenser and a background check is completed. This employee will have the following responsibilities: _____
- I have a permanent employee who works with the children on a daily basis. A background check has been completed and s/he meets all state licensing regulations. This person has the following child care responsibilities: _____.

My Privacy Policy *Privacy Permission Agreement Form*

- I will do all I can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission. (***Release of Information***)

I Do Not Discriminate

- I do not discriminate based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

Children with Special Needs

- I have [experience / skills / training] in caring for children with the following special needs: (list)
- All children with diagnosed special health needs must have a current care plan signed by a health care provider and parent/guardian, as well as a release of information form signed by parent. Care plan must be updated at least yearly.
- Emergency medication and/or equipment specified in the care plan must be available at my program at all times and when the child is taken off site during child care hours.

The Rules of My Home

Parents are welcome to stop at the program at any time. If for some safety reasons you find the doors are locked, please knock, ring the bell or call us. **(Unlimited Access)**

Insert guidelines that are important for families/children to follow such as:

- Please remove your shoes when you enter my home or before walking on the carpet.
- Areas of the home that are off limits to the child care children.
- Where clients may park during drop-off and pick-up times.
- Where children's personal items will be stored.

Client Responsibilities

Our Partnership Agreement *Child Care Policies Agreement Form*

- We will work together to ensure that each child has the opportunity to develop to their full potential.
- We will communicate regularly about the child's physical, emotional, social, and intellectual growth.
- You will keep me informed about any change in the child's schedule, routine, or home environment. I will do the same for any changes in the child care business that affect the child.
- You will provide any information about the child that will allow me to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.
- You will provide a health care plan for your child if he/she has a diagnosed health condition (ex. asthma, diabetes, food allergy, etc.). You will provide any medications and any equipment/device specified in the care plan. The care plan must be updated at least yearly.
- I will ask you to complete an annual evaluation of my child care program.
- You agree to follow the policies of my child care program.

My Records for Your Child

- I will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:
- **Child Information Sheet (SFN 845)** a required licensing form for each child
 - your emergency contact information, including the name of a backup person in case I am unable to reach you, and the phone numbers of the child's doctor and dentist **(Emergency Information)**
 - a list of everyone who is authorized to drop off and pick up the child
 - a signed consent form to obtain emergency medical or dental care **(Medical Release)**
 - written permission to transport your child
 - according to state law, you must provide me with updated immunization records
- **Parent's Statement of health of child (SFN 847)**
- Forms (list examples)

Backup Child Care

- You will be responsible for finding backup child care if I must close my business or I am unable to care for your child. This may include, but is not limited to, the following reasons:
 - I take vacation.
 - I take a sick day.
 - I take a personal day.
 - There is an emergency in my family (death, serious illness, accident, etc.).
 - I must close my business due to bad weather or other emergency.
 - Your child is ill.
- You must make your own arrangements for backup child care.
- I can refer you to the local Child Care Resource and Referral agency as a resource for finding backup child care.

Supplies for Your Child

- I will ask you to provide the following items. Please label them with the child's name. (examples)
 - plastic sealable bags (for soiled clothing)
 - sunscreen (for infants 6 months and older)
 - insect repellent (for infants 2 months and older)
 - disposable diapers
 - baby wipes
 - baby bottles with covers
 - a pacifier, blanket, or other security item for naps

Dependent Care Plans

- I will participate in the dependent care plan that is offered by your employer. You must provide me with the required forms and instructions and keep me informed about the deadlines required by your plan.
- If you haven't spent all the money that you have set aside under the dependent care plan by the end of the plan year, you could donate the unspent money to my program. Legally, the funds can not be used as a credit to future child fees. Rather than lose those funds this would help improve the quality of the care your children receive.

Bad Weather Closings

- You are required to notify me as soon as possible if your place of employment is closing early or will be closed for the day due to inclement weather.
- You are required to notify me as soon as possible if you will not be bringing your child to my program due to inclement weather.
- I will notify you as soon as possible if my program will be closed because of inclement weather.

Grievance Procedure

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licensor, _____, at _____ (insert licensor's name and phone number).

Parents, guardians, or custodians of each child receiving child care must be notified of the process for reporting a complaint or suspected licensing violation. Employees must also know the process for reporting a complaint or suspected licensing violation. Upon request, the provider shall make available to the parent, guardian or custodian of children receiving care a list of names, telephone numbers, and addresses of the parents or guardians of children for whom early childhood services are provided. Permission to disclose that information must be granted by the parent, guardian or custodian of the children. **(Century Code 50-11.1-07)**

Correction Orders

Within three business days of the receipt of the correction order, the licensee of the early childhood facility shall notify the parent, guardian, or custodian of each child receiving care at the facility that a correction order has been issued. In addition to providing notice to the parent, guardian or custodian of each child, the licensee shall post the correction order in a conspicuous location within the facility until the violation has been corrected. **(Century Code 50-11.1-07.2)**

Child Care Program

Activities/Curriculum

Daily activities include individual and small group activities appropriate to the ages and needs of the children. Intervals of stimulation and relaxation and a balance of active and quiet play are part of the program design. Children also enjoy indoor and outdoor activities. A variety of educational experiences with an adequate supply of safe equipment and materials for all ages are offered. **(Program Requirements, Education, Routines, Equipment, Activity Materials)**

- I will conduct the following activities with the children: (examples)
 - literacy and language development activities
 - art activities
 - health, safety, or nutrition projects
 - puzzles, games, or eye-hand coordination activities
 - active physical play
 - gross motor activities
 - free play
 - field trips
 - block play

- music and movement
 - sand and water play
 - individual quiet activities
 - dramatic play
- I use the following curriculum program: _____.
 - The typical daily schedule in my program is: *(Insert a list of times of day and activities.)* **(Daily Routine)**

Birthday and Holiday Celebrations

My program uses the following guidelines for celebrating birthdays and holidays: *(list)*

Clothing

- You must provide an extra set of clothing for your child at my home that is appropriate for the season and the size of the child. Please label with your child's name.
- Soiled clothing will be sealed in a plastic bag and sent home to be laundered. Washing clothing soiled with body fluids is prohibited in child care programs.
- If a child is being toilet-trained, please provide several sets of clothing each day and a sealable plastic bag for soiled clothes.

Food and Nutrition *(Nutrition, Infant Food, Meals, Snacks)*

- I participate in a Child and Adult Care Food Program; you will be asked to sign a form and supply your information for the food program sponsor.
- My program includes the following meal schedule: *(select what your program offers and the times they are served)*
- At mealtimes, I will offer the food to the children but will not require them to eat it. I will inform you if I notice any change in your child's eating habits.
- Infant's bottles are never propped nor are children left unattended during the eating process.
- If your child has an allergy to any food or beverage, you must notify me in writing. You must provide a written care plan signed by a health care provider and you, along with any emergency medication specified in the care plan. All caregivers will be made aware of the allergy.
- Copies of my menus are posted (location).

Naps and Quiet Time

- There is a daily nap or rest period for children according to the child's age, needs and parent's wishes. If your child is not sleeping, alternative activities will be provided. **(Naps)**
- At naptime, each child will have clean and separate bedding.
- You may bring a special blanket or other security item for naptime.
- Infants under the age of 12 months will be laid flat on their back for sleep in a safety approved crib or playpen, to reduce the chance of Sudden Infant Death Syndrome (SIDS). (See Sample Policy for Infant Sleep for more information.)
- If you wish me to place your infant in an alternate sleep position, or in another device/equipment for sleep, you must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission. I will consult an attorney to discuss your request. I reserve the right to refuse enrolling your infant if I do not feel comfortable following the order. *Written Waivers for Infant Sleep Positions Form*

Learning to Use the Toilet *(Toilet Learning)*

- I will help a child learn to use the toilet once you and I agree that the child is physically ready. It is important to follow a consistent routine both at home and in my program.

Toys

- Children [may / may not] bring toys, books, etc. from home. *(list)*

Behavior Guidance *(Discipline)*

- I will not use any corporal punishment (spanking) in my program.
- I will impose a "time-out" only if it is age-appropriate for the child, using a guideline of one minute per year of age.
- I will use distraction and redirection to guide the behavior of toddlers.

Illness, Health, and Safety Policies

III Child Policy

- If you do not comply with my illness policy, I may terminate our contract.

- I will not care for an ill school-age child who would not be allowed to attend class under the school health guidelines.
- If your child becomes ill during the day I will: _____ (describe the steps you will take)
- Since this is my business, I have the right to override any note from a physician authorizing re-admittance to child care if I feel it is necessary.
- You must notify me before ____ (time)] if your child will not be attending my program due to illness.

Children who have the following kinds of symptoms or illnesses may not attend my program: (list) *Exclusion guidelines that align with state licensing requirements are supplied to new child care programs through your local CCR&R office.*

- If your child becomes ill and I am unable to reach you, I will then try to contact another person authorized to pick up the child.
- The death of a child at the facility or a child involved in a serious accident or illness requiring hospitalization while in the care of the facility or attributable to the care received in the facility must be reported within 24 hours to the county social services director. (**Death, Serious Accident or Illness Requiring Hospitalization**)

Administering Medication (Consent for Prescription Medications, Non-prescription Remedies)

Authorization for Prescription Medications, Authorization for Non-prescription Medications and Authorization for Non-prescription Products forms

For licensing, it is only required to obtain written parental permission to give prescription and over-the-counter medication. In order to reduce the likelihood of a parent lawsuit, it is recommended for providers to do the following: obtain written permission and instructions for giving over-the-counter and prescription medication from a health care provider and the child's parent, follow safe practices, and have liability insurance. The label of the prescription medication can serve as the written permission and instructions from the health care provider.

- All prescribed medication should be kept in the original container labeled by a pharmacist with the following information:
 - a) the child's first and last names (the name of the child on the medication and the child receiving the medication MUST be the same)
 - b) the date the prescription was filled (must be a current date)
 - c) the name of the health care provider who wrote the prescription
 - d) the medication's expiration date (never give expired medication)
 - e) the manufacturer's instructions or prescription label with specific, legible instructions for administration, storage, and disposal
 - f) the name and the strength of the medication
- Over-the-counter (OTC) medications should be kept in the original container as sold by the manufacturer, labeled with the child's name by the parent, and given according to the manufacturer's label. I require written authorization from a health care provider if your instructions are different than the label, if label states "consult physician" for dosage, if you request the medication to be given more than 3 days, or if it is cold/cough medication for a child under 4 years of age. **** As of October 2008, the Consumer Products Healthcare Association (CPHA), with the support of the FDA, are changing the labels on OTC cold and cough products to state "do not use" in children under the age of 4 years of age.**
- I require written authorization to administer non-prescription products to children such as sunscreen lotions, insect repellents, and diapering products, etc.
- I will document all medication that I dispense to the children in my files.

Immunizations

Child care providers should discuss with an attorney the liability risk for enrolling a child whose parents refuse to immunize their child for non-medical reasons. When a child who has a medical exemption from receiving immunizations is included in a child care, reasonable accommodation of that child requires planning to exclude such a child in the event of an outbreak.

- You are required to keep your child current with all immunizations. Each time your child is immunized please notify me so that I can update my record of your child's immunizations in my files.

Emergency Information (Disaster Plan)

- I keep a list of emergency numbers near my phone. (**Emergency Phone List**)
- You must provide me with the names and phone numbers of at least one other person to call if I cannot reach you in an emergency.
- To reduce the risk of fire, I follow the fire safety rules and state laws regarding smoke detectors and fire extinguishers.
- I teach the children that if there is ever a fire in the house, they should _____.
- In case of a power outage, I keep a first aid kit, flashlights, and extra blankets accessible.
- If you leave work early, go to another location for the day, or vary your normal routine, please let me know how I can

contact you that day.

- If your child is involved in a serious or life-threatening emergency, I will call 911 and get immediate medical care, and then I will call you as soon as possible.
- If your child is involved in an emergency that is not serious or life-threatening, I will call you as soon as possible.
- My emergency plan includes:
 - a posted fire escape plan
 - an emergency meeting place away from the home
 - fire drills as required by state law
 - an emergency plan for a [tornado / blizzard,/flash flood]
 - an emergency plan for a missing or abducted child
 - an emergency plan for transporting the children
 - an emergency plan for utilities and maintenance (gas leaks, power failure, loss of water, phone, heat or air conditioning)
 - a general emergency plan to respond to accidents
 - a backup caregiver who can care for the children in case I have a personal emergency
 - an emergency plan for chemical spills

Pets

- I [do / do not] have pets.
- I have the following pets:
 - Indoor: _____
 - Outdoor: _____
- My pets [are / are not] confined during child care hours.
- My pets have received all required immunizations.

Water Hazards *Swimming Pool Permission Form*

- There is no swimming/wading pool at my child care facility.
- There is a swimming/wading pool at my child care facility.
- I must have your written permission before I will allow your child to use the swimming/wading pool.

Smoking, Drinking, and Drugs

- My home is a smoke-free environment. No one is permitted to smoke in my home, either during or after child care hours.
- State law does not allow smoking in my home during child care hours.
- Neither I nor my employees use alcohol or drugs during working hours.

Policies for Transporting Children

Transporting Children (*Transportation Policy*)

- I will not transport children in my vehicle.
- I will transport the children in my vehicle only with your written permission. My reasons for transporting the children may include, but are not limited to: (*examples*)
 - field trips, the library, the park, the beach or swimming pool
 - transporting school-age children to and from school or a bus stop
 - transporting children in the event of an emergency
- You must leave an age appropriate child passenger safety seat with me to use when I transport your child. The seat should be labeled with child's name, parents' names, and emergency contact numbers.
- When I transport children, I will secure them in age appropriate child passenger safety seats as required by state law and carry required automobile insurance.

Field Trips *General and Specific Field Trip Permission Forms*

- I do not offer field trips and will not transport your child.
- I do offer field trips and will need written permission to transport your child. (***Field Trip Notification and Permission***) When I transport the children, I will secure them in age appropriate child restraints as required by state law and carry required automobile insurance. (***Transportation Policy***)
- We may walk or drive when we take field trips.
- If someone else's vehicle will be used to transport the children, I will make sure that the driver has a current driver's

license, will secure children in age appropriate child restraints as required by state law and carry required automobile insurance.

- On every field trip I will carry a first aid kit and emergency contact numbers for parents of all the children. I also have a field trip emergency plan.

Persons Authorized to Pick Up and Drop Off Your Child (*Pick up Authorization*)

- You have authorized the people listed on your Child Information Sheet SFN 845 to pick up your child from my program.
- Unfamiliar people on that list will be asked for a photo id before I can release your child/children to them.
- You will notify me immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from my care.
- I reserve the right to remove anyone from the authorized pickup list for any reason.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give me a copy of that court order.
- You must call and notify me in advance by _____ (*insert deadline*) if a child will be dropped off earlier than the scheduled drop-off time or picked up later than the scheduled pickup time, whether by you or anyone else.

Pickup and Drop-off Policy

- My first responsibility is protecting the health and safety of the children in my care. When you drop off and pick up your child I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use a required child restraint creates an unsafe situation.
- You must comply with state law regarding appropriate child restraints when transporting your child to and from my program.
- I may terminate our contract immediately if you fail to transport your child in a required restraint or are driving under the influence of alcohol or drugs.
- If in my opinion you cannot safely transport a child from my home at pickup time, I will ask you not to take the child and will propose the alternatives listed below.
 - I will call one of the people authorized to pick up the child and ask that person to transport the child.
 - I will call a cab to pick up you and your child and you will be responsible for paying the cab fare.
 - If you have failed to bring a required restraint for the child, I will ask you to drive home without the child and return with the required restraint installed in the car.
- If you refuse to agree to an acceptable alternative and insist on taking the child, I will immediately call the police and report the unsafe situation.

Transporting School-age Children

- School-age children are not allowed to leave my program unsupervised; they must be picked up by a parent or other authorized person.
- School-age children are allowed to leave my program unsupervised with permission from the parent/guardian.
- If your child/children will be arriving at the program unaccompanied by a parent (walking from school) and fail to arrive at the expected time, the program will notify you by phone so you can locate the child. If the program is unable to locate either parent/guardian they will contact the emergency contact person provided by you. If all efforts fail to find a responsible party, I will notify the police. (***Accountability Procedure***)