

ID # _____

Name of Program _____

Operational Policies for Family Child Care Homes

Effective Date of Policies: _____

I. Check each item reviewed and indicate if it is acceptable

Sufficient	Not Adequate	Missing	<i>Item</i>	<i>Comments</i>
			Business Practices (minimum requirements) <ul style="list-style-type: none"> • Days and Hours of Operation • Tuition Rates/Payment Policy • Ages Accepted • Enrollment Procedures • Closing Dates (i.e. Vacation/Holidays/Professional Development) • Substitute Arrangement • Written Plan of Care (suggestions) <ul style="list-style-type: none"> • Additional Fees (early drop-off, late pick-up, deposit, supply fee...) • Severe Weather Policy • Trial Enrollment Period Policy • Supplies (what parent provides) • Termination Policy • Program Description • Summary of the Law • Records 	
			Health and Safety Practices (minimum requirements) <ul style="list-style-type: none"> • Safe Sleep Policy • Discipline Policy • Procedures for Adminstrating Medications • Statement of First Aid and CPR Certification • Emergency Information Request • Transportation Procedures and Permission (if applicable) • Policy on Pick-up of Child(ren) • Fire Drill Procedures • Abuse and Neglect Reporting Procedures • Breastfeeding Support (suggestions) <ul style="list-style-type: none"> • Emergency Procedures • Community Health Resources • Procedures for Reporting Injuries • Toilet Training 	

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Sufficient	Not Adequate	Missing	Item	Comments
			Infection Control – Ill Child Exclusion/Inclusion (minimum requirements) <ul style="list-style-type: none"> • Policy for when a child is too sick to attend (including symptoms) • Policy for when children are too ill to remain in care (including symptoms) • Procedures for when the provider is sick (suggestions) <ul style="list-style-type: none"> • Immunization Requirements • Hand Washing Procedures 	
			Meal and Snack Practices (minimum requirements) <ul style="list-style-type: none"> • What Meals are Supplied (i.e. breakfast, snack, lunch...) • Approximate Times of Meals • Nutritional Requirements (suggestions) <ul style="list-style-type: none"> • Information about Food Program (if on the food program) • Sample Menus • Allergy Plans 	
			Daily Activities (minimum requirements) <ul style="list-style-type: none"> • Copy of Schedule • Description of Types of Activities • Field Trip Permission (if applicable) (suggestions) <ul style="list-style-type: none"> • Description of the importance of different types of activities 	
			Parent Involvement (minimum requirements) <ul style="list-style-type: none"> • A statement on how parents will be encouraged to be involved (i.e. parent conferences, sharing time or talent, attending field trips, donations...) 	