**Policies for (Your Business Name)**

**Below are suggestions for creating your program policies. You will need to tailor this to fit your program needs. It is your responsibility to review all licensing rules and be knowledgeable of the content of your own policies. For sample forms go to: www.ndchildcare.org**

**Hiring Policy**

Include this policy whether or not your program plans to hire additional employees. Even if you do not have current plans to hire, cover what will be needed should you decide to do so:

* When a program hires additional employees they need:
	+ An Authorization for Background Check and fingerprinting
	+ Current CPR and First Aid certification
	+ Getting Started and SIDS training
	+ Be 18 years of age or always supervised by an adult
* Programs will not employ anyone convicted of a direct bearing offense listed in ND Admin. Code 75-03-08-27 (*Family Rule) or* ND Admin. Code 75-03-09-27 (*Group Rule).*

**Grievance Policy**

* If you have any concerns or complaints about the program, please discuss them with the provider soon as possible. If you have a serious complaint that you feel is not being addressed, you may contact the licensing specialist, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Mandated Reporter

* Licensing requires all staff are mandated reporters and will report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03.
* If you need to report a suspected child abuse or neglect you may call the statewide toll-free Child Abuse & Neglect reporting Line at 1-833-958-3500 available 8 am – 5 pm central time. If it is an emergency and a child is in imminent danger, Call **9-1-1** now.

**Liability Insurance**

* State whether the program carries business liability insurance.

**Media Release**

* It is recommended to have a written permission form on file for all children to have their picture taken. Pictures of the children are taken quite often for display, bulletin boards or sometimes social media. Children cannot be photographed without a permission form from their parent/guardian.

## Discrimination

* This program does not discriminate against children or parents based on race, color, gender, religion, age, disability, or national origin.

## Records for Children

* All records and information with respect to children, families and staff are kept confidential.
* List the required forms that need to be completed prior to attendance. These forms must be updated annually:
	+ Immunization Records
	+ Child Information Sheet
	+ Birth Certificate/Passport (must verify identification of children in care)
	+ Parent Statement of Health
	+ Food Program Form
	+ Parent Permission Forms

**Program Access**

* Parent/Guardian will be provided with unlimited access and opportunities to observe their child(ren) in program.
* For safety reasons the doors to this program may be locked.

***Rules for Families/Guardians***

* Add guidelines that are important for families/children to follow in the program

## Communication

* The program will communicate regularly about the child’s physical, emotional, social, and intellectual growth. Upon request, parent/guardian will be provided progress reports on their children.
* Please share any information about the child that will help me provide high-quality care.

## Required Supplies

* List all required supplies parent/guardian must provide for their child(ren).

**Accountability Policy**

* Program must establish procedures for when a child(ren) fails to arrive as expected:
	+ Notify the program if the child will not be attending or is going to be late
	+ If the program is not notified by your specified amount of time the program will attempt to call the parent/guardian or emergency designee.
* School-age Children **(Choose wording that best fits your program.)**
	+ State if school-age children are not allowed to leave the program unsupervised.
	+ If your child will be arriving at the program unaccompanied by a parent/guardian (walking from school) and fail to arrive at the expected time, the program will notify:
		- parent/guardian
		- the emergency contact person provided by you
		- the police

## Pickup and Drop-off

## Only authorized people listed on your Child Information Sheet may pick up the child(ren) from the program. Please notify the program of any contact information changes.

* Explain your process for releasing a child to an authorized and a non-authorized person.
* Some things to consider are:
	+ If there is a court order that limits the rights of one of the child’s biological parents to drop-off/pick-up child(ren)
	+ Required safe transportation of a child at pickup and drop off time
	+ Parents must accompany a child(ren) into and out of the program

**Daily Reports**

* How will you communicate about a child’s day?

**Supervision**

* Explain how children will be supervised to protect their health and safety.

## Guidance and Discipline Policy

* Explain your written policy regarding discipline.

**Personal Possessions**

* Explain the programs storage of personal belongings.

**Transportation Policy**

* Explain the programs transportation policy or state if you do not transport children

**Field Trips**

* Explain if you will be taking field trips and what forms will be required.

**Pets**

* Explain if you have pets in your program and if so, state how you will care for them.

**Incident Procedure**

* Explain when:
	+ first aid will be administered
	+ incident reports will be completed
	+ parent/guardians will be called
	+ emergency services will be called

**Emergency Procedures**

* SFN 517 must be posted in program
* Explain:
	+ How you will communicate with families
	+ How parent/guardian should proceed

**Children with Special Needs**

* All children with diagnosed special health needs are required by licensing to have a current written health care plan signed by a parent/guardian and physician. Program will keep care plan on file.

**Immunization**

* Discuss the program policy concerning immunized and unimmunized children.

**Guidelines for Illness Exclusion**

* Explain guidelines for illness exclusion from program.

**Medication**

* Explain your medication policy:
	+ Will you distribute medications that are prescription, over the counter or over the counter products
	+ Will only administer medication required by a child’s health care plan
	+ Where you will store medication
	+ Written parental permission

**Handwashing**

* Explain when staff/child hands will be washed.

**Outdoor Play**

* Explain guidelines that help determine when children will be outdoors for play.

**Aquatic Policy**

* Explain your aquatic policy or if you do not participate in aquatic activities.

**Meals and Snacks**

* Explain:
	+ How meals are prepared
	+ Where menus are posted
	+ How food allergies are handled and where they are posted
	+ If your program participates in a USDA food program
	+ Rules for food brought from home

**Toileting Learning**

* Explain your procedures for toilet learning.

**Nap and Rest**

* Explain your guidelines for:
	+ Infant sleep
		- Written parental permission required for a pacifier, blanket, sleep sack or a security item to be used for sleep.
	+ Children over the age of one
	+ Non-nappers

**The Signatures of the Parties to the Program Policies**

* By signing these policies, parent/guardian indicates that they have also read the provider’s policies and agree to follow them.
* Failure to enforce one or more of the terms does not waive the provider’s right to enforce any other terms of this agreement.

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Parent/guardian signature Date of signature

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Parent/guardian signature Date of signature

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Co-signer’s signature\* Date of signature

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Providers signature Date of signature

\*A co-signer is required if the client is under the age of 18.