

**Child Care Resource and Training Kit**  
**Policy Development**  
**Lesson Plan**

## POLICY DEVELOPMENT

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Course Length: 1 – 1 ½ hours

### Goals:

To develop policies that meet the needs of the early childhood program and the WACs

### Objectives:

Gain an understanding of why policies are needed in a child care setting

Understand the components of an effective policy

Understand the requirements of the WACs related to particular policies in child care settings

Identify individual needs of the child care facility in relation to policies

Provide a template for policy development that meets the requirements of the WACs for child care.

**All of the materials in the Child Care Training and Resource Kit have been provided by public health staff in Washington State. The only materials included are those where copyright could be located and permission to use was received. In all cases the copyright owner has requested to receive credit for the use of their materials. Please do not use these materials in any other way without getting your own copyright release.**

### How to use the Child Care Training and Resource Kits:

#### Each lesson contains:

**Lesson Plan** file, with the general directions for the lesson.

**Overheads** file with the overhead materials. Those files on the CD are in color.

**Teacher Notes** file which outlines the points of the discussion for each overhead, where needed. Please note that in this module the overheads are also the information that the teacher needs.

**Handouts** file includes pages related to the overhead for those learners who like to take notes as well as other materials for the learner to take with them. Occasionally, some materials you must request yourself from the vendor. Instructions on how to get these materials are included in the lesson plan file. Some materials you must download from the Internet and the web address is included in the lesson plan file. Those files on the CD are in color.

**Teacher Enrichment** files are included in some cases. (Please note that this file does not include Teacher enrichment files)

**Handouts:** overhead summary and policy templates for Health , Disaster, and Pets in the Classroom

### **Materials Needed:**

**Overhead projector**

**Flip chart and pens** for recording ideas

**Policy template handouts** ( Use policy handout for topic being addressed, the templates are a part of this module)

**Sample Handwashing Policy handout**

<b>Activity</b>	<b>Process</b>	<b>Time</b>	<b>Materials</b>
Welcome and Introductions	<p>Introduce yourself and the topic: Policy Development</p> <p>Have participants introduce themselves and tell the group one thing they want to get out of this training.</p>	10+ minutes depending on size of group	flip chart and pens to write down comments and what group wants out of the training
Lecture	<p>Mini Lecture</p> <p>Use the overheads to guide your presentation.</p>	30 minutes	Overheads included in packet related to the “whys and hows” of policy development
Activity	<p>Producing your individualized policies</p> <p>Choose the policies you want to address (Health, Disaster, Pets in Classroom, others not included in this packet) and pass out templates for the policies (copy from those included in this packet). The templates in this module are in Word so that they may be modified for your individual county or child care facility. Go through the template with the group discussing the possibilities for individualizing for their child care sites. Have each person fill out their templates for their sites. Have them do it in pencil. Review and answer questions as they come</p>	50 - 80 minutes	Make enough copies of the templates for the participants to each have two copies.