

Why Develop Policies?

To promote and protect the health and safety of children and staff

To help families and staff understand child care as a business

Why Develop Policies? (con't)

**To help keep programs in compliance
with state laws and regulations**

To help insure consistent practices

To encourage open communication

Components of a Policy

- Statement of policy
- Intent statement
- Background Information
- Procedure/Practice
- Applicable
- Communication
- References
- Review
- Effective date
- Review date

Regulations vs Policies

Regulations are the minimal operating requirements established by the state for licensure

Policies are a program's interpretation of state regulations and determine how they will comply. A facility's policies may be stricter than state regulations

Recommended Policies

- Admissions
- Supervision
- Discipline
- Care for children with special needs
- Health history for children and providers
- Current health plan
- Safety surveillance
- Emergency illness/injury
- Care of acutely ill children
- Medication
- Evacuation plan, drills, and closing
- Authorized caregiver
- Transportation and field trips
- Hygiene and sanitation
- Food handling and feeding

Recommended Policies

- Sleeping
- Smoking, prohibited substances, and guns
- Staff policies
- Review and revision of policies
- Design and maintenance of facility
- Physical Environment

Evaluation of Effectiveness

Does the policy accomplish what was intended?

Is the policy realistic?

Is the policy appropriate?

Tips to Remember

Policies should be feasible for the site

The site should have the necessary resources to enforce the policies that they develop

Liability can increase if policies are not followed, or if they are "bad" policies to begin with.

Policy Development in Child Care Settings

**Developed by
Healthy Kids Northwest, LLC
Jan Gross, RN, BSN**