

POLICY CHECKLIST – GROUP CHILD CARE CENTERS

Use of form: Use of this form is required when submitting policies per DCF 251.11(2)(c)5. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement. Policies will be reviewed to ensure that all required elements are included and that nothing in the policies conflict with the licensing rules.

Instructions: DCF 251.04(2)(h) and (i), require the licensee to develop, submit to the department for compliance review, implement and / or provide to the parents written plans, policies and procedures for the following categories. Policies are documents that describe the center’s goals and strategies and outline the procedures that will be followed with regard to a variety of situations. The policies must include the items specified by the administrative rule, but may also include other items that provide additional information to staff and parents. Asterisked (*) items are required by administrative rule. The other items listed are not required to be included in the written policy, but it is strongly recommended that they be included. When policies are created and whenever policies are updated, submit a **dated** copy to your licensing specialist along with the completed checklist. Identify the page number on which you address each point for ease in reference and review.

- Page No** * **ADMISSION 251.04(2)(i)1.**
- _____ Terms of the license including capacity, ages, hours, months and days
 - _____ Any limitations (toilet trained, walking, etc.) to enrollment
 - _____ Days closed and procedure for emergency closing
 - _____ Where the licensing rules, license certificate, results of most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions or exemption will be posted so that they are visible to the public
 - _____ Where center policies, parental notices, observations and other parent information will be posted or other method for ensuring these items will be made available to the parents
 - _____ Absent child without prior notification
 - _____ Attendance methods, part and full-time definitions and minimum attendance hours
 - _____ Confidentiality
 - _____ Child abuse and neglect reporting
 - _____ Administrative structure / delegation of administrative authority
 - _____ Enrollment information, forms required and timelines for submission
 - _____ Method of enrollment (visit, phone)
 - _____ Items parents provide and those provided by center
 - _____ Parent access to center for observation, conferences, etc., unless access denied by court order
 - _____ Number and types of pets and children’s access to pets
 - _____ Method parents are informed about the presence of pets in a center
 - _____ Children’s records, medical logs
 - _____ Center philosophy
 - _____ Non-discrimination statement
 - _____ Americans with Disabilities Act statement

LICENSING SPECIALIST _____ APPROVAL DATE _____

- Page No** * **DISCHARGE OF ENROLLED CHILDREN 251.04(2)(h)3.**
- _____ Child’s progress communication between center and parents
 - _____ Rules and policy availability to parents
 - _____ Circumstances and procedures for termination of enrollment
 - _____ Time frame
 - _____ Verbal vs. written notice

- _____ Parent initiated, mutual decision, center initiated, involuntary discharge
- _____ Behavior related discharges
- _____ Steps prior to discharge
- _____ Documentation
- _____ Outside agency involvement
- _____ Decision making
- _____ Discrimination issues
- _____ Appeal process
- _____ Reasons: e.g., fee payment, policy compliance

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- Page No** * **FEE PAYMENT AND REFUNDS 251.04(2)(h)1.**
- _____ Policy made available to parents
 - _____ Access to children’s records
 - _____ When and how parents / other sources pay
 - _____ Late payment, late pick-up, NSF checks
 - _____ Absences (vacations, illness, etc.)
 - _____ Registration / material fees
 - _____ Refund circumstances and methods
 - _____ Additional fees for field trips, lunches, lessons
 - _____ Sliding fee scale, discounts, referral bonuses
 - _____ Fee determination methods (attendance, parent sign-in)
 - _____ Full / part time attendance definitions
 - _____ Fee calculating methods (hourly, daily, sessions)

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- Page No** * **CHILD EDUCATION 251.04(2)(i)3.**
- _____ * Religious training (include holiday celebration) 251.04(4)(d)
 - _____ Written plan for early AM and late afternoon care
 - _____ Outdoor play space and activities
 - _____ Developmentally appropriate programming for infants and toddlers
 - _____ Developmentally appropriate programming for preschool children
 - _____ Developmentally appropriate programming for school-age children
 - _____ Developmentally appropriate programming for children in night care
 - _____ Center schedule (meals, outdoor time, etc.)

Page No * **CHILD EDUCATION continued**

- _____ Communication with parents (daily, weekly, semester)
- _____ Schedule coordination with home (infant / toddler, night care)
- _____ Cultural diversity
- _____ Water activities, safety, swimming, wading pools, supervision
- _____ Transitions without line standing or large groups
- _____ Walking field trips
- _____ Type of curriculum (theme, Montessori, etc.)
- _____ Curriculum plan time frame
- _____ Staff responsibility for curriculum
- _____ Center educational philosophy

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No * **CHILD GUIDANCE 251.04(2)(i)5.**

- _____ * Appropriate ways to manage crying, fussing, or distraught children 251.04(2)(i)5.
- _____ * Provision for positive guidance, redirection and the setting of clear-cut limits for the children and for developing self-control, self-esteem and respect for the rights of others 251.07(2)(b)
- _____ * Time-out procedures (specific behaviors, time limits, age limits) and staff guidelines for use of time-out, if used 251.07(2)(c)
- _____ Specific guidance techniques for all children
- _____ Prohibited punishments; inform parents that certain punishments are prohibited even at parent request
- _____ Techniques for transitions so that children are not waiting in large groups or in long lines
- _____ Classroom arrangement, materials and programming which will contribute to providing clear guidelines and promoting positive behavior
- _____ Parental involvement in solving behavior
- _____ Techniques used to control unwanted behaviors, such as biting

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No * **CONTINGENCY PLANS 251.04(2)(i)6. and 251.06(3)**

- _____ * Written plan for responding to a fire 251.04(2)(i)6.
- _____ * Written plan for responding to a tornado 251.04(2)(i)6.
- _____ * Written plan for responding to a missing child 251.04(2)(i)6.
- _____ * Written plan for responding to other emergencies, e.g., severe weather, extreme heat or cold, threats to the building or it's occupants, flash flood, loss of building services, circumstance such as a medical emergency, illness or other situation requiring immediate attention that may be disruptive to a child or children in the care of the center, etc 251.04(2)(i)6.
- _____ Child and staff injury procedures both for a severe injury and a minor injury occurring both on the center premises and on field trips
- _____ Daily attendance and child location at all times; number and names of children to be known by child care worker
- _____ Emergency contact person – second adult available within 5 minutes
- _____ Procedure used to ensure that a person who arrives to pick up a child has been authorized by the parent and is correctly identified

- _____ First aid equipment storage in vehicle
- _____ Procedure for making required reports to the department
- _____ Emergency lighting for night care
- _____ Posting emergency numbers
- _____ Motor vehicle availability or emergency vehicle availability
- _____ Emergency supplies (flashlights, blankets, radio, extra batteries) and storage
- _____ Special evacuation considerations for children / staff with physical / mental disabilities
- _____ Safe location for children after emergency evacuations
- _____ Children's records taken in emergency situations
- _____ Custody issue disputes
- _____ Action when authorized pick-up person appears impaired by drugs or alcohol
- _____ Procedure for releasing a child to a person who is not a parent or not authorized

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Page No * **HEALTH CARE 251.04(2)(i)2.**

- _____ * Sudden Infant Death Syndrome (SIDS) risk reduction for centers licensed to care for children under age 2 251.04(2)(i)2.
- _____ Ill child definition, care, isolation and removal
- _____ Communicable diseases exclusion and notification to public health, licensing and parents of exposed children
- _____ Medical log responsibilities, entries, and review
- _____ Medication administration and storage
- _____ Medication authorization
- _____ Missed medicine dosage or other errors in distribution
- _____ Parent notification and confidentiality
- _____ Cleanliness
- _____ Disposal of soiled diapers, wet / soiled clothing, bedding
- _____ Sanitation of toys and equipment (how and when)
- _____ Use of universal or standard precautions
- _____ Handling body secretions
- _____ Hand washing procedure for staff and children
- _____ Glove usage and disposal
- _____ First aid
- _____ Minor injuries, handling and parent notification
- _____ Serious injury and accident procedures
- _____ Injury off site procedures
- _____ Source of emergency medical care
- _____ Procedure for sharing information on a child's special health needs with everyone responsible to care for the child
- _____ Health related forms
- _____ Immunizations, physical exams and health history requirements
- _____ Child biting health procedures

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Page No * MILDLY ILL CHILD CARE 251.07(6)(d)5.

Completed as part of the written health policy only if center has specifically requested to be licensed to provide care to mildly ill children and has met the additional requirements of 251.07(6)(d)

- _____ * Admissions and exclusions 251.07(6)(d)5.a.
- _____ * Staffing 251.07(6)(d)5.b.
- _____ * Staff training procedures 251.07(6)(d)5.c.
- _____ * Monitoring and evaluation 251.07(6)(d)5.d.
- _____ * Programming 251.07(6)(d)5.e.
- _____ * Infectious disease control 251.07(6)(d)5.f.
- _____ * Emergency procedures 251.07(6)(d)5.g.
- _____ Supervision of children
- _____ Room and requirements for operating
- _____ Observation and isolation procedures
- _____ Communicable disease, medication, health precautions, personal cleanliness, body waste disposal procedures
- _____ Identify appropriate illnesses (acceptable temperature, no communicable disease)
- _____ Health consultants and roles
- _____ Sanitizing and disinfecting procedures
- _____ Forms required
- _____ Medication administration
- _____ Parent communication procedures, reports
- _____ Equipment and play materials

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No * NUTRITION 251.04(2)(i)4.

- _____ Food service personnel orientation and training
- _____ Meal time routines
- _____ Child guidance and food
- _____ Mealtime socialization
- _____ Menu requirements, preparation and changes, age appropriate menu, USDA requirements
- _____ Early AM and late PM feeding
- _____ Infant / toddler feeding
- _____ School-age children and eating
- _____ Night care and food
- _____ Specialty menus (vegetarian, kosher)
- _____ Food allergies
- _____ Special diets
- _____ Menu posting
- _____ Kitchen cleanliness, dishwashing
- _____ Food storage
- _____ Food delivery
- _____ Special treats, holidays, etc.
- _____ Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids)

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No * TRANSPORTATION 251.04(2)(i)9.

Completed by centers who offer center-provided transportation to children, including both regularly scheduled transportation to and from the center and transportation for field trips

- _____ * Procedure to ensure no child is left unattended in a vehicle 251.04(2)(i)9.
- _____ Procedure for notifying parents of the date, time and destination of any field trip which requires the use of a vehicle
- _____ Tracking policy when transporting children (whereabouts at all times)
- _____ Emergency information to be carried in vehicle
- _____ Driver requirements
- _____ Volunteer drivers
- _____ Center provided transportation
- _____ Contracted transportation services
- _____ Use of staff vehicles
- _____ Required forms
- _____ Child safety restraints
- _____ Vehicle inspections
- _____ Transporting children with disabilities or children who have a limited ability to respond in an emergency
- _____ Annual driver record

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No * ORIENTATION OF NEW STAFF AND VOLUNTEERS 251.04(2)(i)8.

- _____ * Time frame for completion 251.05(2)(a)
- _____ * Review of the licensing rule 251.05(2)(a)1.
- _____ * Review of center policies 251.05(2)(a)2.
- _____ * Review of center contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(2)(a)3.
- _____ * First aid procedures 251.05(2)(a)4.
- _____ * Job responsibilities in relation to the job description 251.05(2)(a)5.
- _____ * Training in the recognition of childhood illnesses and infectious disease control including handwashing procedures and universal precautions for handling body fluids 251.05(2)(a)6.
- _____ * Schedule of activities of center 251.05(2)(a)7.
- _____ * Review of child abuse and neglect laws and center reporting procedures 251.05(2)(a)8.
- _____ * The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation 251.05(2)(a)9.
- _____ * Child management techniques 251.05(2)(a)10.
- _____ * Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(2)(a)11.
- _____ * Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) prior to employee's or volunteer's first day of work if the center is licensed to care for children under age 1 year 251.05(2)(a)12.
- _____ * The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(2)(a)13.

Page No * ORIENTATION OF NEW STAFF AND VOLUNTEERS continued

_____ * Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met 251.05(2)(a)14.

_____ Confidentiality

_____ Emergency training including first aid, CPR, AED

_____ Procedure for tracking transported children

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No * CONTINUING EDUCATION OF STAFF 251.04(2)(i)7.

_____ Documentation of continuing education

_____ Staff meetings time frame and documentation

_____ Requirements for continuing education for all staff

_____ CPR and AED training for staff

_____ Child Abuse and Neglect biannual training

_____ Child Abuse and Neglect reporting process

_____ Fire extinguishers and training

_____ Reimbursement, work release time, compensatory time

_____ Carryover of hours from year to year

_____ Sources of continuing education

_____ Study areas acceptable

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Page No * PERSONNEL 251.04(2)(h)2.

_____ * Job descriptions 251.04(2)(h)2.

_____ * Hours of work, lunch and break times 251.04(2)(h)2.

_____ * Holidays, vacations, sick leaves and leaves of absence 251.04(2)(h)2.

_____ * Probationary periods 251.04(2)(h)2.

_____ * Performance evaluations, grievance procedures and the disciplinary process 251.04(2)(h)2.

_____ * Procedure requiring staff to notify licensee, and licensee to notify department, as soon as possible but no later than next business day when: the employee has been convicted of a crime; has been or is being investigated by a government agency; has a substantiated governmental finding; or has a professional license denied, revoked, restricted or otherwise limited 251.04(2)(h)2.

_____ Caregiver background checks

_____ Registry requirements

_____ Shaken Baby Syndrome prevention training

_____ Staff file

_____ Staff health report / physical

_____ Required staff records

_____ Staff termination related to "whistle blowing"

_____ Employment procedures

_____ Job opening notification

_____ Contracts

_____ Required forms and paperwork

_____ Wage / salary scale, payroll information

_____ Benefits: personal time, overtime pay, inclement weather closing, Unemployment Compensation, Worker's Compensation, insurance offered / coverage, SSI, other leaves, staff development reimbursement, employee child care arrangements

_____ Work rules: alcohol / drug use policy, smoking, dress code, time off notification

_____ Parent communication procedures

_____ Reasons for termination

_____ Parking

_____ Meals with children

_____ Other: Voluntary termination of employment, non-discrimination statement, discrimination, delegation of authority, grievance, sexual harassment, violence in workplace, OSHA standards

LICENSING SPECIALIST _____ REVIEW DATE _____