

POLICY CHECKLIST – DAY CAMPS

Use of form: DCF 252.41(1)(f) and (g) require the licensee to develop, submit to the department for compliance review or approval and implement written plans, policies and procedures for the following categories. Use of this form is mandatory under DCF 252.05(1)(c)12. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement.

Instructions: Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point. Policies should be dated and the pages numbered. You may wish to keep a copy of this completed checklist for your records. An asterisk indicates items required by administrative rule; the other items listed are not required in policy, but are strongly recommended to be included.

Facility Name	Facility ID Number
Facility Address	Facility Telephone Number

Page No. _____ * **ADMISSION** 252.41(1)(g)1.

_____ * Procedure to contact a parent if a child is absent from the camp without prior notification from the parent

_____ The licensed capacity of the camp

_____ The age range of the children that the camp is licensed to serve

_____ The hours, days and months of the camp's licensed operation

_____ Requirements of children you will accept for care (e.g., potty trained)

_____ The day camp license; results of the most recent licensing inspection; any notice of enforcement action; and any stipulations, conditions or exceptions that affect the license will be posted at the base camp in an area visible to parents and the public.

_____ A copy of DCF 252 and the camp policies are available to parents upon request

_____ Written delegation of administrative authority

_____ The day camp does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry (required if receiving federal money from W2 or Food Program)

_____ Persons having access to children's records will not discuss or disclose personal information regarding the children or facts learned about children and their relatives except to the parent or other person authorized by the parent or as authorized by state law.

_____ A licensee who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency or local law enforcement agency.

_____ Admission forms to be submitted:

- Enrollment form
- Health History and Emergency Care Plan

LICENSING SPECIALIST _____ APPROVAL DATE _____

Page No. _____ * **DISCHARGE OF ENROLLED CHILDREN** 252.41(1)(f)1.

_____ Circumstances and procedures for termination

_____ Time frame

_____ Parent initiated, camp initiated

_____ Verbal vs. written notice

LICENSING SPECIALIST _____ REVIEW DATE _____

Page No. _____ * **FEE PAYMENTS AND REFUNDS** 252.41(1)(f)2.

_____ Provider and child absences (vacations, illness, etc)

_____ Procedure for payment (when and how)

_____ Procedure for handling late pickup, late payments, NSF checks

_____ Registration fee

_____ Refund circumstances

_____ Discounts

_____ Third party payments, co-payments

_____ Additional fees (field trips, lunches, lessons)

LICENSING SPECIALIST _____ REVIEW DATE _____

Page No. _____ * **PROGRAM OBJECTIVES AND ACTIVITIES** 252.41(1)(g)2.

_____ Program focuses on the out-of-doors and the natural environment

_____ Reference to religious component if part of the camp program

_____ A clearly defined statement of purpose as it relates to the provision of child care services

_____ A general description of the camp area and geographic location or proposed itinerary if the program consists primarily of field trips

_____ Rest periods

_____ Firearms and archery

_____ Adventure based activities

LICENSING SPECIALIST _____ APPROVAL DATE _____

- Page No.** * **WATERFRONT ACTIVITIES** 252.41(1)(g)6.
_____* Emergency procedures to follow when a child participating in water activities cannot be found 252.41(1)(g)6.
_____* Plan for supervising children in the water 252.44(7)(b)4.
_____* Plan for checking persons in and out of the water 252.44(7)(b)5.
_____* Process for determining swimming ability of each child
_____* Boating procedures
_____* Procedure for ensuring safety and supervision in bathrooms or locker rooms shared with the public or other programs

LICENSING SPECIALIST _____ APPROVAL DATE _____

- Page No.** * **CHILD GUIDANCE** 252.41(1)(g)7.
_____* Ways to manage crying or fussing children 252.41(1)(g)7.
_____* Provides for positive guidance, redirection and setting of clear-cut limits 252.44(2)(a)
_____* Designed to help each child develop self-control, self-esteem and respect for the rights of others 252.44(2)(a)
_____* Procedure for using time-out periods to deal with unacceptable behavior if time-out periods are used by the camp. Note: Time-out periods may not exceed 5 minutes 252.44(2)(b)
_____* Prohibited punishments

LICENSING SPECIALIST _____ APPROVAL DATE _____

- Page No.** * **EMERGENCY PLAN** 252.41(1)(g)4.
_____* Procedures for dealing with a fire, tornado, missing child, accident, injury, illness, other emergency 252.41(1)(g)4.; 252.44(6)(f)1.
_____* Identify the location of the designated tornado shelter 252.41(1)(g)4.
_____* Procedure to ensure the camp receives information about tornado watches or warnings 252.41(1)(g)4.
_____* Procedure to ensure children reach tornado shelter in a timely fashion 252.41(1)(g)4.
_____* If the building or shelter used by the base camp during inclement weather is not enclosed, procedures for ensuring that children are protected from the elements 252.43(1)(b)
_____* Staff informed of and knowledgeable about duties in the event of an emergency
_____* Identify the source of emergency medical care

LICENSING SPECIALIST _____ APPROVAL DATE _____

- Page No.** * **HEALTH** 252.41(1)(g)8.
_____* Procedures to be followed when children have contact with animals, other than pets, while in the care of the camp 252.08(10)
_____* Procedures for the treatment of children who are in accidents or otherwise injured 252.44(6)(f)1.
_____* Procedure for bringing a child to emergency medical care 252.44(6)(f)1.c.
_____* Procedure for sharing information on a child's special health needs with everyone assigned to care for that child
_____* Medical log book procedures including process of informing parents of injuries
_____* On-site health supervisor
_____* If a rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call, a person who is certified as a first responder must be on the premises during the hours when children are present.
_____* Communicable disease procedures
_____* Toileting and handwashing procedures
_____* Ill child definition
_____* Isolation area
_____* Medication authorization
_____* First aid equipment
_____* First aid procedures for non-serious injury
_____* Injury off site procedures
_____* Diapering procedures
_____* Universal precautions
_____* Glove usage and disposal

LICENSING SPECIALIST _____ APPROVAL DATE _____

- Page No.** * **NUTRITION** 252.41(1)(g)9.
_____* Meal and snack time schedule
_____* Menus
_____* Parent provided food
_____* Special diets
_____* Food storage, preparation and service
_____* Food allergies
_____* Special diet based on medical condition
_____* Water supply

LICENSING SPECIALIST _____ APPROVAL DATE _____

