

Policy Sample – Group Child Care Centers Instructions for Use

Use of form: Licensees are required to develop, submit to the department, implement, and provide to parents current written policies and procedures that reflect current practices. This document is a sample policy and it is not a required form. It was created as a tool to help licensees ensure compliance with sections DCF 251.04 (2) (h), (f) and (g).

Instructions: This document is a sample that has both requirements and recommendations. If you choose to use this sample, it must be personalized to work for the needs of your program. You must read everything and make sure it says what you want it to say. The policies you submit to the department and share with the parents must accurately reflect current practices. It is recommended that you date the policies and obtain signatures with dates from the parents as documentation that they have received the policy revisions.

The electronic version of the policy sample, created using Microsoft Word, may be completed electronically, saved, and printed.

Filling in fields: Areas in the document that appear to be gray shaded are fields that can be filled in electronically. You can use the “tab” key (if the document is locked) or the “F11” key (if the document is unlocked) to move to the next field and replace the language that is in the field to suit your program. When you print the document, the gray will disappear leaving only the words that were in the shaded area.

Locking / unlocking the document: The sample is unlocked. If you want to make any changes to the organization or wording of the document, you must do so while it is unlocked. The document may be restricted from editing (locked) by a user once final. To lock or unlock this document, see the steps below.

- Select “Review” from the menu bar.
- On the new “Review” tool bar, there is an icon with a picture of a lock titled “Restrict Editing.” Click on the lock icon to restrict or stop protection for formatting and/or editing.

Filling in check boxes: Check boxes () may be filled several ways. If you are working with the document locked, simply use your mouse and click on the checkbox to switch between checked and unchecked; you can also navigate to it using the tab key and once it is highlighted, switch between checked and unchecked using the space bar. If the document is not locked, double click on the check box to open the Check Box Form Field Options dialog box, select “Checked” or “Not checked” as the default value, and click OK.

Be sure to date your policy and save a copy of your completed document to your hard drive or a removable storage device after it has been completed.