Information and Policies

Prompts (QR1-5)

PROMPT	WRITER'S TIPS
What are your policies and practices about health? (Required levels 1-5)	Writer's Tips and Think Abouts Consider licensing requirements pertaining to health practices, including paperwork that must be kept on file. Describe specific actions you take to keep the environment clean and sanitary while encouraging children's healthy growth and development. Examples: • Steps you take to ensure the program environment is clean and sanitary • How toys are cleaned, procedures for sanitizing after mealtimes, toileting, illness, etc. • Your program's policies related to immunization of children • How your program keeps children safe with regards to allergies and asthma • How your program encourages healthy practices and good hygiene (i.e., Posting Handwashing; Incorporating teeth brushing into daily routines; washing hands according to licensing requirements and best practices • How your program responds when a child becomes ill while in your care • How medication is handled and administered in your program
What are your policies and practices around safety? (Required levels 1-5)	Writer's Tips and Think Abouts Consider licensing requirements pertaining to safety practices, including paperwork that must be kept on file. Describe specific actions you take to keep the environment safe and protect the safety of children. Examples: • Your program's policies and procedures in the event of an emergency or evacuation (communication with families, emergency disaster plans developed and updated, emergency evacuation drills, etc.) • How children are activity monitored and supervised • How drop off and pick up procedures are handled (i.e., sign in/sign out policies, emergency contacts, etc.)

	• Any policies related to fire safety (i.e., fire drills, evacuation plans posted, etc.) • Any training that you and/or staff members receive in First Aid/CPR, including how often this certification is updated. • Policies for transporting children to activities or special events (if applicable) • How families are notified of inclement weather (closings, emergency evacuations, etc.) • How medical emergencies are handled (i.e., response steps taken, communication with families, etc.) • Playground safety rules
What are your policies regarding tuition and enrollment? (Required Levels 1-5)	Writer's Tips and Think Abouts Consider the questions that families ask most often regarding payment. Describe how tuition and payments are handled in your program. Examples: • How often payment is collected (weekly, biweekly, monthly, etc.) • Acceptable forms of payment (i.e., credit card, personal check, cash, etc.) • Any additional costs/fees charged by you or your program throughout the year (i.e., early drop off/late pick up fees; materials costs; yearly re-registration fees; tuition increases based on cost of living; field trip and special event fees; etc. • Whether your program accepts Child Care Scholarship vouchers • Policies regarding vacation and paying tuition (i.e., if a family takes a week vacation, are they still required to pay tuition for that week?) • Policies regarding notice for withdrawing from program Consider the questions families ask most often about enrollment policies and procedures. Describe how enrollment is handled in your program. Examples: • Age groupings for children, maximum number of children based on staff: child rations, etc. • Does your program use mixed age groupings, or homogenous age groups? • Whether new enrollments are accepted on a rolling basis or only at specific times. • How your program introduces children to the program (i.e., are there trial periods, do they visit prior to enrolling full time? Do they come for part of a day before participating for a full day or full week?)

PROMPT	WRITER'S TIPS
What policies are in place so that children with disabilities and children with special health care needs are included? (Required Levels 1-5)	Writer's Tips and Think Abouts • Think how you/your program collaborates and communicates with families or others who support the children to be successful. How do you use information from other agencies to support children's development and progress? • Consider ways you work with others to support a child enrolled in your program who has an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) that a family has shared with you. How is the information that is shared between families and supporting programs? • Describe any specialized training you and/or your staff members have received related to working with children who have special needs? (i.e., ADA training, training on specific topics, etc. • Describe adaptations with materials, equipment, curriculum, etc. to meet the needs of all children.
How would you describe your program's mission and/or philosophy statement? What are the overall goals of your program? (Required levels 3-5)	Writer's Tips and Think Abouts Consider the ways your program welcomes all families, supports the needs of individual children, and promotes positive family relationships and engagement. Describe your program's beliefs and overall philosophy and mission. Examples: • Your beliefs on what is important for healthy social emotional development, as well as physical growth and development? • How you include each family's individual backgrounds in your program and its activities • Steps you take to ensure that all children and families feel welcome • Your program's beliefs on what is important for establishing positive relationships with families

PROMPT	WRITER'S TIPS
What are your positive behavioral practices? (Required Levels 3-5)	Visit the Positive Behavioral Practices Policy Builder for help building this policy.
How do you communicate with families? (Required Levels 4-5)	Writer's Tips and Think Abouts Think about your program's policies and procedures related to communicating with families. Consider the what, how, and when regarding communication. Examples: • How and when families can expect to receive communication from you and your program (i.e., daily notes, emails, monthly newsletters, phone calls, etc.) • Consider the types of information communicated with families (i.e., information on child's progress, areas of concern, program plans, etc.) • Think about how your program uses family conferences as a way to communicate with families. What do families need to know about your conference procedures? • When are the best times for families to contact you or your staff? How should contact be initiated? (email, direct contact, written notes, phone calls)?
How do children engage in physical activity in your program? (Required Levels 4-5)	Writers Tips and Think Abouts Consider the opportunities children have to be physically active throughout the day. Describe how physical activity is encouraged through both structured games and activities and informal, free play. Examples: • What specific opportunities do children have to be physically active during the day? (outdoor play, indoor activities, etc.) • What types of physical activity do children participate? • Do children have an opportunity to participate in an organized physical education class? If so, how often and on what days? • How is physical activity incorporated into daily activities and lesson planning? • Remember including children with disabilities and special health care needs

PROMPT	WRITER'S TIPS
What are your guidelines about nutrition? (Required Levels 4-5)	Visit the Nutrition Policy Builder for help building this policy.
How would you describe your curriculum? (Required Levels 4-5)	Visit the Curriculum Statement Builder for help building this policy.
What kinds of child assessments do you use? (Required Levels 4-5)	Visit the Observation and Assessment Practices Statement Builder for help building this policy.