

Staff Policies

Policy Builder Prompts (QR 2 – 5)

PROMPT	WRITER'S TIPS
What policies do you share with staff about health?	Explain the written policies and procedures regarding health that are shared with staff members.
What policies do you share with staff about safety?	<p>Explain the written policies and procedures regarding safety that are shared with staff members.</p> <p>Examples:</p> <ul style="list-style-type: none"> ~ Fire drills and exit plans ~ Emergency evacuation procedures ~ Emergency contact information and procedures
What information is shared with staff about child development?	<p>Describe the type of written information staff members receive about child development.</p> <p>Sample Child Development Topics</p> <ul style="list-style-type: none"> ~ Developmental milestones ~ Developmentally Appropriate Practices ~ Brain development and learning ~ Developmentally appropriate expectations ~ Importance of play ~ Learning domains
What policies are shared with staff regarding the inclusion of children with disabilities and children with special health care needs?	<p>Describe the type of written information staff members receive about inclusion.</p> <p>Writer's Tips and Think Abouts</p> <ul style="list-style-type: none"> ~ Describe how all children are included in the daily activities, ensuring that all children's needs are met

PROMPT	WRITER'S TIPS
What kind of training is provided for staff?	<p>Writer's Tips and Think Abouts</p> <ul style="list-style-type: none"> ~ Does your program provide training opportunities and resources for your staff? If so, what type of training/resources? ~ Does your program require certain training for staff members? If so, what type of training is required and for whom? ~ Does your program pay for staff to be trained? If so, explain the procedures and policies related to payment.
What are your program's positive behavior practices?	<p>Writer's Tips and Think Abouts</p> <ul style="list-style-type: none"> ~ Why are positive behavioral practices important? ~ What positive behavioral strategies does your program use? ~ How do staff members receive training and support to use positive behavioral practices with children? ~ Is your positive behavioral practices policy written clearly so staff members understand and can follow the policy?
What benefits do you offer your staff?	<p>Examples:</p> <ul style="list-style-type: none"> ~ Reimbursement for training or coursework ~ Retirement benefits ~ Health benefits ~ Tuition benefits for staff members' children to attend your program ~ Paid leave, including holidays, sick time and vacation leave
How would you describe the roles and responsibilities of your staff? Think about different staff roles and how the responsibilities might be different.	<p>Writer's Tips and Think Abouts</p> <ul style="list-style-type: none"> ~ Consider creating a chart of the different positions and roles within your program. ~ Include a list of program tasks and decide who is responsible for each task.