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SAMPLE POLICY STATEMENT- CENTER

This document is intended as a sample. Items will need to be updated prior to sharing with parents/guardians. For assistance with policy questions please contact Penny Hotovec, Child Care Technical Assistance Coach for the state of Wyoming penny.hotovec@wyo.gov

[307-754-2245 ext 22](tel:307-754-2245)

DFS Child Care
1234 ANYSTREET
ANYTOWN, USA 12345
(307) 555-5555

PHILOSOPHY

It is recommended you share with parents and staff your philosophy on child care to begin this document. This will assist with communication and conveying how you operate your program

As a child care facility, we understand the importance of maintaining strict compliance with regulations in order to ensure a safe environment for all children: therefore we comply with all applicable state licensing regulations and are licensed by the Department of Family Services.

HOURS OF OPERATION

DFS Child Care is open Monday – Friday from 7:00 am to 5:00 pm. If care is needed outside of regular business hours, arrangements must be made in advance and accommodations will be made if possible.

TUITION

Our tuition has been established to provide the best possible care at a reasonable cost to you. Tuition must be paid by _____ Payment for services rendered is expected as mutually agreed upon in each contract.

Recommended – List rates here or insert rate chart.

GUIDANCE POLICY

Positive guidance shall be used and will be consistent, clear and understandable to the child. When guiding a child’s behavior, redirection and setting clear limits that enable a child to become self aware of actions will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Children can be removed for the group but not isolated. Behaviors of a child may be ignored, but not the child.

At no time will the following occur

- Punishment associated with food, rest or toilet learning;
- Corporal punishment, including hitting spanking, beating, shaking, pinching and other measures that produce physical pain;
- Abusive or profane language;
- Any form of humiliation including threats of physical punishment; and
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child.

SUSPENSION/ EXPULSION POLICY

At _____ we strive to make every child’s experience a positive and nurturing environment however sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension. _____ promotes positive social and emotional

growth and includes age appropriate behavior supports. This practice enables us to offer the most proactive and supportive environment for children. However there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child we will adhere to the following guidelines:

- Share with parents in writing behavioral concerns and what steps the facility has taken to change those behaviors.

- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
- If expulsion or suspension is warranted, discuss with parents terms of child returning and length of suspension.

EXCLUSION FROM CARE FOR ILLNESS CHILDREN & STAFF

Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 101° F or severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria; or
- Purulent conjunctivitis

Children with the following symptoms should be excluded from child care unless they are under the care of a physician and the physician has approved in writing their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 101° F or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

Exclusion of sick staff - **If this information is listed in your Employee Handbook it can be removed here**

- No person with a communicable disease, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List shall work in a childcare facility, unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or nurse practitioner (NP) or they have been declared or approval has been given by the local or State Department of Health.
- In the case of Hepatitis B, Hepatitis C, or HIV the infected individual has received bloodborne pathogen training and has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician and the facility director.
- In the case of a sexually transmitted disease the infected individual has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician, physician assistant, or nurse practitioner.
- No person shall work in a child care facility while they are experiencing purulent conjunctivitis, head lice (until after the first treatment) and scabies (until treatment is complete.)
- No person shall work in a child care facility while they are experiencing Jaundice, skin infection or rash unless the lesion can be completely covered and drainage contained by an impervious dressing, all other persons are prevented from having contact with the lesion, and the affected person can practice adequate hand hygiene.

ADMINISTRATION OF MEDICATION

As required, I/staff have received training on the administration of medication and will only administer medication under the following conditions **(If you prefer not to administer medications you may state that here.)**

- Medications are prescribed by a licensed health professional. Any deviation from recommended dosage on the label must be accompanied by physician's written instructions,
- Medications bear their original prescription label or manufacturer's label and are in safety lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements,

- A medication consent form must have been completed by the child's parent or legal guardian and include specific instructions for the date and time to be administered and dosage.
- Commonly used non-prescription over the counter medications including, but not limited to ointments, repellents, lotions, creams, or powders for which, a medication consent form has been given to the child care facility by the parents or legal guardians may also be administered.

SAFE RELEASE OF CHILD(REN)

Upon enrollment you will be able to list individuals that can pick up your child(ren) without notification. ID will be required for these individuals. If individuals other than parent or guardian that is not on the pre approved list will be picking up your child(ren) we must be notified prior to pick up and an ID will be required.

TRANSPORTATION

When children are transported there will be a 1st Aid Kit, emergency medical release forms, a written plan for direct supervision and a current attendance record immediately available. I/we follow Federal Motor Vehicle Safety Standards for child restraint systems and cannot transport without proper safety restraints. Direct staff supervision will be maintained at all times and children will wear some type of identifiable clothing or accessory for easy visual recognition. Physical boundaries will be identified for children. (Or - This facility does not transport children.)

ANIMALS

We do have animals on the premises. All animals must comply with Health and Sanitation and vaccination requirements. Any animal with a history of attacking even one person or demonstrating aggressive behavior will be made inaccessible to the children in care. (Or - there are no pets on the premises.)

WEAPONS

There are no firearms, ammunition, archery equipment, explosives or any type of weapon allowed on the premises. Persons, other than law enforcement, will not be allowed to bring weapons on to the premises or carry weapons into the facility.

EMERGENCY PROCEDURES

Monthly fire and evacuation drills are conducted and emergency evacuation diagrams are posted at every exit. Each facility needs to add their emergency procedures as outlined in chapter 4, in their policy so parents are aware of them. These procedures may vary per facility and may also vary per area. Please contact your Licenser or Child Care Technical Assistance for assistance in creating an Emergency Preparedness plan.

INFANT CARE

Sleeping children under the age of 12 months will only be placed on their back, on a firm flat surface with nothing in the sleep space (i.e. blankets, stuffed toys, pacifier attachments) Swaddling for infant sleep is prohibited unless a licensed health care provider signs statement that includes instructions and time frame. Sleeping children should also be in a room with enough light to see their color and check on their breathing every few minutes.

FOOD SERVICE

Nutritionally balanced snacks and meals will be provided and planned with the needs of children's age and appropriate portion in mind. Weekly menus shall be kept on file for viewing.

LIABILITY INSURANCE

We carry liability insurance through NAME COMPANY HERE
Or We do not carry liability insurance.

OVERNIGHT CARE

Our facility does provide overnight care. An evening meal will be served at 8:00 pm and children will be separated by gender while sleeping and will be on the same level of the facility as staff. In the Child Care Center one staff member will be awake at all times during the evening hours/ In our Family Child Care Home, the staff will be awake to receive and release children but may sleep through the night. (Or - This facility does not provide overnight care.)

WATER PLAY ACTIVITIES

Occasionally children will be offered the opportunity for water play. This could include but is not limited to swimming pools, wading pools, slip and slides, sprinklers. While participating in these activities we will maintain ratio and supervision requirements, instruct children on the safety procedures for use of water play item and ensure children are changed to dry clothing once activity is over. Pools will also be clean and sanitized as required.

REPORTING CONCERNS

Open communication between provider and families is crucial for your child(ren)s success. I/we will strive to communicate with you on a regular basis the events of your child's day as well as topics of concern that arise. We appreciate any and all feedback from families to help continue our growth and success as a child care. If at any time you have a question or concern please:

- Speak with your child's teacher regarding classroom concerns and objectives;
- If concerns cannot be resolved with child's teacher contact the facility Director;
- In addition, please feel free to contact Child Care Licensing at 307-777-3540 to report any concerns.

All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect. Licensed child care complaint and compliance history can be found at findchildcarewy.org or by contacting the local child care licensing official.

By signing below you acknowledge you have read all items in this document.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

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