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Written Information for Parents and Employees

Written information shall be developed and provided to parents and employees that include policies and procedures of the family child care home containing, at a minimum, the following:

General Information

- 1. Name, address, email address and telephone number.
- 2. Description of the provider's program philosophy.
- 3. Days and hours of operation, scheduled closings and basic daily schedule.
- 4. Staff/child ratios and group size.
- 5. Opportunities for parent involvement in activities.
- 6. Opportunities for parents to meet with the provider regarding their child.
- 7. Payment schedule, overtime charges and registration fees as applicable.
- 8. Programs shall have a policy in place describing supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

Policies and Procedures

- 1. Enrollment including required enrollment information.
- 2. Care of children without immunizations.
- 3. Attendance Policy:
 - Procedures for arrival and departure.
 - Program's absent day policy.
 - Releasing child to people other than the parent.
 - Releasing a child according to a custody agreement.
 - Follow up when a child scheduled to arrive from another program or activity does not arrive.
- 4. Supervision of children, including a separate supervision policy for school-age children, if applicable.
- 5. Child guidance.
- 6. Suspension and expulsion.
- 7. Ensure compliance with the Americans with Disabilities Act (ADA)
 - Administering medication to children with disabilities.
 - Administering care procedures for children with disabilities.
- 8. Outdoor play, including:
 - Limitations placed on outdoor play due to weather or safety issues.
 - Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.
- 9. Food and dietary policy, including:
 - Information regarding meeting one-third of the child's recommended daily dietary allowance.
 - Policy regarding formula, breast milk, meals, and snacks.
 - Policy on providing supplemental food.
- 10. Management of illness policy, including:
 - Isolation precautions.

- Symptoms for discharge and return.
- Notification of parent of ill child.
- Whether or not the provider will care for sick children.
- 11. Summary of procedures taken in the event of an emergency, serious illness or injury.
- 12. Administration of medication and topical products policy:
 - Medical foods.
 - Modified diets.
 - Whether school age children are permitted to carry their own medication and ointments.
- 13. Transportation policy for:
 - Field trips.
 - Routine walking trips, if applicable.
 - Emergencies, including if the provider will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
- 14. Water activities/swimming.
- 15. Infant care, if applicable, including:
 - Feeding.
 - Frequency of diaper checks.
 - Information about daily activities.
- 16. Sleeping, napping, and resting.
- 17. Evening and overnight care, if applicable.
- 18. Policy on Hours of Operation
 - Closing due to weather.
 - School delays or closings.
 - Any other factors.
- 19. Use of a substitute child care staff member or child care staff member pursuant to 5101:2-13-08 of the Administrative Code for sick days, vacations, or other time off.
- 20. Situations that may require disenrollment of a child, if applicable.
- 21. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the family child care home.
- 22. Formal screenings and assessments conducted on enrolled children and if the program reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.