



SAMPLE CHILD DEVELOPMENT PROGRAM POLICY(IES) AND PROCEDURES

Submit a written statement describing the programs and services being provided at the facility. This statement should also include operational details about how the facility will operate. This should include contractual agreements (e.g., food services, pest control, cleaning services, and staff resources such as training or other benefits). This document will provide parents with information about what is expected of them as well as what the parents should expect of the child development program. The statement shall be provided and discussed with each family. A copy of the facility's program policy statement should be posted and accessible for review at all times. Parents should be given a copy.

The following sections of the 5A DCMR, Chapter 1 will be helpful in developing your program policy statement, 127.4 (a-p). Another helpful resource is the Early Childhood Share DC website (<http://www.ecsharedc.org/default.aspx>).

The Program Policy Statement should include, but not limited to the following information:

Contact Information - Name, address and telephone number of the facility, cell phone number(s) if utilized, and classroom phone numbers (if applicable).

Centers and Homes - Information regarding the management of the facility (centers), staff qualifications, and/or caregivers and substitute providers, as well as other adults and children living in the home

Days and Hours of Operation - The days and times child care services will be open and closed.

Holidays/Vacations - Specify days of closure.

Ages of children - What ages of children will be accepted? This must align with your licensure.

Daily Schedule - What activities generally occur at different times of the day? What time is lunch, outdoor play, nap time? A full-day program shall ensure that each child, including infants, toddlers, and preschoolers, has a minimum of two hours of active playtime each day, including a minimum of forty-five 45 minutes of outdoor activity, weather permitting. Children enrolled are provided periods of rest, not to exceed three hours per day. Children must be engaged in age and developmentally appropriate activities throughout the day.

Provisions for children with special needs - What is required of parents' with children with special needs served in the facility? What age and developmentally appropriate services, activities, and equipment are needed to enable children with special needs to participate?



Enrollment - Required forms to be submitted by parents prior to enrollment. Health certificate, registration record, and authorization for emergency medical treatment are required. What additional forms will you require?

Tuition - Include a fee and payment schedule specifying the standard fees, fees related to absences and vacations, other charges, and fees such as transportation and late fees.

Transportation - Include a description of the facility's transportation and field trip services. A written, signed, and dated statement from each child's parent authorizing the facility to take the child on regularly scheduled trips from the facility is required.

Medication Authorization - What are the facility's procedures for administering medication, both prescription and non-prescription, and notifying parent(s) and guardian(s) of noticeable adverse reactions to medications?

Illnesses/Injuries/Exclusion - What are the procedures for notifying parent(s) and guardian(s) when their child is ill or injured, and the facility's policy regarding the exclusion of sick children?

Communicable Diseases - What are the procedures for notifying parent(s) and guardian(s) when a child, employee, or volunteer at the facility has a communicable disease?

Medical Emergencies - What are the written instructions for assessing and responding to medical emergencies?

Meals/Snacks - Provide a description of the meals and snacks served, and guidelines or requirements for food brought by a child to the facility.

Parent(s)/Guardian(s) Access – Include a statement that parent(s) and guardian(s) have access to all Facility areas used by their child (and a description of any conditions placed on that access).

Reporting of unusual incidents – Include a statement the facility's policy regarding child abuse reporting law requirements.

Shaken Baby Syndrome - Detailed procedures for identifying and preventing shaken baby syndrome and abusive head trauma in infants.

Discipline - Each facility is required to have a written policy describing the behavior management practices the facility uses. Discipline shall be constructive and developmentally appropriate and shall include child guidance and management techniques.

Non-discrimination Statement - Include a statement to indicate all child care services shall be provided to applicants without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibility, matriculation, political affiliation, disability, or source of income.



Care for Infants/Toddlers - What are the procedures for diapering including cleaning/sanitizing changing areas, storage, and disposal of diapers? What procedures are in place for toilet training? What are the procedures for infant feeding including storage and disposal of formula/milk and solid food feeding? What are the safe sleep practices that will be implemented?

Educational and Developmental Philosophy - What kind of educational/developmental program will you provide for the children? What curriculum will be implemented?

Withdrawal of Children - How much notice do parents need to give when withdrawing their children from the program? What is your policy regarding the termination of children from the program? The facility is required to document the date and reason for withdrawal/termination.

Emergency Contingency Plan –The facility must inform parents of the contingency plan that will be used by the facility if an emergency occurs and the facility is unable to be used.

Fire Drills - Evacuation drills must be practiced at least every two months and at varying times of the program day, including nap time. Records of these drills must be maintained. What are your procedures for safe and prompt evacuation of the children?

Personal Care Items - What items are parents required to bring? Will the facility provide diapers and wipes for infants and toddlers or will parents be required to provide these items? At minimum, parents are required to bring an emergency supply of weather-appropriate clothing.

Pets/Animals - What kinds of pets/animals will be maintained at the facility? What procedures are in place to ensure that any pet that is deemed dangerous or is showing signs of illness will be maintained and secluded from the children?

Disclosure of Information – The facility is required to provide to parents, in writing, the facility’s policy regarding disclosure of information.

Grievance procedures - What procedures are in place for parents to address issues and concerns regarding their child’s care?

Complaint Procedures – The facility’s policy should include reporting complaints regarding child care services to the Complaint and Unusual Incidents Hotline: (202) 727-2993 or by sending an email to osse.childcarecomplaints@dc.gov. Complaints may also be faxed to the Licensing and Compliance Unit at (202) 727-7295.

Signature – The facility and the parent should sign off on the current policies and procedures to verify that they have been read and understood. A copy of this verification should be kept by the facility and the parent. Many of the items included in this sample are required and verification is needed when inspections occur.