

Child Care Policies and Procedures

Indicator	Yes	No	Ways to increase quality
The program provides a written contract before families enroll their child.			
The program provides a copy of the family handbook and reviews it with the family prior to enrollment.			
The program clearly outlines the cost of care, field trip or special program fees, and any other fees.			
The program has a policy regarding drop-off and pick-up times, including who can pick up children. Late pick-up fees are charged if parents are late.			
The program has a policy for times when it may close, such as for certain holidays, inclement weather, or in case of emergencies.			
The program has a policy regarding when children should stay home because of illness.			
The program has a policy regarding termination of a family's child care agreement.			
The program has a written policy for when staff are allowed to give medications.			
The program has a written supervision policy or plan that ensures children are supervised at all times.			
The program provides a written guidance and discipline policy to families.			