

Resource: Family Handbook Template

Use this outline as you are developing your Family Handbook. Below are some items that are typically included.

Welcome

General Information

- Contact information / chain of command
- Mission statement and philosophy
- Hours of operation
- Attendance policy
- Holiday closure schedule

Curriculum Approach

Registration and Fees

- Enrollment policy
- Enrollment procedure
- Fee policies and procedures
- Activity/special program fees
- Late tuition fees and late pick-up fees policy
- Returned checks
- Absence and vacation time
- Sibling discount

Daily Activities and Routines

- Daily schedule
- Special program activities
- Nap time schedule / policy
- Weather policy
- Spare clothing

Emergency Preparedness

- Fire drills
- Tornado drills
- Emergency evacuation procedures
- Emergency medical procedures
- Utility interruption

Health, Safety, and Nutrition

- Preventative care
- Immunization records
- Physical examinations
- Illness
- Contagious illness/Exclusion from child care
- Medication policy
- Nutrition / Child and Adult Care Food Program (CACFP) participation
- Sample menus
- Food allergies/special food issues
- Child abuse
- Safety/security of center

General Policy Information

- Termination of services

Family Involvement

- Open door policy
- Parent-teacher conferences
- Communication
- Family resources
- Family workshops and meetings / family advisory council
- Volunteers

Parent Forms

- Parent agreement and acknowledgment of receipt of family handbook
- Publicity release form (to use photos of children in promotional material)