

## Child Care Policies and Procedures

Indicator	Yes	No	Ways to increase quality
I provide a written contract before families enroll their child in my program.			
I provide a copy of the parent handbook prior to enrollment.			
I clearly outline the cost of care, field trip or special program fees, and any other fees.			
I have a policy regarding drop-off and pick-up times, including who can pick up children. I charge late pick-up fees.			
I have a policy for times when I may close, such as for certain holidays, inclement weather, or in case of emergencies.			
I have a policy regarding when children should stay home because of illness.			
I have a policy regarding termination of a parent's child care agreement.			
I have a written policy for when I am allowed to give medications.			
I have a written supervision policy or plan that ensures children are supervised at all times.			
I provide a written guidance and discipline policy to families.			