

## **Suggested Content for Required Written Policies and Procedures**

The written policies identified below are required by 441 Iowa Administrative Code Chapter 109. Suggested content is provided for each policy. You are not required to follow a specific format and are free to address multiple requirements within a single policy statement. The overall format and content is left to your discretion, as long as all rule requirements are met. You are encouraged to contact your child care consultant if you have questions or need assistance.

### **109.1(4) INCORPORATED AND UNINCORPORATED CENTERS**

- ◆ Identify the purpose and objectives of the program.

### **109.4(2)“a” FEE POLICY AND FINANCIAL AGREEMENTS**

- ◆ Identify all charges (daily, weekly, monthly, enrollment, registration, late payments, etc.)
- ◆ Identify any written agreements or forms used.
- ◆ Identify any relevant payment options, deadlines, or procedures.

### **109.4(2)“b” ENROLLMENT POLICY**

- ◆ Identify all paperwork required and deadlines for submission, if applicable.
- ◆ Identify the specific population served (ages) and any specific requirements (such as child must be toilet trained).

### **109.4(2)“b” DISCHARGE POLICY**

- ◆ Identify the situations that could result in discharge (e.g., failure to meet center policies; failure to pay; inability of child to adjust to group experience; threat to other children, staff or self).
- ◆ Explain the communication process for addressing the identified problems.
- ◆ Describe the decision making process.
- ◆ Explain appeal and review procedures.
- ◆ Identify all relevant time frames.

### **109.4(2)“b” FIELD TRIP POLICY**

- ◆ State whether or not field trips will be part of the program.
- ◆ If field trips will be part of the program:
  - Provide a general description of what they might include.
  - Explain how parents are notified and authorization is obtained.
  - Identify the options parents have if they choose not to have their child participate.
- ◆ If transportation is involved, describe how it will be handled.
- ◆ Explain safety precautions taken (seat belts, extra staff, etc.)

### **109.4(2)“b” NON-CENTER ACTIVITY POLICY**

- ◆ State whether or not non-center activities will be accommodated or are part of the program’s normal routine.
- ◆ If they are part of the program:
  - Explain required authorizations.
  - Describe the types of non-center activities
  - Explain other factors (responsibility for the child, how arrangements must be made, etc.)

- ◆ If transportation is involved, describe how it will be handled.

#### **109.4(2)“b” TRANSPORTATION POLICY**

- ◆ For routine transportation:
  - Explain the purposes of the transportation.
  - Identify who provides the transportation (center staff, contract staff, parents, etc.)
  - Identify safety precautions (seat belt policies, restrictions for children under 12, extra staff, etc.). (See 109.10(12).)
- ◆ Explain how transportation will be handled in medical emergencies or emergency evacuations.

#### **109.4(2)“b” and 109.12(2) DISCIPLINE POLICY**

- ◆ Describe the program’s philosophy regarding positive discipline.
- ◆ Explain how interventions provide for positive guidance with directions for resolving conflict and setting well-defined limits.
- ◆ Describe disciplinary techniques that are used (redirection, etc.).
- ◆ **Note:** This policy must be provided to parents and staff in writing.

#### **109.4(2)“b” and 109.15 NUTRITION POLICY**

- ◆ Describe how CACFP standards are followed for meals and snacks.
- ◆ Indicate that exceptions are allowed for allergy, medical conditions, religion, etc.
- ◆ Describe what information is needed to make arrangements for an exception.
- ◆ Identify the program’s responsibility to supplement, if necessary, snacks and meals provided by parents for children under age 5 to meet nutritional requirements.
- ◆ If parents may or are required to provide snacks, explain the procedures, expectations, etc.
- ◆ Explain records kept for meals and snacks and where menus are posted.

#### **109.4(2)“b” and 109.10 HEALTH POLICY**

- ◆ Identify all required health forms and reports.
- ◆ Identify requirements for physical examinations and statements of health status. (See 109.10(1).)
- ◆ Identify parents’ responsibility to identify their children’s dental and medical health care providers and provide written consent to obtain emergency care.
- ◆ Explain hand-washing requirements for children and staff. (See 109.10(7)&(8).)
- ◆ Describe procedures for notifying parents and others of communicable diseases, such as posting notice, sending information home, etc. (See 109.10(4).)
- ◆ Explain staff procedures for having direct contact with each child upon arrival. (See 109.10(4).)
- ◆ Explain procedures for handling children who are injured or become ill while in the center, (notifications, incident reports, quiet area used, etc.). Include emergency medical and dental procedures. (See 109.10(6) & 109.10(10).)

- ◆ Identify requirements for first aid kits (contents, locations, availability in the center, on the , on field trips, and during emergencies). (See 109.10(9).)
- ◆ Identify criteria for excluding an ill child from the center. (See 109.10(6).)
- ◆ Describe the parent’s responsibility to update immunization records and physical and health records regularly.
- ◆ Explain how the requirement for a smoke-free environment will be met. (See 109.10(11).)

**109.4(2)“b” SAFETY POLICY**

- ◆ Describe parents’ responsibility to provide names, relationships, and phone number of people authorized to pick a child up from the center and the schedule and procedure to review and update.
- ◆ Explain how the program will handle staff training (orientation and annual) for emergency procedures.
- ◆ Identify requirements for staff certifications and training in first aid, CPR, mandatory child abuse reporting, and infectious disease control.
- ◆ Identify any other program requirements or procedures for child and staff safety.

**109.4(2)“d” STAFF ORIENTATION PLAN**

- ◆ Explain how new staff receive orientation to the center’s policies and to the applicable portions of the licensing regulations.
- ◆ Explain any procedures followed to document or monitor the orientation.

**109.4(2)“e” and 109.7 ONGOING TRAINING AND STAFF DEVELOPMENT PLAN**

- ◆ Identify training expectations for staff.
- ◆ Explain how staff will receive required training for staff development, emergency plans, etc.

**109.5(1) PARENTAL ACCESS POLICY**

- ◆ Clearly state the parents’ right to unlimited access to their children.
- ◆ Describe the parents’ access to staff caring for their children.
- ◆ Explain requirements for court orders if parental contact is prohibited.
- ◆ **Note:** These policies must be provided in writing to parents at the time of admission.

**109.10(3) MEDICATION POLICY AND PROCEDURES**

- ◆ State whether or not medications are routinely administered or if they are administered only in special situations (e.g., as an accommodation under the Americans with Disabilities Act).
- ◆ Identify who is responsible for medication administration and any training provided or required.
- ◆ Delineate specific procedures for dispensing, storage, authorization and recording of all prescription and nonprescription medications, including ointments, sunscreens, etc.
- ◆ Clearly explain parental responsibilities for proper authorization, updating authorizations, supplying medication, etc.

**109.10(5) INFECTIOUS DISEASE CONTROL -- UNIVERSAL PRECAUTIONS POLICY**

- ◆ Address the handling of any bodily excrement or discharge, hand-washing, cleanup and disposal of bloody materials or body discharges.

- ◆ Identify specific expectations for high-risk duties and tasks and the availability of protective equipment.

#### **109.10(15)“a” EMERGENCY PLAN FOR FIRE**

- ◆ Describe procedures for evacuating to a safe area, addressing head counts, immobile children, items to be taken along if possible (e.g., emergency information, first aid kit, etc.).
- ◆ Explain how notifications will be handled (to emergency personnel, parents, etc.).
- ◆ Include a diagram of escape routes, as required by rule.
- ◆ Explain how transportation of children will be handled, if it is necessary.

#### **109.10(15)“a” EMERGENCY PLAN FOR TORNADO**

- ◆ Describe procedures for evacuating to a sheltered area, addressing head counts, immobile children, items to be taken along if possible (emergency information, first aid kit, flashlight, radio, diapers, etc.). Include procedures for staff and children who are on the playground or on a walk.
- ◆ Explain how notifications will be handled (to emergency personnel, parents, etc.).
- ◆ Include a diagram of escape routes and shelters, as required by rule.
- ◆ Explain how transportation of children will be handled, if it is necessary.

#### **109.10(15)“a” EMERGENCY PLAN FOR FLOOD, IF SUSCEPTIBLE TO FLOOD**

- ◆ Describe procedures for evacuating to a sheltered area, addressing head counts, immobile children, items to be taken along (emergency information, first aid kit, flashlight, radio, diapers, etc.).
- ◆ Explain how notifications will be handled (to emergency personnel, parents, etc.).
- ◆ Explain how transportation of children will be handled, if it is necessary.

#### **109.10(15)“a” EMERGENCY PLAN FOR INTRUDER WITHIN THE CENTER**

- ◆ Identify indicators of a problem situation (when action should be taken).
- ◆ Identify notification procedures (who and how—police, staff, etc.).
- ◆ Address actions to be taken to protect children and staff (is evacuation possible, can doors be locked quickly, are there other protective measures needed?)

#### **109.10(15)“a” EMERGENCY PLAN FOR INTOXICATED PARENT OR VISITOR**

- ◆ Identify indicators of a problem situation (when action should be taken).
- ◆ Identify what actions staff should and should not take.
- ◆ Identify notification procedures (who and how—police, other staff, etc.) and what information may be needed (description of the vehicle, license number, etc.).

#### **109.10(15)“a” EMERGENCY PLAN FOR LOST OR ABDUCTED CHILDREN (MISSING)**

- ◆ Identify action staff should take.
- ◆ Identify notification procedures (i.e., who and how—police, parents, other staff, etc.) and what information may be needed (i.e., description of child, clothing, last observation).

#### **109.10(15)“a” GUIDELINE FOR BLIZZARDS**

- ◆ Identify indicator of need (when) to implement emergency procedures.

- ◆ Identify action staff should take, including recommendations made by emergency personnel.
- ◆ Identify notification procedures (who and how—parents, other staff, etc.).

#### **109.10(15)“a” GUIDELINES FOR POWER FAILURES**

- ◆ Identify action staff should take to assess seriousness of problem and impact on continued operation.
- ◆ Identify notification procedures (who and how—parents, other staff, emergency, etc.).
- ◆ Identify actions by staff and center to ensure safety, wellbeing, and comfort of children in care.
- ◆ Describe procedures if evacuation is determined to be necessary.

#### **109.10(15)“a” GUIDELINES FOR BOMB THREATS**

- ◆ Identify action staff should take to assess imminent danger.
- ◆ Identify notification procedures (who and how—emergency personnel, parents, etc.).
- ◆ Identify actions to be take (search, evacuation, etc.).
- ◆ Explain how transportation of children will be handled, if it is necessary.

#### **109.10(15)“a” GUIDELINES FOR CHEMICAL SPILLS**

- ◆ Identify action staff should take to assess imminent danger.
- ◆ Identify actions to be taken (clean up spill, change location, evacuation, close windows, etc.).
- ◆ Identify notification procedures (who and how—emergency personnel, parents, etc.).

#### **109.10(15)“a” GUIDELINES FOR EARTHQUAKES OR STRUCTURAL DAMAGE**

- ◆ Describe procedures for immediate response if a quake is occurring (immediate protection, addressing head counts, immobile children, etc.). Include procedures for staff and children who are on the playground or on a walk.
- ◆ Identify follow-up action to quake or event causing structural damage (calming children, evacuation, notifications, etc.).
- ◆ If evacuation is necessary, describe items to be taken along if possible (emergency information, first aid kit, flashlight, radio, diapers, etc.).
- ◆ Explain how notifications will be handled (to emergency personnel, parents, etc.).
- ◆ Explain how transportation of children will be handled, if it is necessary.

#### **109.10(15)“a” GUIDELINES FOR NUCLEAR EVACUATION**

- ◆ If located within a ten-mile radius of a nuclear facility, contact your local county Emergency Management Agency or the Iowa Emergency Management Division in Des Moines, 515-281-3231 for information to include in your procedures.

#### **109.12(1) and 109.4(2) PROGRAM OF ACTIVITIES**

- ◆ Describe program of activities (curriculum, lesson plan or calendar used in the developmentally appropriate programming).
- ◆ Identify general schedule of the program (activities, time, etc.).

#### **109.12(3) POLICY FOR CHILDREN REQUIRING SPECIAL ACCOMMODATIONS**

- ◆ Describe how the center will make reasonable accommodations under the Americans with Disabilities Act, if requested.
- ◆ **Note:** Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources.

**109.15(4) POLICY FOR FOOD BROUGHT FROM HOME**

- ◆ Describe center policy concerning food brought from home (home-prepared versus prepackaged, accommodations for children with allergies, medical conditions, etc.).
- ◆ Describe center responsibility and how food brought from home will be supplemented, if necessary for children under age 5.
- ◆ Describe manner used for storage of food brought to the center.