

Appendix C to Rule 5180:2-13-07

Written Information for Parents and Employees

Note: Provide each parent of enrolled children with a copy of the legally required information for parents (Family Child Care Parent Information) found in Appendix D to this rule in addition to the following information, policies and procedures.

Written information shall be developed and provided to parents and employees that include policies and procedures of the family child care home containing, at a minimum, the following:

General Information

1. Name, address, email address and phone number.
2. Description of the provider's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule. Policy on changes to hours of operation: closing due to weather, school delays or closings, and any other factors.
4. Staff/child ratios and group size.
5. Opportunities for parent involvement in activities.
6. Opportunities for parents to meet with the provider regarding their child. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the family child care home.
7. Payment schedule, overtime charges and registration fees as applicable.
8. Programs shall have a policy in place describing supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

Policies and Procedures

1. Enrollment, including required enrollment information.
2. A written security plan is provided that ensures that access to the home is limited to parents and guardians of children in care and authorized persons.
3. Care of children without immunizations.
4. Attendance policy, including procedures for arrival and departure, program's absent day policy, releasing child to people other than the parent, releasing a child according to a custody agreement, and follow up when a child scheduled to arrive from another program or activity does not arrive.
5. Supervision of children in care, including a separate supervision policy for school-age children, if applicable.
6. Child guidance.
7. Suspension, expulsion, and disenrollment.
8. Ensure compliance with the Americans with Disabilities Act (ADA), including administering medication and/or care procedures to children with disabilities.
9. Food and dietary policy.
10. Management of illness policy.
11. Summary of procedures taken in the event of an emergency, serious illness or injury.
12. Administration of medication and topical products policy, including whether school

- age children are permitted to carry their own medications and/or ointments, if applicable.
13. Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone, if applicable.
 14. Transportation policy for trips and emergencies, if applicable.
 15. Water activities/swimming, if applicable.
 16. Infant care, if applicable.
 17. Non-traditional care (evening and overnight care) including, sleeping, napping, and resting, if applicable.
 18. Social media policy including but not limited to addressing publication of child photos or other identifying information, if applicable.
 19. Policy to prohibit staff members and employees from exposing children to inappropriate language, media, or behavior.
 20. Use of a substitute child care staff member or child care staff member pursuant to 5180:2-13-08 of the Administrative Code for sick days, vacations, or other time off.
 21. Formal screenings and assessments conducted on enrolled children and if the program reports child level data to DCY pursuant to Chapter 5180:2-17 of the Administrative Code.