

Written Information for Parents and Employees

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 telephone number.
2. Description of the provider's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
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.
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. Care of children without immunizations.
3. Attendance Policy:
 - 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.
 - Follow up when a child scheduled to arrive from another program or activity does not arrive.
4. Supervision of children, including a separate supervision policy for school-age children, if applicable.
5. Child guidance.
6. Suspension and expulsion.
7. Ensure compliance with the Americans with Disabilities Act (ADA)
 - Administering medication to children with disabilities.
 - Administering care procedures for children with disabilities.
8. Outdoor play, including:
 - Limitations placed on outdoor play due to weather or safety issues.
 - Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.
9. Food and dietary policy, including:
 - Information regarding meeting one-third of the child's recommended daily dietary allowance.
 - Policy regarding formula, breast milk, meals, and snacks.
 - Policy on providing supplemental food.
10. Management of illness policy, including:
 - Isolation precautions.

Appendix C to Rule 5101:2-13-07

- Symptoms for discharge and return.
 - Notification of parent of ill child.
 - Whether or not the provider will care for sick children.
11. Summary of procedures taken in the event of an emergency, serious illness or injury.
 12. Administration of medication and topical products policy:
 - Medical foods.
 - Modified diets.
 - Whether school age children are permitted to carry their own medication and ointments.
 13. Transportation policy for:
 - Field trips.
 - Routine walking trips, if applicable.
 - Emergencies, including if the provider will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
 14. Water activities/swimming.
 15. Infant care, if applicable, including:
 - Feeding.
 - Frequency of diaper checks.
 - Information about daily activities.
 16. Sleeping, napping, and resting.
 17. Evening and overnight care, if applicable.
 18. Policy on Hours of Operation
 - Closing due to weather.
 - School delays or closings.
 - Any other factors.
 19. Use of a substitute child care staff member or child care staff member pursuant to 5101:2-13-08 of the Administrative Code for sick days, vacations, or other time off.
 20. Situations that may require disenrollment of a child, if applicable.
 21. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the family child care home.
 22. Formal screenings and assessments conducted on enrolled children and if the program reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.