

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. Meals and snacks provided.
6. 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.
7. Opportunities for parent involvement in activities.
8. Opportunities for parents to meet with the provider regarding their child.
9. Payment schedule, overtime charges and registration fees as applicable.
10. 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 including procedures for arrival and departure, the program's absent day policy, releasing child to persons 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.
4. Supervision and child guidance.
5. Parent provided food and provider dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the provider supplements food when the parent does not provide sufficient food for the day.
6. Management of illness including isolation precautions, symptoms for discharge and return, notification of parent of ill child and whether or not the provider will care for sick children.
7. Summary of procedures taken in the event of an emergency, serious illness or injury.
8. Administration of medication including food supplements, modified diets and whether school age children are permitted to carry their own medication and ointments.
9. Transportation for trips and emergencies.
10. Water activities/swimming.
11. Infant care, if applicable, including frequency of diaper checks.
12. Napping and Resting.
13. Evening and overnight care, if applicable.
14. Policy on operation and/or closing due to weather, school delays or closings and any other factors.
15. Policy on the provider using a substitute or child care staff member pursuant to 5101:2-13-08 of the Administrative Code for sick days, vacations or other time off.
16. Policy on when the provider will require disenrollment of a child
17. Procedure for parents or employees to follow when needing assistance in resolving problems related to the family child care home.
18. Policy on whether or not the provider will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
19. Policy on whether the program conducts formal assessments on enrolled children and if the

Appendix C to Rule 5101:2-13-07

program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.