

Sample Policies to Include in Your Handbook

General Information

- Your philosophy or mission statement
- Enrollment procedures
- Your hours of operation and days of the week
- Program closures-holidays
- CCD Required information to be posted
- Toys from home-do you allow them?
- Clothing requirements
- Parents provision of diapers, wipes baby food, etc.
- Supplies you require from parents
- Confidentiality policy

Fees and Payment Policies

- Tuition policy-when tuition is due, how you can be paid, late fees and return check policies. **DO NOT INCLUDE YOUR ACTUAL RATES** in your handbook since they may change each year. Your rates can be listed in your contract
- Inclement weather policy-what you will do
- Vacation or sick time policy for children
- Definition of what full time and part time means
- Termination Policy

Health and Safety

- Arrival and departure procedures
- How you handle other authorized persons picking up child
- Your guidance and discipline policy
- Required emergency plan
- Illness policy on when children must be excluded
- Administering medicine policy
- Information on transportation if you provide it
- Nap policy
- Meal program and special diets
- A policy on how you will handle a parent arriving under the influence and picking up without a car seat

Be proactive and also include:

- Your basic schedule
- Your expectations of parents
- Plans for parent meetings or conferences
- Specials activities you provide
- What you will require in the event parents divorce