

Writing Policies and Procedures Family Child Care Home I and II

1. **Exclusion of Children Who Are Ill** (1-006.10, 2-006.10): The licensee must have a written policy that identifies the circumstances under which children would be excluded from child care due to illness. This policy must be available to all parents and enforced by the licensee:
 - a. Exclusion based on specific conditions such as:
 - Fever: temperature resulting in exclusion? How many days with no fever can child return?
 - Diarrhea: How many incidents result in exclusion? How many days with no diarrhea can child return?
 - Vomiting: How many incidents result in exclusion? How many days with no vomiting can child return?
 - Other conditions: describe in detail.
 - b. Exclusion based on specific contagious and infectious diseases such as chickenpox, measles, mumps, etc.
 - What diseases result in exclusion from your child care?
 - What is required for children to return to your child care?

2. **Written Child Development Program** (1-006.15, 2-006.15):
 - a. Information about the program must be given to parents and the Department upon request;
 - b. The licensee must provide a developmentally appropriate program designed to promote the cognitive, social, emotional and physical development of children in care;
 - c. Your program must include:
 - Indoor play;
 - Outdoor play;
 - Napping and rest periods;
 - Opportunities for individual and group play times;
 - Opportunities for children to read and explore books;
 - Daily reading with children of developmentally appropriate literature; and
 - Fostering language and social development by talking and interacting with children and modeling appropriate language and behavior.

3. **Written Disaster Preparedness Plan** (1-006.23D, 2-006.23D) Licensee must have a written plan that includes:
 - a. Evacuating and moving children to a safe location in the event of:
 - Fire;
 - Tornado;
 - Flood;
 - Other natural or man-made disaster;
 - What arrangements need to be made before disaster?
 - What does licensee need to take with them to safe location?
 - b. Notifying parents of children in care of an emergency;
 - Plan if cell phones do not work;
 - Arrangements for care if parents cannot take children.
 - c. Reunification of parents with their children in the event of an emergency that requires evacuation;
 - Where can parents find you and their children?
 - d. How children with special needs will be safe in the event of a disaster including evacuation and reunification with the parent;
 - Review definition of "special needs"; not just children who are not mobile.
 - e. Diagram showing the Fire and Tornado evacuation routes. We suggest one color for the Fire route and another color for the Tornado route.

4. **Diapering Procedures** (1-006.16A, 2-006.16A): Licensee will be required to establish and follow diapering procedures that contain the following: (Required when FCCH has staff, substitutes, and/or volunteers who assist in care of infants and toddlers)
 - a. Wet and/or soiled diapers are changed immediately;
 - b. Diapers are checked on a frequent and regular basis;
 - c. Individual washcloths or disposable towelettes are used;
 - d. Wet and soiled diapers are properly stored and disposed;
 - e. Diaper-changing surfaces are cleaned after each use by sanitizing the surface or changing the diaper pad or disposable sheeting; and
 - f. Proper hand washing is done after each diaper change.