

Template for Licensed Family Child Care Written Policies and Procedures

Provider's Name

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form.

Section _____
Supervision and Protection of Children

I do the following to ensure the direct supervision and protection of children at all times:

In addition, I do the following to ensure the direct supervision and protection of children:

When they are sleeping:

When they are outdoors:

During off-site activities:

I do the following to account for each child's attendance:

I do the following to keep track of each child's whereabouts:

Section _____
Sick Children

When I allow sick children to be in care, I do the following:

When a child is too sick to be in care, I do the following:

Section _____
Behavioral Expectations & Discipline of Children

My behavioral expectations of children and the discipline methods I use are as follows:

Behavioral Expectations	Discipline Methods Used
Infants:	Infants:
Toddlers:	Toddlers:
Two-year-olds:	Two-year-olds:

Behavioral Expectations	Discipline Methods Used
Preschoolers:	Preschoolers:
School-age Children:	School-age Children:

Section _____
Transportation of Children

I provide the following types of transportation for children:

[The list inserted here must include any of the following types of transportation the provider offers: transportation to and from off-site activities, transportation to and from home, and transportation to and from school.]

My policies for transporting children to and from school are as follows:

Children may be dropped off at school up to _____ minutes before school starts.

Children may have to wait a maximum of _____ minutes after school gets out before they are picked up.

If a child fails to meet the provider after school, I will do the following :

If there is ever a delay or problem with a child's transportation to and from school, I will do the following to notify the parent or legal guardian about the incident: