

# Template for Out of School Time Child Care Program Written Policies and Procedures

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**

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

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

When they are sleeping (if rest periods are provided):

When they are using the restroom:

When they are on the playground:

During off-site activities:

**Section \_\_\_\_\_**  
**Maintaining Required Caregiver to Child Ratios**

We do the following to ensure we meet these required ratio of one caregiver to each 20 children when we have more than the expected number of children, or fewer than the expected number of caregivers:

**Section \_\_\_\_\_**  
**Procedures to Account for Each Child's Attendance & Whereabouts**

We do the following to account for each child's attendance and whereabouts at all times:

**Section \_\_\_\_\_**  
**Releasing Children to Authorized Individuals Only**

We do the following to ensure that children are only released to individuals authorized by their parent or legal guardian:

**Section \_\_\_\_\_**  
**Confidentiality & Release of Information**

We do the following to ensure that confidential information about children and their families is never released to individuals without written authorization by the parent or legal guardian:

**Section \_\_\_\_\_**  
**Use of Movies and Video or Computer Games**

Our policy on the use of movies and video or computer games (including the industry ratings we allow) is as follows:

If the program has internet access for the children, we do the following to monitor children's internet access and use:

We do the following to ensure that we have written parental permission before allowing a child to use the internet:

**Section \_\_\_\_\_**  
**Policy on Sick Children**

We do the following to determine when a child is too sick to be admitted to the center:

We do the following when a child becomes sick after they arrive at the center:

**Section \_\_\_\_\_**  
**Behavioral Expectations & Discipline of Children**

Our behavioral expectations of children and the discipline methods we use are as follows:

<b>Behavioral Expectations</b>	<b>Discipline Methods Used</b>

**Section \_\_\_\_\_**  
**Transportation of Children**

We provide the following types of transportation for children:

*[The list inserted here must include any of the following types of transportation the center offers them: transportation to and from off-site activities, transportation to and from home, and transportation to and from school. If the center transports children on Trax or by UTA bus, or any other form of public transportation, that information should be included as well.]*

Our 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 center van or bus after school, we will do the following :

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

We do the following to ensure that children always use a size-appropriate seat belt when being transported: