

Provider Policies

The 16 topics listed below are mandated by the Day Care Rule to be included in a provider's day care policies. At minimum, each topic must cover the specified information that is in bold print. Providers may have policies regarding related issues to many of the 16 topics and the most common are listed under "May include".

As every day care is different, you may want to add additional information or policies that are important for you to share with parents, are uniform for all families, are unique to your day care and pertain to how you want to run your business.

1. License Data

Must include:	<ul style="list-style-type: none">• license class/provisions of license class
May include:	<ul style="list-style-type: none">• licensing rule number• monitoring agency

2. Hours of Operation

Must include:	<ul style="list-style-type: none">• Hours and days of the week that the day care is open
May include:	<ul style="list-style-type: none">• The provider's policy to contract for specific hours of care• Additional fees for early drop off or late pick ups

3. Non-Discrimination Policy

Must include:	<ul style="list-style-type: none">• That the caregiver is not allowed to discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or gender
May include:	<ul style="list-style-type: none">• Information on whether or not the home is handicapped accessible

4. Pets

Must include:	<ul style="list-style-type: none">• Whether or not there are pets owned by the provider
May include:	<ul style="list-style-type: none">• Type of pet• Vaccinations being up to date• Access children will have to pets

5. Day Care Rule Availability

Must include:	<ul style="list-style-type: none">• That a complete copy of the Day Care Rule (9502.0315-9502.0445) is available for parental review in the day care home.
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6. Insurance

Must include:	<ul style="list-style-type: none">• Whether or not the provider carries additional day care insurance
May include:	<ul style="list-style-type: none">• Terms of insurance, company• If no day care insurance is provided, may indicate information on who is responsible party to pay for accidental costs.

7. Termination

Must include:	<ul style="list-style-type: none">• Information on providing notice to end day care-both from the provider and from the parent
May include:	<ul style="list-style-type: none">• Information about payment for notices• # of days/weeks' notice required• Policy on trial period• Policy/reasons for immediate termination• Whether or not payment is expected if child leaves without proper notice

8. Smoking

Must include:	<ul style="list-style-type: none">• Information that smoking is prohibited during day care hours
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9. Emergency Drills

Must include:	<ul style="list-style-type: none">• That monthly fire and storm drills are conducted with the children
May include:	<ul style="list-style-type: none">• Information that these drills are logged• That you have emergency phone numbers near the telephone• Whether or not you are certified in CPR/First Aid

10. Ill Child Policy (.0435, Subp 16)

Must include:	<ul style="list-style-type: none">• Information that the provider will notify the parent when a child develops:<ul style="list-style-type: none">✓ Underarm temperature of 100 F or over✓ Oral temperature of 101 degrees F or over✓ Vomiting✓ Diarrhea✓ Rash, other than mild diaper or heat-related• That the provider must notify all parents of the exposure of diagnoses listed in 4605.7000 (which is attached) in addition to the MN Department of Health• That parents must notify the provider within 24 hours of a diagnosis in 4605.7000• That the provider needs written permission to administer diapering products, medicines, sunscreens, and insect repellants• That the provider must follow written instructions from a physician or dentist when administering prescription medication (Prescription labeling with the child's name and dosage information constitutes instructions)• Immunization records must be kept for each child
May include:	<ul style="list-style-type: none">• How long symptoms must be gone before child can return to day care• Payment or non-payment for sick days• When to notify provider of sick days• Policy on provider having sick days• How soon after parent is notified of child's illness that child needs to be picked up• If child has special diet due to illness-will provider or parent supply

	<ul style="list-style-type: none"> • Circumstances or symptoms that provider is willing to accept a sick child
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11. Rest/Nap Arrangements

Must include:	<ul style="list-style-type: none"> • That clean and separate bedding needs to be provided for the children (crib, mats, cots, blankets) • Times of rest periods
May include:	<ul style="list-style-type: none"> • Information on who will maintain blankets (provider or parent) • If older children do not nap, what will they do during rest period • If favorite blanket or comfort items, may be brought for rest period

12. Labeling

Must include:	<ul style="list-style-type: none"> • That any food/bottles brought from home must be labeled with child's name
May include:	<ul style="list-style-type: none"> • Policy for labeling personal items-blankets, toys and if children can bring these from home • Is child required to share toys or personal items brought from home • Is provider responsible for lost or broken toys from home • Whether or not an extra set of clothes is needed for day care • If provider or parent provides diapers, wipes, formula, over the counter medications

13. Meals

Must include:	<ul style="list-style-type: none"> • Information on what meals/snacks will be served to the children
May include:	<ul style="list-style-type: none"> • Whether or not provider is involved in food program • Policy on bringing food or treats to the day care • Policy on meal arrangements for children coming after a designated mealtime • Times of meals/snacks

14. Fees

Must include:	<ul style="list-style-type: none"> • Information on fees provider charges (weekly rates, hourly rates, based on number of hours in care, based on child's age, late fees, drop-in rates, etc.)
May include:	<ul style="list-style-type: none"> • Policy on drop-in care requirements • Reasons for late fees and what those amounts are • Time frame for payment of fees • Whether provider holidays, sick days, personal days, and vacation days are paid • Whether provider holidays, sick days, personal days, and vacation days need to be paid • Any family or additional child discounts

15. Transportation (.0435, Subpart 9)

Must include:	<ul style="list-style-type: none">• Whether or not the provider will be transporting the children• That if transporting, seat belts or safety seats will be used in accordance with manufacturer's instructions and applicable laws• Written parental permission must be obtained to transport children• That no child will remain unattended in any vehicle
May include:	<ul style="list-style-type: none">• Examples of places you would transport children

16. Helpers/Substitutes/Holidays/Vacations

Must include:	<ul style="list-style-type: none">• Provider's plan for substitute and/or emergency care• Holidays• Vacation days/sick days/personal days
May include:	<ul style="list-style-type: none">• Parents having substitute or back up plans• Payment or non-payment of holidays, vacations, sick days• If planning to have assistant caregivers or helpers, information that they will have criminal background checks done

17. Also include Provider Grievance Policy and Chemical Usage Policy.