



Best Practices for Out of School Time: Policies & Forms

LEARNING OBJECTIVES

- Identify what should be included in a parent handbook.
- Learn about forms that should be utilized and maintained.
- Discuss securing forms with personal information included.





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Parent Handbook What should be included? Forms



- Child ID Form
- Emergency Release Form
- Field Trip Permission
- Discipline/Expulsion Policy
- Medication Form (Optional)
- Food /Nutrition Policy
- Know Your Child's Day Care Center Brochure



Parent Handbook What should be included? Forms

- Flu Brochure (Aug/Sept)
- Food Allergy Form
- Emergency Care Plan (Special Needs)
- Acknowledgment Form



Parent Handbook What should be included? Additional Information

- Program Times/Dates of Closures
- Meals/Snacks Served
- Vacation Policy
- Homework Policy
- Daily Activities
- Registration/Payment Policy
- Cancellation Policy
- Sign In/Out Policy
- Photo Policy



Sign In/Out Sheet

- Each child must have their own individual form
- Full signature required
- A time must be listed when a child is signed out of the program



Registration Forms Optional

- Walker Biker Form
- Illness Form
- Photo Release
- Authorized Pick Up List



Common Policies in Childcare Medication Policy

- Written Authorization
- Date/Time/Dosage
- Medication must be in original container with child's name
- Medication may not be expired
- As needed medication need additional information (symptoms)



Common Policies in Childcare Discipline/Expulsion Policy

- Parent Signature Required
- Prohibited discipline measures must be included in policy.
- Discipline steps followed should be included
 - Redirection
 - Write-Up
 - Suspension
 - Expulsion



Common Policies in Childcare Sunscreen Policy

- Written permission required
- Instructions on bottle must be followed
- Keep out of reach of children



Common Policies in Childcare Homework Policy

- Must be optional
- There to assist-not offer individualized help

QUESTIONS

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