

Provider Policies and Procedures

In accordance with Ohio Administrative Code [5101:2-13-07](#)

Provider Name:	Email Address:	Phone:
Street Address:	City:	State: Zip: Date Created/Revised:

General Information

2. Program Philosophy:

<p>3a. Days and hours of operation:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Day</th> <th style="width: 25%;">From:</th> <th style="width: 20%;">To:</th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td></tr> <tr><td>Thu</td><td></td><td></td></tr> <tr><td>Fri</td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td></tr> </tbody> </table>	Day	From:	To:	Mon			Tue			Wed			Thu			Fri			Sat			Sun			<p>3b. The program is scheduled to be closed on the following days:</p> <table style="width: 100%;"> <tr><td><input type="checkbox"/> New Year's Day</td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/> Memorial Day</td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/> July 4th</td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/> Labor Day</td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/> Thanksgiving Day</td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/> Christmas Day</td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> New Year's Day	<input type="checkbox"/>	<input type="checkbox"/> Memorial Day	<input type="checkbox"/>	<input type="checkbox"/> July 4th	<input type="checkbox"/>	<input type="checkbox"/> Labor Day	<input type="checkbox"/>	<input type="checkbox"/> Thanksgiving Day	<input type="checkbox"/>	<input type="checkbox"/> Christmas Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3c. Basic Daily Schedule:

4. Staff/child ratios and group size:

General Information

5. The following meals and snacks are provided:

6. Outdoor play including limitations to outdoor play because of weather or safety issues: **(Note: Include your policy for outdoor play. Include a statement about what conditions (i.e., weather) will keep you from playing outdoors. Refer to Rule 5101-2-13-07.)**

General Information

7. Parents can be involved in activities in the following ways:

8. Parent and provider meetings: (Note: Outline your policy for meeting with parents about their children. If you have an open-door policy, be sure to say that. Otherwise, outline how a parent would schedule a meeting with you to discuss their child's development.)

General Information

9a. Payment Schedule:

9b. Overtime/late Pick-up Policy and Fees:

9c. Registration Fees:

10. Breastfeeding Mothers: (Note: Identify a location of onsite space for mothers to breastfeed and/or pump breastmilk)

Policies and Procedures

1. Enrollment Information:

2. Care of Children without Immunizations:

3a. Arrival and Departure Policy:

Policies and Procedures

3b. Absent Day Policy:

3c. Releasing Children to Someone Other than the Parent:

3d. Releasing Children According to Custody Agreement:

Policies and Procedures

3e. Follow up when Children Scheduled to Arrive from Other Programs/Activities Do Not Arrive:

4. Supervision and Child Guidance:

5. Parent Provided Food and Provider Dietary Policy:

Policies and Procedures

6a. Management of Illness (including whether or not the provider will care for sick children, isolation, symptoms for discharge):

6b. Return Policy for Children Who Have Been Ill:

6c. Notification of Ill Child:

Policies and Procedures

7. Procedures for Emergency, Serious Illness, Injury:

8a. Administration of Medication, Food Supplements, and Modified Diets:

8b. School Age Children and Medication:

Policies and Procedures

9a. Transportation for Trips:

9b. Transportation for Emergencies:

10. Water activities and Swimming:

Policies and Procedures

11a. Infant Care

11b. Frequency of Diaper Checks

12. Napping and Resting

Policies and Procedures

13. Evening and Overnight Care:

14. Program Closure Policy (Inclement Weather or Other Closings):

15. [Substitute](#) or [Child Care Staff Member](#) Policy: (NOTE: Refer to [OAC 5101: 2-13-08](#))

Policies and Procedures

16. Disenrollment Policy:

17. Conflict Resolution Policy:

Policies and Procedures

18. Emergency Transportation Policy:

19. Formal Child Assessment Policy: