

# PROVIDER POLICY

Below is a list of all the items that need to appear in your Provider Policy. See sample policies on our website ([www.co.sherburne.mn.us](http://www.co.sherburne.mn.us)) for examples of wording. You may write your own Policy or follow the outline in the samples given.

- A. The ages and numbers of children in care in the residence
- B. The hours and days of operation
- C. Meals and snacks to be served
- D. Labeling requirements for food brought from the child's home
- E. Sleeping and/or resting arrangements
- F. Nondiscrimination practices to comply with subpart 6
- G. Policies for the care of ill children, disease notification procedures, immunizations and medicine permission policies
- H. Emergency, fire and storm drill, and monthly fire drills
- I. Seat belt and transportation plans and field trip and transportation permission requirements
- J. Fees
- K. Termination and notice procedures
- L. Plans for a helper and substitute for emergencies, vacations or holidays
- M. The presence of pets in the residence
- N. A complete copy of parts 9502.0315 to 9502 0445 (will be provided to you by the Licensor)
- O. A statement that smoking is not permitted in the residence during the hours children are in care.
- P. Grievance procedure (directions on who parents should contact if they are dissatisfied with your daycare services.)
- Q. A statement that caregivers will not abuse prescription medication or be under the influence of alcohol or drugs.

Sample policies are available on our website: [www.co.sherburne.mn.us](http://www.co.sherburne.mn.us)