CHILD CARE LICENSING PROGRAM

Division of Public Assistance
Child Care Program Office

Office Use Only

CHILD CARE LICENSING FACILITY PERSONNEL POLICIES CHECKLIST

Facility Name:_____

This form provides the department with information about the facility's personnel policies. Please submit this form and all applicable attachments to the department for approval.

Child care licensing regulations define a "caregiver" as an Administrator, Child Care Associate, employee, student intern, regular parent classroom volunteer, substitute or any other individual in a child care facility whose duties include supervision of children with or without compensation.

REQUIRED:

7AAC 57.220 (a) (1-3). A child care facility with one or more employees shall provide personnel policies to those employees when they start employment at the facility. The personnel policies must include as applicable:

1. **Personnel qualifications for each position title**
   - ☐ Age requirement
   - ☐ Desired and minimum education requirement
   - ☐ Desired and minimum experience requirement
   - ☐ Required references

2. **Job description for each position title**
   - ☐ Title of position
   - ☐ Person to whom employee is responsible to and/or for
   - ☐ General position description and duties
   - ☐ Daily routines
   - ☐ Periodic and occasional duties
   - ☐ Weekly work schedule (hours and days)

3. **Evaluation procedures**
   - ☐ Procedures for annual evaluations
   - ☐ Copy of blank evaluation for being used

RECOMMENDED:

The following are areas recommended to be included in your personnel policies to reflect managerial best practices regarding communication and expectations of employees.

- ☐ Statement of employer vision, mission, and goals
- ☐ Organization Chart
- ☐ Statement of Governing Body/Board Members and role (if applicable)

Basic Terms of Employment:

- ☐ Hours of workday and workweek
- ☐ Overtime
- ☐ How time worked is documented
- ☐ When salaries are paid

Salaries and Benefits:

- ☐ Salary Range
- ☐ How increases are determined
- ☐ Benefits provided (as required by Department of Labor – unemployment, work comp, etc.)
- ☐ Optional benefits provided (paid time off, child care discount, insurance, etc.)

Attendance and Leave Policies:

- ☐ Attendance expectation
- ☐ Policies on tardiness and absences
- ☐ Vacation/Sick Leave
- ☐ Leave specific to other circumstances (jury duty, funerals, voting, maternity and etc.)

Training Expectations and Requirements:

- ☐ Orientation and training requirements
- ☐ Annual training requirements for Administrator
- ☐ Annual training requirements for Child Care Associate
- ☐ Annual training requirements for caregivers
- ☐ CPR and First Aid requirements

Disciplinary Actions and Grievance Procedures:

- ☐ Reasons for disciplinary action and process
- ☐ Reason for dismissal
- ☐ Grievance process
- ☐ Appeal process

Other:

- ☐ Smoking policy and areas
- ☐ Parking policy and areas
- ☐ Use of facility telephone and personal cell phone use
- ☐ Policy about staff's own children at facility (if applicable)
- ☐ Requirements and recommendations about appropriate clothing and language

Facility Best Practice:

- ☐ Supervision of children
- ☐ Child-to-caregiver ratios
- ☐ Maximum group size
- ☐ Caregiver behavior and attitudes toward children
- ☐ Behavior guidance
- ☐ Reporting abuse and neglect
- ☐ Medication – stored and administered as required by 7 AAC 10.1070
- ☐ Reducing the spread of disease
- ☐ Transportation rules (during emergencies or regular transporting)
- ☐ Nutrition and infant feeding
- ☐ Equipment and supplies
- ☐ Children with special needs
- ☐ Diapering Procedures