

Family Child Care Contract & Policies

REQUIRED topics according to MN Rule 9502.0405, subpart 3

- Ages and number of children your license allows
- Hours and days of operation
- Meals and snacks to be served (refer to 9502.0445)
- Labeling requirements for food brought from the child's home (refer to 9502.0445)
- Sleeping and rest arrangements (refer to 9502.0425 subpart 9, 9502.0435 subpart 11,
- Nondiscrimination practices to comply with 9502.0405 Subpart 6
- Policies for the care of ill children, disease notification procedures, immunizations, and medicine permission policies (refer to 9502.0435 subpart 16)
- Emergency, fire, and storm plans and the monthly fire drill log
- Seat belt and transportation plans and field trip and transportation permissions requirements (refer to 9502.0435. subpart 9)
- Fees
- Termination and notice procedures
- Plans for a helper and substitute for emergencies, vacations, and holidays
- The presence of pets in the residence (refer to 9502.0435 subpart 12)
- A complete copy parts 9502.0315 to 9502.0445 (DCYF has a document available for this)
- Insurance coverage (refer to 9502.0355 subpart 4) (DCYF has a document to help meet the annual notification requirements)
- Smoking is not allowed during hours of operation; inform parents if smoking is allowed in the home outside of hours of operation
- Behavior guidance and toilet training (refer to 9502.0395)

REQUIRED policies that have separate documents/templates available:

- Emergency Preparedness Plan (DCYF has a required document to use for this)
- Mandated reporting policy (DCYF has a document available to use for this)
- Grievance procedures (DCYF has a sample document available)
- Alcohol and Drug Use policy (DCYF has a sample document available)

OTHER topics that may be included in policies:

- Introduction of self, program, goals, education, experience, etc.
- Name/Address/Phone Number/Email address
- Activities/curriculum offered
- The use of your supplies and child's toys
- Diapering procedures and who supplies needed supplies
- Your time off, listing holiday closures
- Any additional fees involved with activities offered
- Confidentiality (refer to 9502.0345 subpart 2)
- Statement saying that a copy of policies, Emergency Preparedness Plan, Grievance Procedures, Alcohol and Drug Use policy are all shared with families upon enrollment and additional copies are available
- Signatures/date of both parent and provider showing agreement with contract and policies

- Open-door policy
- Holiday/birthday celebrations
- Outside play and equipment/attire required
- Storage of child's personal belongings
- Food program participation (if participating)
- Parent responsibilities
- Pick-up policies including late pick-up procedure and fees, authorized pick-up person
- Explanation of infant safe sleep practices
- Use of pools/wading pools