

Provider Policies

Licensed family child care providers are required to have written policies available to discuss with parents and the licensing agency (MN Rules 9502.0405, Subp. 3, items A-P). Provider policies indicate what services you are willing and able to provide within the specifications of the Minnesota Rules and Statutes that pertain to child care.

The benefits of having written policies are that they:

- Define your business and explain your services
- Serve as a communication tool for parents
- Document what has been reviewed and discussed with parents
- Indicate consistency of your practices to parents
- Back you up when there is a need to address parent issues/concerns

Well thought-out policies and reasonable expectations can contribute to the development of a successful business. Providers must decide for themselves what their hours of operation will be and how much they will charge, etc. It is critical that providers apply their policies equally to all families.

A sample policy is included in this chapter to provide ideas to help develop your own policies. The sample policy does contain the minimum required components for a licensed child care provider's policies, but it is very important to create policies that work for YOU. Your policies will be reviewed and discussed with your licensing worker at your initial home visit.

For further ideas and insights into provider policies, there is a website you may wish to explore: <http://tomcopelandblog.com/category/contracts-policies>.