

## Policy Checklist – Day Camps

**Use of form:** DCF 252.41(1)(f) requires the licensee to develop, submit to the department, and implement written policies and procedures consistent with this chapter for all the categories listed below. Use of this form is mandatory under DCF 252.05(1)(c)12. Failure to submit this completed checklist to the department may result in license denial, other enforcement action, or issuance of a non-compliance statement.

**Instructions:** Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point. Policies should be dated, and the pages numbered. You may wish to keep a copy of this completed checklist for your records. An asterisk indicates items required by administrative rule; the other items listed are not required in policy but are strongly recommended to be included or addressed in that particular policy or procedure.

|                  |                           |
|------------------|---------------------------|
| Facility Name    | Facility ID Number        |
| Facility Address | Facility Telephone Number |

**Page No.**    **Policy Section (Asterisked items are required by administrative rule)**    **Date revised:** \_\_\_\_\_

- \_\_\_\_\_ \* **ADMISSION** 252.41(1)(f)4.
- \_\_\_\_\_ \* A procedure to contact a parent if a child is absent from the camp without prior notification from the parent
- \_\_\_\_\_ The licensed capacity of the camp
- \_\_\_\_\_ The age range of the children that the camp is licensed to serve
- \_\_\_\_\_ The hours, days, and months of the camp’s licensed operation
- \_\_\_\_\_ Requirements of children you will accept for care (e.g., potty trained)
- \_\_\_\_\_ The day camp license; results of the most recent licensing inspection; any notice of enforcement action; and any stipulations, conditions or exceptions that affect the license will be posted at the base camp in an area visible to parents and the public
- \_\_\_\_\_ A copy of DCF 252 and the camp policies are available to parents upon request
- \_\_\_\_\_ Written delegation of administrative authority
- \_\_\_\_\_ The day camp does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin, or ancestry (required if receiving federal money from W2 or Food Program)
- \_\_\_\_\_ Persons having access to children’s records will not discuss or disclose personal information regarding the children or facts learned about children and their relatives except to the parent or other person authorized by the parent, or as authorized by state law.
- \_\_\_\_\_ A licensee who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county department of social services, the county department of human services, or local law enforcement agency.
- \_\_\_\_\_ Admission forms to be submitted:
  - Enrollment form
  - Health History and Emergency Care Plan

**Page No.**    **Policy Section (Asterisked items are required by administrative rule)**    **Date revised:** \_\_\_\_\_

- \_\_\_\_\_ \* **DISCHARGE OF ENROLLED CHILDREN** 252.41(1)(f)1.
- \_\_\_\_\_ Circumstances and procedures for termination
- \_\_\_\_\_ Time frame
- \_\_\_\_\_ Parent initiated, camp initiated
- \_\_\_\_\_ Verbal vs. written notice

**Page No.**    **Policy Section (Asterisked items are required by administrative rule)**    **Date revised:** \_\_\_\_\_

- \_\_\_\_\_ \* **FEE PAYMENTS AND REFUNDS** 252.41(1)(f)2.
- \_\_\_\_\_ Provider and child absences (vacations, illness, etc.)
- \_\_\_\_\_ The procedure for payment (when and how)
- \_\_\_\_\_ The procedure for handling late pickup, late payments, NSF checks
- \_\_\_\_\_ Registration fee
- \_\_\_\_\_ Refund circumstances
- \_\_\_\_\_ Discounts
- \_\_\_\_\_ Third party payments, co-payments
- \_\_\_\_\_ Additional fees (field trips, lunches, lessons)

|               |                    |
|---------------|--------------------|
| Facility Name | Facility ID Number |
|---------------|--------------------|

**Page No.** \_\_\_\_\_ **Policy Section (Asterisked items are required by administrative rule)** **Date revised:** \_\_\_\_\_  
 \* **PROGRAM OBJECTIVES AND ACTIVITIES** 252.41(1)(f)5.  
 Program focuses on the out-of-doors and the natural environment  
 Reference to religious component, if part of the camp program  
 A clearly defined statement of purpose as it relates to the provision of child care services  
 A general description of the camp area and geographic location or proposed itinerary if the program consists  
 primarily of field trips  
 Rest periods  
 Firearms and archery  
 Adventure based activities

**Page No.** \_\_\_\_\_ **Policy Section (Asterisked items are required by administrative rule)** **Date revised:** \_\_\_\_\_  
 \* **WATERFRONT ACTIVITIES** 252.41(1)(f)8.  
 \* Emergency procedures to follow when a child participating in water activities cannot be found 252.41(1)(f)8.  
 \* The plan for supervising children in the water 252.44(7)(b)4.  
 \* The plan for checking persons in and out of the water 252.44(7)(b)5.  
 The process for determining swimming ability of each child  
 Boating procedures  
 The procedure for ensuring safety and supervision in bathrooms or locker rooms shared with the public or other programs

**Page No.** \_\_\_\_\_ **Policy Section (Asterisked items are required by administrative rule)** **Date revised:** \_\_\_\_\_  
**CHILD GUIDANCE** 252.41(1)(f)10.  
 Ways to manage crying or fussing children 252.41(1)(f)10.  
 Provides for positive guidance, redirection, and setting of clear-cut limits 252.44(2)(a)  
 Designed to help each child develop self-control, self-esteem, and respect for the rights of others 252.44(2)(a)  
 Procedure for using time-out periods to deal with unacceptable behavior, if time-out periods are used by the camp. **Note:** Time-out periods may not exceed 3 minutes 252.44(2)(b)3.  
 Prohibited actions

**Page No.** \_\_\_\_\_ **Policy Section (Asterisked items are required by administrative rule)** **Date revised:** \_\_\_\_\_  
 \* **EMERGENCY PLAN** 252.41(1)(f)7.  
 \* Procedures for dealing with a fire, tornado, missing child, accident, injury, illness, other emergency 252.41(1)(f)7.; 252.44(6)(f)  
 \* Identify the location of the designated tornado shelter 252.41(1)(f)7.  
 \* The procedure to ensure the camp receives information about tornado watches or warnings 252.41(1)(f)7.  
 \* The procedure to ensure children reach tornado shelter in a timely fashion 252.41(1)(f)7.  
 \* If the building or shelter used by the base camp during inclement weather is not enclosed, the procedure for ensuring that children are protected from the elements 252.43(1)(b)  
 Staff informed of and knowledgeable about duties in the event of an emergency  
 Identify the source of emergency medical care

|               |                    |
|---------------|--------------------|
| Facility Name | Facility ID Number |
|---------------|--------------------|

| Page No. | Policy Section (Asterisked items are required by administrative rule)  | Date revised: |
|----------|--|---------------|
| _____    | * <b>HEALTH</b> 252.41(1)(f)11.  | _____         |
| _____    | * Procedures to be followed when children have contact with animals, other than pets, while in the care of the camp 252.08(10)   |               |
| _____    | * Procedures for the treatment of children who are in accidents or otherwise injured 252.44(6)(f)  |               |
| _____    | * The procedure for bringing a child to an emergency medical care facility 252.44(6)(f)3.  |               |
| _____    | The procedure for sharing information on a child's special health needs with everyone assigned to care for that child  |               |
| _____    | Medical log book procedures, including the process of informing parents of injuries  |               |
| _____    | On-site health supervisor  |               |
| _____    | If a rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call, a person who is certified as a first responder must be on the premises during the hours when children are present. |               |
| _____    | Communicable disease procedures  |               |
| _____    | Toileting and handwashing procedures   |               |
| _____    | Ill child definition   |               |
| _____    | Isolation area   |               |
| _____    | Medication authorization   |               |
| _____    | First aid equipment  |               |
| _____    | First aid procedures for non-serious injury  |               |
| _____    | Injury off-site procedures   |               |
| _____    | Diapering procedures   |               |
| _____    | Universal precautions  |               |
| _____    | Glove usage and disposal   |               |

| Page No. | Policy Section (Asterisked items are required by administrative rule) | Date revised: |
|----------|---|---------------|
| _____    | * <b>NUTRITION</b> 252.41(1)(f)12.                                    | _____         |
| _____    | Meal and snack time schedule  |               |
| _____    | Menus   |               |
| _____    | Parent provided food  |               |
| _____    | Special diets   |               |
| _____    | Food storage, preparation, and service                                |               |
| _____    | Food allergies  |               |
| _____    | Special diet based on medical condition                               |               |
| _____    | Water supply  |               |

| Page No. | Policy Section (Asterisked items are required by administrative rule)   | Date revised: |
|----------|---|---------------|
| _____    | * <b>TRANSPORTATION</b> 252.41(1)(f)6.  | _____         |
| _____    | * Procedure to ensure that no child is left unattended in a vehicle 252.41(1)(f)6.  |               |
| _____    | * Method of taking daily attendance 252.09(3)(a)  |               |
| _____    | * The transportation route and scheduled stops 252.09(3)(c)   |               |
| _____    | * Name and address of person authorized to receive the child if child is dropped off anywhere other than the child's residence 252.09(7)(a)                                       |               |
| _____    | The procedure for loading, unloading, and tracking of children being transported 252.09(4)(b)2.   |               |
| _____    | * The procedure for evacuating children from a vehicle in an emergency 252.09(4)(b)3.   |               |
| _____    | * The procedure to ensure that all children exit the vehicle after transportation to a destination 252.09(7)(d)   |               |
| _____    | Field trip procedures, including signed parental permission, parental notification for each trip, information to be carried on field trip, and location of emergency medical care |               |

|               |                    |
|---------------|--------------------|
| Facility Name | Facility ID Number |
|---------------|--------------------|

| Page No. | Policy Section (Asterisked items are required by administrative rule)   | Date revised: _____ |
|----------|---|---------------------|
| _____    | * <b>PERSONNEL</b> 252.41(1)(f)3.   |                     |
| _____    | * Job descriptions (Director, Counselor, Waterfront Supervisor, On-site Health Supervisor)  |                     |
| _____    | * Hours of work, lunch and break times  |                     |
| _____    | * Holidays, vacations, sick leaves, leaves of absence   |                     |
| _____    | * Probationary periods  |                     |
| _____    | * Performance evaluations   |                     |
| _____    | * Grievance procedures and the disciplinary process   |                     |
| _____    | * Notification to the licensee (and by the licensee to the department) by the next working day when any of the following occurs: the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding; or when a professional license has been denied, revoked, restricted, or otherwise limited. |                     |

| Page No. | Policy Section (Asterisked items are required by administrative rule)  | Date revised: _____ |
|----------|--|---------------------|
| _____    | * <b>PRE-CAMP TRAINING</b> 252.41(1)(f)9.  |                     |
| _____    | * A review of DCF 252 [252.42(3)(a)1.]   |                     |
| _____    | * A review of camp policies and procedures required under DCF 252.41(1)(f) [252.42(3)(a)2.]  |                     |
| _____    | * Job responsibilities in relation to job descriptions 252.42(3)(a)3.  |                     |
| _____    | * Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids 252.42(3)(a)4.  |                     |
| _____    | * Daily activity plans and schedules 252.42(3)(a)5.  |                     |
| _____    | * First aid procedures 252.42(3)(a)6.  |                     |
| _____    | * A review of plans required under DCF 252.41(1)(f)7. And 8. and 252.43(2), including is the plans for a missing child, fire, or tornado, and for supervision when swimming, if applicable 252.42(3)(a)7.; 252.44(7)(b)4.; 252.44(7)(b)5.  |                     |
| _____    | * The procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times 252.42(3)(a)8. and 252.425(1)(b)   |                     |
| _____    | * Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards 252.42(3)(a)9.  |                     |
| _____    | * A review of child abuse and neglect laws and the camp reporting procedures 252.42(3)(a)10.   |                     |
| _____    | * Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day 252.42(3)(a)11.  |                     |
| _____    | * Child management techniques 252.42(3)(a)12.  |                     |
| _____    | * Department-approved training in shaken baby syndrome prevention and appropriate ways to manage crying, fussing, or distraught children for any person who will be providing care and supervision to children under 5 years of age 252.42(3)(a)13.  |                     |
| _____    | All camp staff in regular contact with the children, including the camp director and counselors shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR), including department-approved training in the use of an automatic external defibrillator prior to working with children. The CPR training may be included in pre-camp training. |                     |

I attest that these policies meet licensing rules and accurately reflect my program as implemented.

|                                   |                |
|-----------------------------------|----------------|
| SIGNATURE – Center Representative | Date Completed |
|-----------------------------------|----------------|