



Municipality of Anchorage
Child Care Licensing Program

Office Use Only

CHILD CARE FACILITY PERSONNEL POLICIES CHECKLIST

Facility Name: _____

This form provides the department with information about the facility’s personnel policies. Please complete this form by checking off each item and indicate the page number where the information is located and submit this form and all applicable attachments to the Child Care Licensing (CCL) Program 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:

AMC 16.55.110A., B. and 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.** *Page(s):* _____

- Age requirement.
- Desired and minimum education requirement.
- Desired and minimum experience requirement.
- Required references.

2. **Job description for each position title.** *Page(s):* _____

- 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.** *Page(s):* _____

- Procedures for annual evaluations
- Copy of blank evaluation form being used

4. Equal opportunity statement. *Page(s):* _____

5. Termination policy. *Page(s):* _____

6. Training plan. *Page(s):* _____

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. *Page #* _____
- Organization Chart. *Page #* _____
- Statement of Governing Body/Board Members and role (if applicable). *Page #* _____

Basic Terms of Employment:

- Hours of workday and workweek. *Page #* _____
- Overtime. *Page #* _____
- How time worked is documented. *Page #* _____
- When salaries are paid. *Page #* _____

Salaries and Benefits:

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

Attendance and Leave Policies:

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

Training Expectations and Requirements:

- Orientation and training requirements. *Page #* _____
- Annual training requirements for Administrator. *Page #* _____
- Annual training requirements for Child Care Associate. *Page #* _____
- Annual training requirements for caregivers. *Page #* _____
- CPR and First Aid requirements. *Page #* _____

Disciplinary Actions and Grievance Procedures:

- Reasons for disciplinary action and process. *Page #* _____
- Reason for dismissal. *Page #* _____
- Grievance process. *Page #* _____
- Appeal process. *Page #* _____

Other:

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

Facility Best Practice:

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