

PROVIDERS EXPLORING POLICIES EVERYDAY (PEPE)!

INTRODUCTION



A. PEPE'S PURPOSE

Ahoy Maties! I'm PEPE, your guide to navigate your way through this PEP book of policies. These policies are your keys to:

- provide a framework for staff accountability. Each policy has blanks for you to fill in with names of staff who are responsible for each assignment.
- provide consistency in caring for ill children versus sending every ill child home.
- provide consistency in job performance. The job will be done correctly when everyone follows the same policy.
- achieve quality and accreditation.
- supervise staff responsibilities.
- train child care staff.
- give clear messages of expectations to staff and parent/guardians.
- organize using step by step procedures.
- provide structure that gives staff and children a sense of security through routine predictable rules (policies).

NOTE!

Policies in this manual are modeled after *Caring For Our Children, Third Edition* and *Model Child Care Health Policies, 5th Edition*. The policies in this manual are best practice and may be more strict than Nebraska Child Care Regulations.

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B. IMPLEMENTING PEP IN YOUR SETTING

These policies and procedures are written for all child care facilities including homes and centers. To begin using these policies, it is important to introduce ONE policy at a time.

Find fun ways to introduce PEP to staff and parents. Be creative! Some examples include:

- Invite parents to staff meetings. Have a Parent, Punch, Popcorn, Pretzels, and Policy Party.
- At staff meetings, do role playing with staff or parent/guardians to act out situations where policies are needed (i.e., sick children, or providers confused about when to administer medications, children left at child care after closing or discipline problems.)
- Practice using the policies. Serve food to your staff when training them on food handling, preparation and service policies.
- Introduce policies to parents upon enrollment and at Open House or other group events.
- Send a “Lookout” memo to parents/guardians and staff with the date a new policy begins.

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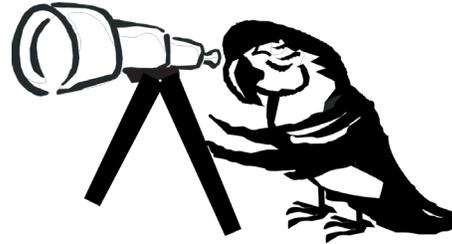
There’s a New Policy on the Horizon!

To: Parent/Guardian/Staff

From: _____

Date: _____

Subject: Policy Lookout Memo



There is a new policy on the horizon. On _____ / _____ / _____
the _____ Policy will begin.
date
Policy Name

If you have any questions about this policy, please contact _____
at (_____) _____ - _____ .
staff title/name
phone number

Thank you for helping make our center ship-shape. Copy of policy attached.

- Train staff by demonstrating policies in action.
- Remember to celebrate your good efforts for implementing any new policy.
- Involve a community child care health consultant to help with implementing policies.

NOTE! ADULTS LEARN BEST BY SEEING, SAYING, HEARING AND DOING THE PROCEDURES. Remember to Practice.

NOTE! Quality does not happen overnight, but it is worth it.

C. PEPE INSTRUCTIONS

___ Instruction for implementing the PEP Book of Policies:

- For every policy you use, enter your facility name at the top of each policy.

Child Care Facility _____



- Fill in the blanks with staff names for responsibilities. This tells everyone who is responsible for specific duties and tasks. This will help directors supervise their staff.

Example: _____ will post a
HANDWASHING POSTER at each sink.

- Have this policy manual accessible and available for staff to use.
- Use the **DIRECTOR/FAMILY CHILD CARE PROVIDER CHECKLIST** to keep track of staff duties and your responsibilities.
- See the **REMINDER CALENDAR** to organize this checklist on a monthly calendar.