

Reviewing Your Program Practices

Take some time to review your current Parent Handbook. Does it contain the information it should? Are you satisfied with its tone and message? Consider the following components:

Component	Changes needed?	Plan for Changes: When and how will changes be made? Who will do them?
Open-Door Policy		
Drop-Off/Admission Procedures		
Pick-Up/Release Procedures		
After-Hours Policy		
Child Abuse Reporting		
Other:		