

Complete Additional Required Documents

1) Read Rules Acknowledgement

Step 1: Read the Child Care Licensing Rule that applies to your child care. We recommend re-reading the Rule and reaching out to your licensor with any questions.

Step 2: Once you have read and understand the Rule, sign a statement that you have read and understand the Child Care Licensing Rule.

2) Family Handbook

Step 1: Create a Family Policy Handbook covering all the requirements in the Licensing Rule

Step 2: Provide a copy to families at the time of registration including a signed acknowledgement

Step 3: Keep a signed acknowledgement of the Family Handbook in each child's file

3) Employee Handbook

Step 1: Create an Employee Policy Handbook covering all the requirements in the Licensing Rule

Step 2: Provide a copy to staff members at the time of hiring, including an acknowledgement

Step 3: Keep a signed acknowledgement of the Employee Handbook in each staff member's file

Note: Participants in the Child Care Business Lab should see their folders for resources to complete these *Additional Required Documents*.