

February 2, 2005

TO: Brown County Child Care Providers

FR: Brown County Licensors

RE: New rule requirements

In a recent newsletter, I spoke about the new rule requirements stating you need to have a grievance procedure and drug/alcohol use policy on file. You also need to keep track of background checks that you have sent into our agency. To make this process easier, I have developed a generic policy for you to use in your child care home. I have also left blank lines for you to personalize it as you wish. At the time of relicensing, the licensor will collect these policies from you to keep on file at the agency. You should also post the grievance policy at your home or attach it to your child care policy. The drug/alcohol use policy should be addressed with each individual that you request a background check on. If you have any questions, please contact one of the licensors. Thank you.

Chemical Use Policy

Drug and alcohol use is prohibited in this child care home. The use of illegal drugs and alcohol is prohibited while caring for any of the daycare children. All substitutes or helpers who are found to be under the influence while caring for the children are subject to dismissal.

Substitute/Helper

Date

License Holder

Date

Additional
Information: _____

