

ALCOHOL, DRUGS, AND FIREARMS POLICY

Reason this policy is important:

Young children's natural curiosity may result in experimentation with harmful substances or use of dangerous materials or objects.

Procedures and Practices, including responsible person(s):

- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing child care. Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to disciplinary action.
- No guns or other lethal weapons will be allowed in the child care setting. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting.
- In a home facility, all guns will be unloaded. Ammunition and guns will be stored separate from one another, each under lock and key, in an area inaccessible to children. Parents will be informed if guns or ammunition are kept on site.

When this policy applies:

The policy is effective at all times, both on the program premises and in vehicles used by the program. It is also enforced when away from the program if on child care business (i.e. field trips and training).

Communication plan for staff and parents:

- _____ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by _____ with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located _____.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.
- No smoking signs will be posted at the entrance to inform visitors.

References:

- Indiana licensing regulations - <http://www.in.gov/fssa/carefinder/2734.htm>
- *Caring for Our Children* – <http://nrckids.org/CFOC3/>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by:

Director/Owner
Health Professional (physician, nurse, health consultant)
Staff Member
Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective ____/____/____ and will be reviewed annually by ____/____/____ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.

Name and address of child care agency