

## FORMAT FOR POLICIES AND PROCEDURES

Policies and Procedures must be clear and concise. Center policies can be more conservative, but not less than, state licensing requirements and local public health recommendations. This manual contains sample policies that you may use as templates, or as guidelines for creating your own. We recommend the following format for your center's Policy and Procedure manual:

### TITLE

**POLICY:** A broad statement of what is to be accomplished.

**PURPOSE:** An explanation of the expected outcome.

**PROCEDURE:** A step-by-step system of carrying out the policy.

**Policies and procedures are to be evaluated on a regular basis and as needed to ensure they are effective and up-to-date.**