Reviewing the Guidance and Touch Policy

1. Ask your manager for a copy of your program’s Guidance and Touch Policy.
2. Read it carefully.
3. Answer these questions.
   a. What discipline techniques are *never* acceptable in your program?

   b. What support or training do you think you will need to follow the policy?

   c. What questions do you have about the policy?
Now take some time to learn about standard operating procedures. Talk to your manager and find out the answers to these questions:

1. Who can children be released to? What procedures need followed when you release a child to an adult who is not their parent?

2. What are procedures for keeping children safe on field trips?

3. What can parents do if they want to visit the program or classroom?