



## Action Plan for Developing HEAL Initiatives

### Name/description of proposed new policy

(write policy in your own words and adapt best practices to your own child care facilities)

### Describe importance

(why is this policy necessary. How it benefits the families in your program: you can reference evidence based statistics, HEAL resources or best practices)

Steps for communicating and implementing new policy to those affected:

<b>Communication/ implementation method</b>	<b>Person responsible</b>	<b>Completed date</b>	<b>Comments</b>
Bulletin board			
Parent handbook/contract			
Staff handbook/training manual			
Printer flyer/newsletter			
Orientation materials			
Verbal/in person			
e-mail			
text			
Staff meeting			
Parent meeting			
Phone call			
website			

Any additional comments or implementations: