

Sample At-Home Childcare Tobacco, Smoke and Vape-Free Policy

Justification

There is no safe amount of secondhand or thirdhand smoke exposure. The purpose of this tobacco, smoke, and vape-free policy is to create a tobacco, smoke and vape-free environment, encourage smokers to quit, and ensure that all employees, parents/caregivers, visitors, vendors, contractors, and children in our care are protected from exposure to secondhand and thirdhand smoke.

Definitions

For the purposes of this policy, the following definitions apply:

Childcare Property: any real property that is owned, leased, managed, or otherwise controlled by [name of childcare organization] inclusive of all areas of the home, including areas that are not accessible to children, and any automobiles used to transport children.

Indoor Area: a space between a floor and a ceiling enclosed by walls, doorways or windows (open or closed) around the perimeter.

Employee: any person who performs work or services for [name of the childcare organization], including, but not limited to, full-time employees, part-time employees, temporary employees, independent contractors, subcontractors, volunteers, and interns.

Smoking: lighting tobacco, nicotine, marijuana or other products for consumption.

Tobacco use: use of any product containing tobacco or nicotine.

Vaping: using a device to heat, aerosolize, or vaporize tobacco, nicotine, marijuana, or other products for consumption.

Applicability

This policy applies to every person present on childcare property at all times, including when children are not present and outside of operating hours.

Prohibitions

We are committed to ensuring that our childcare property is tobacco, smoke, and vape-free indoors, at all times. That means:

- Tobacco use, smoking and vaping is prohibited in all indoor areas on childcare property. This restriction is in place at all times, including when children are not present, and outside operating hours.
- Tobacco use, smoking and vaping is prohibited on all outdoor childcare property. This restriction is in place at all times, including when children are not present, and outside operating hours.
- Tobacco use, smoking and vaping is prohibited inside childcare vehicles that are used to transport children. This restriction is in place at all times, including when children are not present and outside of operating hours.

- Tobacco use, smoking and vaping is prohibited during all outdoor activities when children are present. This includes field trips, walks, celebrations, and all other activities and events on or off childcare property.
- Employees are not allowed to use tobacco, smoke or vape during their employment hours, except off the premises during regularly scheduled breaks.
- Employees shall not be present at work with a strong tobacco odor on their clothing. Individuals not in compliance will be asked to remedy this situation, which may require the use of unpaid time.
- Ash receptacles, such as ash trays or ash cans, are not permitted indoors on childcare property.

Tobacco Cessation Support

- Employees and parents/caregivers interested in quitting tobacco use will be referred to the [Oklahoma Tobacco Helpline](#) or other cessation resources, if available.
- The at-home childcare will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or [OKHelpline.com](#)) to raise awareness of the statewide services available.

Implementation, Support, and Enforcement

- Signs informing people of this policy shall be posted at entrances to all buildings on childcare property.
- A copy of this policy shall be included in the childcare's policy manual and employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory.
- Parents/caregivers will be informed of the policy through appropriate methods such as signage on site, or a written notice mailed or included in registration materials.
- A violation of this policy by an employee will be handled in accordance with the at-home childcare standard disciplinary procedure.
- A violation of this policy by any person other than an employee shall be handled in the following manner:
 - First, the childcare will request that the violator stop using the tobacco product.
 - If the violator refuses to stop, the at-home childcare will request that the person leave the property.
 - If the violator refuses to leave, the at-home childcare will follow its standard procedure for removing unwanted visitors.

We adopt this tobacco, smoke, and vape-free policy and all that is associated with it regarding implementation and enforcement.

At Home Daycare Name: _____

Effective Date: _____

Name and Title: _____

Signature and Date of Signature: _____