



Group Policy Template

Supporting Families Together Association (SFTA) has a **policy template** that can help you describe what to do if...

- A parent attempted to pick up their child while intoxicated
- A child was supposed to be dropped off by the bus but never showed up
- A teacher was injured while on a field trip
- You lost power to your building
- A family left your program without paying their final week of tuition

Protect yourself by insuring you have a written policy and a contract with the parents you serve. Save yourself valuable time and energy. This fill-in-the-blank template includes all of the required information needed to obtain a license.

When payment is received, the template will be emailed to you followed by a CD copy sent by mail. Please send this form and a *Check or Money Order for \$100.00 made out to **SFTA**. Mail to us at: SFTA, 700 Rayovac Dr, Ste 6, Madison WI 53711.

To pay using a credit or debit card, please visit our website, www.supportingfamilies.together.org.

The template will be **e-mailed** to you within 1 business day after receiving payment. You will also receive a copy on CD in the mail. If you have questions about the policy, please contact your Technical Consultant.

First _____ Last _____

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