

4 Policies

Adopt Written Policies Supporting Breastfeeding Families and Employees

A written policy supporting breastfeeding families and employees exists and is communicated.

Creating a policy allows childcare providers to demonstrate their support for breastfeeding families and employees. Creating a policy may sound intimidating; however, breastfeeding-friendly language can be short and simple. Childcare providers can adopt breastfeeding-friendly language written as a procedure, added into family contracts, or included in family/employee handbooks.

- **Describe how breastfeeding is supported.** Include information about breastfeeding onsite, employee training, and handling, storing, and feeding practices. For larger childcare centers, work with the Human Resources department to develop a lactation accommodation policy for staff.
- **Communicate written policy and procedures to all staff and families.** Communicate the policy and procedures in-person, over the phone, via email, or through the inclusion of the policy in the family or employee handbook.
- **Provide sample policy language.** Provide the sample breastfeeding-friendly [policy](#) for families and staff to childcare providers. Childcare providers can adopt the policy as is, or modify as needed.

Breastfeeding employees are given appropriate break time to pump or breastfeed.

Childcare providers should extend the same breastfeeding-friendly supports to employees.

- **Discuss individual needs.** Connect with employees on their breastfeeding and pumping plans before and after their return to work.
- **Consider break time and pumping schedules.** Ensure that employees have proper coverage for their duties, and enough time to pump.

ACCOMMODATING BREASTFEEDING EMPLOYEES

- **Provide a space to breastfeed or pump.** Federal and state laws require that the space is not a restroom. The space does not have to be permanent, but does need to be private. Work with the employee to find a convenient and comfortable location.
- **Provide adequate break time.** Discuss break time and the employee's needs for breastfeeding or pumping. Work with their schedule, and ensure that the employee has proper coverage for their duties, if applicable.
- **Cultivate a culture of support.** Ensure employees feel comfortable and supported. Work with Human Resources to ensure that all employees know their rights and feel safe exercising them at work. Discuss support before, during, and after their family leave. This can increase employee retention, loyalty, and productivity.