



Child Care Agreement

Welcome to my family child care home. The purpose of this agreement is to define the mutual terms for child care arrangements. Please let me know of any changes of address or telephone or emergency numbers. Parents are welcome to visit at any time during child care hours.

Child's name: _____ Date of Birth: _____

Parent's name(s) _____

Hours and Days of Operation

Date begins _____

The hours for care will begin at 7:30 AM and end at 5:30 PM (_____ days a week)

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

If your child is going to be absent or late, please call in advance.

Child care will not be available on all **Federal Holidays and Fairfax County Government declared closing of offices due to severe weather forecast for safety of both parents and the child.** Payment is expected if the declared holiday falls on the agreed days.

Fees

\$ _____ per week (_____ days a week).

Child care fees are payable in weekly basis and it is due on the last scheduled day of attendance for the week, which is Friday.

A security deposit payment of \$ _____ must be paid at the time of enrollment. This amount will be used for payment for the last two weeks of care.

Fees will be adjusted when child care services are not available because of illness or vacation.

Child care fees will be paid by cash or check.

Notice: A two-week written notice is required for any of the following:

1. Termination of the agreement by either party.
2. Increases in child care fees.
3. Vacation periods for both families and provider.

Information About Your Child

Please help me know more about your child.

Language spoken at home: _____

How does he or she communicate _____

Favorite toys, playthings, or play interests: _____

Favorite foods: _____

Allergies, and/or food restrictions: _____

Medications taken regularly in case of emergency: _____

Favorite sleeping position: _____

Please note: To reduce the risk of Sudden Infant Death Syndrome, your baby will be placed on his/her back to sleep (unless I receive a signed permission form stating otherwise from a licensed physician).

Blanket or special toy: _____

General disposition/fears/comforting: _____

Favorite songs/games/finger plays: _____

Brothers/Sisters/other in the home: _____

How do you encourage positive behavior: _____

Additional information which may be helpful in understanding your child, his or her needs, and in making the transition to this child care program easier:

Food

Meals will be:

- Prepared by the provider

Meals served will be **breakfast, morning snack, lunch and afternoon snack.**

Please explain if the child has special dietary needs:

Infants will be fed according to family’s instructions. Please update and notify me of any changes in feeding schedules, formulas and additional foods. Breast-fed infants need to have an adequate supply of expressed milk in labeled bottles.

Illness

Please notify me if your child will be absent because of illness. **If your child is home for more than 2 days she/he must bring a signed physician’s statement when returning to the program.**

If the child is absent on the agreed days for any reason, payment is expected.

Please inform me of any contagious disease immediately. All families of children in my care will be notified.

If your child becomes ill during care, you will be asked to pick up your child within 1 hours. If you cannot be reached, I will call one of the emergency numbers you have listed. Your child may return to child care when the child is no longer sick.

_____ Parent’s initials. Received a written copy of the child care sick policy and COVID 19 Home Daycare Policy. (attached to this agreement, pages 4 to 8).

Immunizations

Please provide a copy of updated immunization records each time your child has new immunization shots. Documentation of current immunizations is required in every child’s file.

Clothing

Label your child’s clothing and other items with his/her name and bring it in some type of storage bag. Supply at least two complete sets of **play clothes, outdoor clothing, diapers, baby wipes, diaper rash ointment, bibs.**

Other _____

Field Trips

Often we take trips away from my home to help your child learn more about the community. Your permission is needed to allow your child to ride in my car. You will be notified in advance when trips are being planned indicating the date, location and amount of time away from home.

A proper infant seat or child booster seat is required for car travel for any child under the age of 8.

Please provide a current photograph of your child in case it is needed in an emergency situation.

I (We) fully understand and agree to the terms of this contract. This agreement may be re-negotiated at any time.

Parent’s Signature _____ Date: _____

Parent’s Printed Name _____

Provider’s Signature _____ Date _____

Provider’s Printed Name: Artemesa A. Banzon

Parent Notification of Child Care Sick Policy

Provider's Name: _____

Child's Name : _____

Children in child care are exposed to germs carrying disease and illness. I cannot completely prevent the spread of disease but this sick-child policy helps me reduce the spread of sickness and disease whenever possible for all children in my care.

- I will not provide care for a sick child if the health of other children is at risk. Please keep your child home if s(he) is sick. A child that is sick cannot participate in daily activities and routines and cannot be successful in group care.
- You must have a plan for back-up care when your child is excluded from child care if you are not able to leave or stay at home from work to care for your sick child.
- Each morning I perform a quick health assessment on your child, as well a throughout the day.
- If a child is ill upon arrival, you will be asked to take the child home. Children showing signs or symptoms of illness must remain at home.
- If your child becomes ill while in my care, I will notify you so you can make arrangements to pick up your child as soon as possible.

If you are not reachable, I will contact one of the emergency contact persons to pick up your child. You must provide local emergency contacts and information on how to reach them in case of emergency.

- Your child will be made comfortable and offered a quiet place to rest until you arrive.
- If your child leaves another program or school during the regular school day due to illness, (s)he may not attend my child care that same day.
- I administer nonprescription in my child care. You must give me written authorization to administer. You will be asked to pick up your child who has:
 - Fever with behavior changes or signs or symptoms of illness: an oral temperature over 101°F or under the armpit (axillary) temperature over 100°F.
 - Diarrhea.
 - Vomiting.

***In cases of fever, diarrhea and/or vomiting, the child should not return to care until 24 hours have passed since the last sign of the symptom.*

- Sore throat or difficulty swallowing.
- Headache or stiff neck.
- Severe itching or rashes.
- Mouth sores.
- Significant tiredness, irritability, crying.
- Difficulty breathing, chronic coughing or wheezing.
- Any contagious condition including ringworm, bedbugs, head lice, or pink eye.
- Unusual nasal discharge.
- Constant pain in the stomach.
- Behavior that seems slow, confused, disoriented.

These symptoms may or may not be associated with a communicable illness. Without consultation from a health care professional it is impossible to determine the nature of the illness. Therefore, you will need to pick up your child for further evaluation.

You will be asked to bring a note from a doctor or health care professional stating the child may return to child care when the illness is no longer contagious.

- You are required to inform me within 24 hours if your child or a member of your immediate household develops a communicable disease as defined by the Virginia State Board of Health.
- You must report life-threatening diseases immediately.
- I will notify all parents within 24 hours if a communicable disease is reported at my child care.
- Health Department regulations governing periods of infection and exclusion will be enforced.

If you would like to ask a health care professional about illness and disease, call the Health Department's Epidemiology nurse at 703-246-2433 between 8 a.m. and 4:30 p.m. Mondays-Fridays There is no charge for this service.

I understand and agree to follow the terms of this child care sick policy.

Signature Date Provider Signature Date Parent

**CORONAVIRUS (COVID 19) CHILD HOME DAYCARE POLICY
OVERALL GUIDEDANCE TO PREVENT THE SPREAD OF RESPIRATORY ILLNESS.**

- Wash hands with soap and water more frequently than before (after coming inside, before and after meals, after sneezing and after coughing and after using the toilet and diapering.)
 - Hand sanitizer with 70% alcohol may be used if water and soap are not readily available.
 - Children to be reminded to avoid touching face - eyes, nose mouth with unwashed hand.
 - Avoid kissing and hugging
 - Cover cough and sneeze
 - Clean and disinfect frequently touched surfaces and objects.
 - Face mask covering except during meals, napping and outside play.
- Physical distancing (while 6 feet of physical distancing is not required, the health department recommends that it is best to maintain some distance between children whenever possible.)
 - Stay home when sick

DAILY HEALTH CHECK AND EXCLUSION

Screening upon arrival in the presence of parents or guardians: (temperature and physical check). If your child has any of the following symptoms, parent / guardian will be informed of the need to take the child and tend to his/her need.

- Fever of 100.4-degree Fahrenheit (38 degree Celsius) or above.
 - Cough
 - Runny Nose or eyes

Screening for symptoms of illness periodically throughout the day or in the afternoon between after napping and signing out. If the child becomes ill during the day, the child should be picked up within one hour from notification and should be separated from other children in a well-ventilated area while waiting to be picked up. Parents may need to consult the child's health care professional before the child can return to home daycare.

Parents or guardian and children must remain out of the home daycare if:

- you or anyone in your household have been tested positive for COVID 19
- you administer fever reducer/pain reliever and cough and cold medication to your child or to anyone in your household.
- if you or anyone in your household, including children have symptoms of COVID-19 or have been in close contact with anyone having the following symptoms:
 - o Fever
 - o Cough
 - o Shortness of breath
 - o Sore throat
 - o Diarrhea

If you have these symptoms, please contact your health care professional.

You may return to home daycare provided:

- a) At least seven (7) days have passed since any household member first experienced the symptoms;
 - b) The symptoms have improved;
- c) Household member has been fever-free for at least seventy-two (72) hours without the use of fever reducer medicines.

Note: Depending on the circumstances, we may require you to obtain medical clearance in order to be allowed to return to home daycare.

- If the childcare provider or anyone else present in her household becomes sick during care session, we will immediately notify you to pick up your child and would expect your child to be picked up within one (1) hour of notification.

- If you or anyone in your household traveled internationally or domestically – from an area which is experiencing widespread community transmission of COVID 19 or any area which is subject to travel restriction under applicable state and local guidance, STAY HOME FOR THE NEXT 14 DAYS.

If you feel sick please call your healthcare professional

DROP OFF AND PICK UP

To minimize contact during drop off and pick up, parents are asked to remain outside while signing in and out of their children.

Parents must wear mask and maintain a distance from other parents.

Hand sanitizer with 70% alcohol will be provided at the hand sanitizing station so that children with parent supervision can clean their hands before they sign in.

Parents are asked to wait for confirmation that their child does not have fever or other symptoms of illness before they leave.

We are requiring all parents to take their child's temperature before coming to home daycare.

When possible, same parent should drop off and pick up the child every day.

Drop off and pick up of children will be taking place at the back-door entrance to provide adequate space for physical distancing, disinfecting for signing in/out. The front door will be available only during rainy and snowy days.

FOOD AND NUTRITION

- Children's meals will be served individually on each of his/her own table and chair.

NAPPING/QUIET TIME

Children's nap mats/beds are arranged 6 feet apart and placing their head to toe in order to observe physical distancing while asleep.

Learning Through Play (indoor and outdoor)

- Limiting the number of toys inside;
- Children are not allowed to bring toys from home;
 - No physical contact activities
 - No sharing of toys and books
- More time for outside activity if possible
- Physical distancing inside the room and outside if possible

CLEANING

- Washing hands frequently
- Clean pair of gloves for each child when performing temperature check
 - Thermometer must be thoroughly cleaned in between each check
 - Disinfecting toilet after each use
 - Laundry bed sheets and blanket with hot water everyday
 - Clean and disinfect toys and books at the end of the day
 - Clean and disinfect the whole room at the end of day.
- Leaving the air purifying machine running the whole day to kill the harmful airborne particles.

HOURS OF OPERATION

Hours of operation will be from 7:30am to 5:30pm

ATTENDANCE

Paper attendance is to be fill out by your child care provider temporarily.

DAILY REPORT

Daily report will be communicated via text message or email.

CHILDCARE PAYMENT

Payment via Zelle is an option.

- **Our home daycare follows state and local childcare licensing policies and regulations. Please see the CDC guidelines for current guidance on best practices for protecting yourself and your household during this pandemic.**