

Name of Child _____

INFORMATION FOR PARENTS

Before the child's first day of attendance, parents shall be provided in writing the following information about the family day home (as required by 22 VAC 40-111-70 of the Standards for Licensed Family Day Homes):

Hours and Days of Operation:	Monday through Friday, 7:30 to 5:30pm
Holidays or other scheduled times closed:	Please see Holidays and Closings Policy
Telephone number where a message can be left for a caregiver:	703-9815704
Fees for care (including regular rate for care of this child, late fees, activity fees, returned check fees, etc.):	Please see our Agreement
Payment of fees due on:	Fridays
Check in and check out procedures (to include where and when provider will assume care such as at her home, at the school, at the bus stop; acceptable drop off/pick up procedures, etc.):	Please see Drop Off and Pick up Policy
The family day home must notify the parent when the child becomes ill and the parent must arrange to have the child picked up as soon as possible if so requested by the home.	Please see Parent Notification of Child Care Sick Policy
The parent must inform the family day home within 24 hours or the next business day if a child or a member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.	Please see Parent Notification of Child Care Sick Policy
The child must be adequately immunized prior to admission and must receive additional immunizations as required by state law (unless parent provides proper documentation of medical or religious exemption).	Care Sick Policy
Paid caregivers must report suspected child abuse or neglect according to § 63.2-1509 of the Code of Virginia;	
Custodial parents have the right to be admitted to the family day home any time their child is in care (required by § 63.2-1813 of the Code of Virginia)	
A pet or animal is present in the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Family day home will provide meals and snacks: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Other Information:	
General daily schedule that is appropriate for the age of the enrolling child: (usual routine for provision of meals and snacks, naps, indoor play, outdoor play, etc.):	Please see the Daily Schedule
Discipline policies including acceptable and unacceptable discipline measures:	<ul style="list-style-type: none"> • Corporal punishment such as spanking is prohibited • Is time out used with children other than infants and toddlers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other:	
The following attachments signed by parent:	<ul style="list-style-type: none"> • Liability Insurance Declaration • Policies for the Administration of Medication • Provisions of the Emergency Preparedness and Response Plan