

# FAMILY DAY CARE HOME INFORMATION FOR PARENTS

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Before the child's first day of attendance, parents shall be provided in writing the following information about the family day care home.

Child's Name:	
Days and hours of Operation: <i>M-F 8:00 am - 5:00 pm</i>	Holidays and other scheduled times closed: <i>Please refer to calendar</i>
Payment rate of: \$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> day <input type="checkbox"/> week <input checked="" type="checkbox"/> month	Other payment arrangements: Activity fee: \$ _____ Late fee: \$ _____ Returned check fee: \$ _____ Other: \$ _____
Payments to be made: <input type="checkbox"/> daily <input type="checkbox"/> weekly <input checked="" type="checkbox"/> monthly	
Telephone number where a message can be left for a caregiver: <i>202-746-8187</i>	
Check in and check out procedures (to include where the provider will assume care, acceptable drop off/pick up procedures):	
Provisions: <ul style="list-style-type: none"> <li>The family day care provider will notify the parent(s) when the child becomes ill and that the child should be picked up as soon as it is feasible for the parent to do so.</li> <li>The parent must inform the family day care home within 24 hours or the next business day after his or her child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for a life-threatening disease, which must be reported immediately.</li> <li>The child must be adequately immunized prior to admission and must receive additional immunizations as required by state and county law (unless parent provides proper documentation of medical or religious exemption).</li> <li>The family day care provider, assistant(s) and substitute provider must report suspected child abuse and neglect according to § 63.2-1509 of the Code of Virginia.</li> <li>Custodial parents have the right to be admitted to the family day care home any time the child is in care as required by § 63.2-1813 of the Code of Virginia.</li> <li>Parent(s) will be encouraged by the family day care provider to visit the home while it is in operation.</li> </ul>	
A pet or animal is present in the home: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, the pet or animal is: <input type="checkbox"/> allowed in the day care area <input type="checkbox"/> NOT allowed in the day care area	
The family day care home will provide meals and snacks: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Discipline policies including acceptable and unacceptable discipline measures: <ul style="list-style-type: none"> <li>Physical punishment is prohibited</li> <li>Is time out used with children other than infants and toddlers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>Other:</li> </ul>	
<b>*Please refer to the Family Day Care Home's Behavior Management Plan</b>	



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Amount of time per week that an adult assistant or substitute provider instead of the provider is scheduled to care for the child (example: when the provider leaves to transport children, run errands, ect...): \_\_\_\_\_

Name of the adult assistant or substitute provider: \_\_\_\_\_

The family day care home provider must notify parents of the following as required by § 59-40:

- Daily written or oral information about the child's health, development, behavior, adjustments, or needs
- Prior notice when a substitute provider will be caring for the children
- When persistent behavioral problems are identified and such notification shall include any disciplinary steps taken in response
- Immediately when the child:
  - Has a head injury or any serious injury that requires emergency medical or dental treatment;
  - Has an adverse reaction to medication administered;
  - Has been administered medication incorrectly;
  - Is lost or missing; or
  - Had died.
- The same day whenever first aid is administered to the child.
- When a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, parents must be notified within 24 hours or the next business day of the family day care home having been informed, unless forbidden by law. Life-threatening diseases must be reported to parents immediately. The provider shall consult the local health department if there is a question about the communicability of a disease.
- Immediately of any confirmed or suspected allergic reaction and the ingestion of prohibited food even if a reaction did not occur.
- In writing of changes in the family day care home's emergency preparedness and response plan.
- Before such occasion, whenever the child will be taken off the premises of the family day care home (except in emergency evacuation or relocation situations) and the provider must have written parental permission.
- As soon as possible of the child's whereabouts if an emergency evacuations or relocation is necessary.

Policies for termination of care (to include requirements for advance notice, fees if advance notice is not given by parents, termination for non-payment of fees, behavior of child, ect...): \_\_\_\_\_

A copy of the regulation, Arlington County Code, Chapter 59 Family Day Care Homes, and additional information about the family day care home may be obtained from the following website:

<http://www.family.arlingtonva.us/child-care/>

The family day care provider shall obtain the parent's signed acknowledgement of the following attachments:

- Liability Insurance Confirmation
- Behavior Management Plan
- Emergency Preparedness and Response Plan
- Decision to Administer Medication
- Medication Administration Policies
- Prevention of Shaken Baby Syndrome Policy

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_