**Dear Parent,**

Congratulations! By choosing a licensed Family Child Care Provider, you have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) now invites you to join in a partnership with us and your Family Child Care Provider to ensure a high-quality child-care environment. This fact sheet and enrollment packet outlines the information you must give to your provider, and will acquaint you with some of the key EEC standards designed to ensure a safe, healthy, educational child care experience. The first day your child attends child care, you must give your provider a copy of the attached Family Child Care Enrollment Packet. Without these completed documents, which must be updated annually, the provider cannot care for your child. This requirement ensures that the provider has all the important information and phone numbers he or she will need in order to provide the best possible care for your child. We encourage you to maintain an open dialogue with your provider, as communication between parents and providers is the foundation for a solid working relationship, and a good child care experience. Before filling out your child enrollment form, please read the important information contained in the parent fact sheet below. Remember, EEC is always available as a resource to both you and your provider.

**Look for the License**

EEC has quality standards for all licensed child care programs to ensure high educational value, as well as health and safety. A license means that a Family Child Care Provider has demonstrated that he or she meets the standards outlined in the EEC regulations. To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC web site.

**Enrollment/Capacity**

A provider may only care for the number of children he or she has been licensed for. You can find out what your provider's licensed capacity is by checking the license, which is posted in the home. Please note that a provider may care for no more than three children under the age of two without an assistant. If you have concerns or questions about the number of children in your provider’s care, discuss the situation with your provider or contact EEC.

**Supervision**

Supervision is critical to keeping children safe. Child care providers must directly supervise the children at all times. This means that a provider must be able to see or hear the children without interference.

**Use of Assistants**

If approved by EEC, a provider can have an assistant to help care for the child care children. A provider must also inform the child's parent or guardian of the name of the assistant and when the assistant will be helping the provider with child care

**Medical Information**

Medical information about your child must be given to your provider within one month from the day your child begins care. There are three things your provider will need:

1. A statement from a doctor or health care professional that says that your child received a physical exam within the past year;

2. Evidence that your child has been immunized as recommended by the Department of Public Health;

3. If your child is nine months of age or older, a statement from a doctor or health care professional which says that your child has been screened for lead poisoning.

**Please note:** Your child's immunization record must be updated and given to the provider in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by Department of Public Health Regulations. This report must also be given to the provider. If your child is school age, the provider may accept from you a written statement that the required information is on file with the child’s school.

**Safety**

EEC has a number of licensing standards related to safety in a Family Child Care Home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

**Notification**

The Provider is required by regulation to notify parents of certain information about the family child care home. These notifications include, but are not limited to; injury to a child, communicable diseases introduced into the child care home, identification of other caregivers, children being taken off the child care premises, presence of firearms, change in household composition, pets and infant sleeping positions.

**Curriculum and Daily Schedule**

The provider must carry out a routine that is flexible and responds to the needs and interests of children in care. The routine must include things such as; meeting the physical needs of children in care, thirty minutes of physical activity every day, child initiated and provider-initiated activities and daily outdoor play, weather permitting. Additionally, the provider must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include things such as; learning self-help skills that foster independence, opportunities to gain problem solving and decision-making competencies and leadership skills and opportunities to learn about proper nutrition, good health and personal safety. The Provider is also responsible for providing an environment that promotes cultural, social and individual diversity.

**Staying Involved**

It is important to keep an open dialogue with your Family Child Care Provider, and to maintain an active role in your child’s care. Visit often, not just at pick up and drop off time, but at a variety of times during your child’s day. It is a parent’s right to visit at any time and in doing so; it will help promote a successful experience for your child. High quality child care is a benefit to your entire family. Remember, you can always call the Department of Early Education and Care with questions or concerns about your child’s care.

**Written Acknowledgement of Receipt of Parent Fact Sheet Information** (See first two pages).

I acknowledge that I have received a copy of the first two pages of the enrollment packet (parent fact sheet) developed by the Department of Early Education and Care.

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Parent/Guardian Date

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Parent/Guardian Date