



## **A Parents Guide and Handbook**

41 Dickens Drive  
Westfield, Ma 01085

TEL (413) 364-1808

[tonya.plante@gmail.com](mailto:tonya.plante@gmail.com)

## Welcome to Little Plante's Family Daycare!

Dear Family,

I am very pleased that you have chosen “Little Plante’s Family Daycare” for your child/children. I understand the feeling of searching for a place that your family feels comfortable using while your child/children are not in your care. I am committed to providing your child/children with excellent care. I am dedicated to fostering a safe, nurturing environment that can provide creative, engaging learning experiences. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality child care environment. This parent handbook outlines many of my policies and procedures that relate to the care of your child, as well as the information I am required to give to you when you enroll your child. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational child care experience.

I encourage you to maintain an open dialogue with me, as the communication between parents and educators is the foundation for a solid working relationship and a good child care experience. Before filling out your child care enrollment form, please read through the information contained in this parent handbook.

Feel free to contact me with any questions or concerns.

Again, welcome to Little Plante’s Family Daycare!

Best,

Tonya Plante

## **A Word from EEC**

Early Education and Care (EEC), is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I meet 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 website at:

[http://www.mass.gov/Eeoe/docs/EEC/regs\\_policies/20090122\\_606\\_cmr.pdf](http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf)

For information about my regulatory compliance history, you may contact our local EEC regional office, whose contact information is as follows:

### **Contact Information**

Little Plante's Family Daycare  
41 Dickens Dr.  
Westfield, Ma  
01085

Daycare Provider: Tonya Plante  
Telephone: (413) 364-1808  
Email: [tonya.plante@gmail.com](mailto:tonya.plante@gmail.com)

Daycare Licensed Assistant: Kim Peters

### **Hours of Operation:**

The daycare is open Monday through Friday from 7:30- 4:30 with the exception of holidays, sick/personal days, professional development days, vacation days, or snow days. The daycare may be closed during the summer.

\* Extended hours are available. See attached rate sheet regarding rates and times.

### **Enrollment/Capacity**

My current licensed capacity is ten which is posted on my license. At any one time, I can only care for the number of children that I've been licensed for, which may include my own children, depending on their ages. If you have concerns or questions about the number of children in my care, please feel free to discuss them with me.

### **Use of Assistants**

I may have an assistant to help care for the children, provided they are approved by EEC. I may also use volunteers from time to time, and although they will not be directly responsible for the care of children in the program, they will be on the premises and assisting me.

### **Sick Policy**

I can care for mildly ill children in my program, however there will be times when you will need to keep your children out of the program due to illness. If your child has a fever (100.4 or higher), diarrhea or vomiting, you should keep them out of care until those symptoms have resolved for 24 hours. Please make me aware of when you are keeping your child home from the daycare.

### **Plan for Meeting Potential Emergencies**

EEC regulations require that I have a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program.

In the event of an evacuation emergency, I will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered at the program.

The escape routes from each floor of the licensed child care space are as follows. There is an exit on the first floor as well as in the foyer (front door entrance). The children will go out the front door or out the daycare door and meet at the fire hydrant across the street.

Should the program need to be evacuated in the case of a fire, natural disaster. The designated meeting place is outside of the program. It is across the street at the fire hydrant.

**Evacuation Location:**  
**42 Dickens Dr.**  
**Westfield, Ma 01085**

Should the program need to evacuate farther away from the daycare, for example in case of a natural disaster or any other emergency that requires us to evacuate we will meet at the **Noble Hospital's waiting area. You will need to park in the general parking area and walk into the front entrance of the hospital** and that will be where you can pick up your child.

If the program needs to be evacuated, I will notify all parents, as well as the appropriate authorities (fire, police, etc.) and EEC. My method of doing that is as follows: cell phones, work phone numbers, home phone numbers, and emails.

### **Children's Records**

EEC regulations require me to maintain an individual written record for every child I have in care. These records include the information that parents complete at enrollment, incident reports and other documentation regarding your child's care. Records are updated at least annually, but may be updated as frequently as is needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record; however I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license. When EEC staff members review children's records it is in order to ensure that I am in compliance with EEC

regulations, at times they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. That policy can be found by going to the EEC website at

[http://www.eec.state.ma.us/docs/20101124\\_eec\\_privacy\\_policy.pdf](http://www.eec.state.ma.us/docs/20101124_eec_privacy_policy.pdf).

### **Lead Poisoning Prevention**

All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. If your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.

I am required to disclose to you if I am aware of any known sources of lead in my home.

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

### **Supervision**

Supervision is critical to keeping children safe. I and any assistants in my program will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about how I supervise the children in my program, feel free to ask me.

### **Safe Sleep**

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of [www.eec.state.ma.us](http://www.eec.state.ma.us).

### **Curriculum and Progress Reports**

All Family Child Care Educators 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, sixty minutes of physical activity every day, child-initiated and educator-initiated activities and daily outdoor play, weather permitting. Additionally, I 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. I am also responsible for providing an environment that promotes cultural, social and individual diversity.

In addition, progress reports must be completed periodically for all children in my care. For infants and children with identified special needs, I will be completing progress reports every three months. For toddlers and preschoolers, those reports are completed every six months, and school age children will have a yearly progress report completed for them.

I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

### **Medication Administration**

EEC has regulations requiring educators to have a policy regarding the administration of medication to children in care. As a licensed Family Child Care Educator, I am also required to take medication administration training. The following guidelines are common to all programs that are licensed by EEC:

#### Prescription Medication

- Prescription medication must be brought to the program in its original container and include your child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- I will not administer any medication contrary to the directions on the label. You must fill out the Authorization for Medication Form before the medication can be administered.

#### Non-prescription Medication

- The program needs written parental authorization to administer oral non-prescription medication. You must fill out the Authorization for Medication form, which allows me to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- In the case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization, however it must be reviewed annually.
- I will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

#### Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, I will follow the written procedure for non-prescription medication which includes the



written order of the physician, which is valid for a year, and the 'Authorization for Medication' form you signed.

### **All Medications**

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to me directly by you.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- I will be responsible for the administration of medication. In my absence, I will have my licensed assistant administer medication.
- The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include your child's name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.
- All unused medication will be returned to the parent if possible, or disposed of in accordance with Department of Public Health guidelines.

### **Mandated Reporting**

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

### **What I Need From You**

Before the first day your child attends child care, I need a copy of the attached Family Child Care Enrollment Packet. Without these completed documents, which must be updated annually, I cannot care for your child. The reason for this is so I have all the

important information and phone numbers I will need in order to provide the best possible care for your child.

### **Medical Information**

Medical information about your child must be given to me within one (1) month from the day your child begins care. There are three (3) pieces of medical information I will need:

1. A statement from a physician 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 (9) months of age or older, a statement from a physician 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 me 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 me. If your child is school age, I can accept a written statement that the required information is on file with the child's school.

### **Communication and Staying Involved**

It is important to keep an open dialogue with me as your child's Educator, and to maintain an active role in your child's care. Feel free to visit, not just at pick up and drop off time, but at a variety of times during your child's day—it's your right as a parent. Please also make sure to follow-up with me if you have any questions about the program or your child's care.

I look forward to working with your family and providing a great experience for your child(ren)

### **Severe Weather**

In the event of severe weather or circumstances related to weather (power outages etc.) We usually make similar decisions that coincide with Westfield Public Schools. I may have a delayed opening, have to close early, or be closed for the day. I will notify you by text message/phone call.

### **Parent Participation:**

I believe that it is important to work together as a team to meet the needs of your child/children. It will be important to discuss things happening at home and at school to support their learning and development. You are always welcome to visit during hours of operation.

### **Daily Routines:**

All children will have the opportunity to play outdoors in the morning and afternoon as weather permits. We have plenty of outdoor toys, a playhouse, sport toys, chalk, and bubbles that your child/children can use. One of the things that I love to foster outside is supporting early hand eye coordination activities, as well as kicking, throwing and hitting balls. I think it is important to engage all kids in lots of different experiences. He/she will have the opportunity to play and participate in planned outdoor games and activities. During the day your child/children will be served breakfast. After that we will spend time playing indoors. Children can play with toys, creative arts and crafts, listen to stories, as well as enjoy singing songs and listening to music. Your child/children will be served a morning snack, lunch, and an afternoon snack. Your child/children will also have a napping period.

My goal is to have your child love coming as daycare should be a fun place where he/she can learn and develop essential developmental skills.

Each month themes are chosen based on things which interest children. We will also be learning about letters, numbers, colors, and shapes. Activities will be planned to have children develop fine motor and gross motor skills.

### **Tooth brushing:**

Tooth brushing is done daily in accordance with EEC regulations. You will need to supply a toothbrush and replace the toothbrush when asked or after a child has been sick.

**Rest Periods:**

A rest period is scheduled daily for all children. Children will be able to sleep on cots. Parents can provide a blanket and a pillow if he/she feels comfortable.

Our daycare will have fitted sheets for the pack-n-play. In addition infants under the age of 6 months will be in direct supervision while he/she is sleeping. Safe sleeping practices will be followed based on CDC guidance. After 6 months, infants will be checked on frequently. Parents can provide a sleep sack if they choose to do so.

**Meals and Snacks**

Little Plante's Daycare prides itself on providing nutritionally balanced meals. We try to buy local and use ingredients that are in season. You should supply food/formula if your child is an infant under 12 months. After 12 months your child will be provided with table food and whole milk.

Accommodations are made for children with allergies.

**Release of Children only to Authorized People:**

Please fill out in the enrollment form, any persons that you wish to allow us to authorize us to release your child. If someone who is not on the authorized list comes to pick up your child, we will not authorize the release of your child into the care of that person. If it is necessary for someone other than yourself to pick up your child, you will need to notify me via writing, text message, or by phone call.

When the person named in these circumstances comes to pick up the child, that person will need to present a photo ID.

**Absences/Leaving the Daycare**

Please inform us when your child is going to be absent from daycare. Breakfast will be provided from 8:00-8:30. If your child arrives after that time, please plan accordingly. You will need to give at least two weeks notice before taking your child out of the daycare. If you do not give that much notice, you may be charged those weeks for the time not given.

**Holidays/Paid Vacations/Sick Leave/Professional development**

I will take three weeks of paid vacation. Vacations will *likely* follow the Westfield Public School schedule however you will be given at least 3 weeks notice for any vacation taken outside of the Westfield School vacation week. **I will also have six paid-sick days, three-paid personal days and one-paid professional day.** In the event that I am sick and cannot care for your child, I will text or call you as soon as I can so that you can make arrangements. I will give you 72hour notice for personal days unless it is an emergency. Although the daycare will be closed for holidays, those will be paid days. The new sick days, personal days, vacations and professional days get replenished at the start of the school year in August.

## Little Plante's Family Daycare

### Rates Sheet

\*Updated Rates Beginning August 2024

#### Infants (under 12 months)

M-F \$310.00

\* daily rate \$ 80.00

#### Toddlers (13 months +)

M-F \$275.00

\* daily rate \$ 70.00

Returned Checks: A fee of \$30.00 will be applied to your account if the check comes back as unpaid by the bank. This is in addition to any bank fees incurred by the client at their own bank.

**Venmo is a preferred method of payment.**

Payment will need to be made the week prior. Payments will be made by Thursday at noon. Late payment fees are \$5.00 for every day late.

**Extended After Hours PickupPlan:** Upon enrolling for the daycare, you can choose to enroll in a later pickup. A \$35.00 extended pick-up fee will be applied to your weekly rate, extended pickup is until 5:00pm

**\*Late pickup:** If you are not enrolled in the extended Pickup Plan and you are late for picking up your child, a \$25.00 fee will be applied to your weekly rate for each day you arrive late.

**If you are past 5:00pm, there will be a \$5.00 a minute late fee** applied to your weekly rate for that day and any day that you are late past 5:00pm which is on top of the fees you have already incurred.

Daycare may close for the summer. Your spot will be held when it resumes in the fall, unless you decide you do not want to re-enroll in the fall, You will need to give at least two weeks notice before leaving the daycare when your child is enrolled,

# **Sign and Return**

## **Little Plante's Family Daycare**

### **Handbook Agreement Form**

I have read and understand the policies and regulations set forth included in the parent handbook. By signing this, you are documenting that we are in agreement about the hours your child will receive care, and the rates you will be paying for that care. You are also stating that you understand my policies regarding late fees, termination, and any other issues documented above.

I also agree that if I become delinquent on my child's tuition, I will be responsible for any and all late fees. If a collection agency must intervene to collect the delinquent amount, I understand that I will be responsible for ALL fees and legal steps which may take place in order to collect said fees.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

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Name of Child

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Tonya Plante

Date