
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):

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| Hours and Days of Operation: Monday - Friday, 8AM - 5PM |
| Holidays or other scheduled times closed: <small>Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus Day (Indigenous Peoples Day); Thanksgiving; Day After Thanksgiving; Winter Break (1 Week) 2 Paid Weeks Throughout Year (Contiguous or Non-Contiguous, Does Not Include Winter Break)</small> |
| Telephone number where a message can be left for a caregiver: 301-467-4707 |
| Fees for care (including regular rate for care of this child, late fees, activity fees, returned check fees, etc.): Weekly Rate: \$____ Enrollment Fee: \$125 Late Pickup Fee: \$6 per <15 mins, \$20 per >15 mins. NSF Fee: \$35 Late Payment: \$5 per day Flex Hours Fee: \$8/Hour |
| Payment of fees due on: Friday before week of care |
| 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.) <p style="text-align: center;">Children are to be dropped off and picked up at the rear entrance.</p> |
| 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. |
| The parent must inform the family day home within 24 hours or the next business day after his child or any 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. |
| 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). |
| 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: ____Yes <input checked="" type="checkbox"/> No |
| Family day home will provide meals and snacks: <input checked="" type="checkbox"/> Yes ____No |
| Other Information: Meals provided are breakfast, lunch, and a snack. |
| 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.): Arrival from 8-9AM. Breakfast 8:15 - 9:15AM. Gathering time from 9:15 - 9:30AM. Work cycle/Outdoor play from 9:30 - 11:30PM. Lunch time from 11:15 -12:00. Nap time/wakeup time 12:15 - 3PM. Afternoon snack 3:15 - 3:30PM. Group activities/Dismissal 3:30 - 5PM. |
| 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? ____Yes <input checked="" type="checkbox"/>No Other: Redirection and gentle discipline are practiced. Refer to policy handbook for more information. |
| 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 |

INFORMATION FOR PARENTS

Amount of time per week that an adult assistant or substitute provider instead of the provider is regularly scheduled to care for the child (such as when provider leaves each day to transport children): N/A

Name of the adult assistant or substitute provider: _____

Policies for termination of care (to include any requirements for prior notice; fees if prior notice is not given by parents; general reasons for termination such as non-payment of fees, age of child, behavior of child, etc.):

Four weeks written notice for termination from the parent or provider (depending on who initiates the termination), tuition paid in full for last 4 weeks.

A copy of the regulation, *Standards for Licensed Family Day Homes*, and additional information about the family day home, including compliance history that includes information after July 1, 2003 may be obtained from the following website:

<http://www.dss.virginia.gov/facility/search/licensed.cgi>

Providers must notify parents (required by 22 VAC 40-111-650):

- In writing, within 10 business days after the effective date of the change when there is no longer liability insurance in force on the family day home operation (may use Liability Insurance Declaration Form);
- Daily about the child's health, development, behavior, adjustment, or needs
- Prior to when a substitute provider will be caring for the children (for provider's vacation, appointments, etc.)
- 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
 - Has died.
- The same day whenever first aid is administered to the child.
- Within 24 hours or the next business day of the home's having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. 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.
- In writing, whenever there are changes in the home's emergency preparedness and response plan (that is, any changes to the Provisions of the Emergency Preparedness and Response Plan given to parents prior to the child's first day of attendance.
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situations) and the provider will have written parental permission
- As soon as possible of the child's whereabouts if an emergency evacuation or relocation is necessary.

Parent Signature

Date