

## Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you on choosing licensed Family Child Care. You have made an important child care decision for you and your family. 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 and enrollment packet includes my policies and procedures that relate to the care of your child, as well as the information that I am required to give to you when you enroll your child in my care. This handbook will acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational child care experience.

Before filling out your child care enrollment form, please read through the information contained in my parent handbook.

## About me:

I have been a daycare provider since 1980 and have cared for more than 200 children in my career; I chose this profession when my oldest daughter was born in August of 1980. Caring for children is my choice of profession. I enjoy playing with them, talking with them, meeting their physical needs as well as giving them the love that every child requires. I am the parent of Jennifer, born in August 1980, she is a Nurse Anesthetist working at Milford Hospital. Jen and her husband Justin had their first child (my first grandchild) in September 2014. Tenley will be joining the daycare in January 2015. Erin, born in April 1982, is a Nuclear Medicine Technician working at Children's Hospital in Boston (yes I am proud). I am certified in CPR and First Aid. I have taken numerous courses, and attended conferences, seminars, and support groups each year to further my knowledge in providing quality daycare. Some of my childcare training's are listed below:

- Safe Baby, Safe Child
- Children with Special Needs: Autism Spectrum Disorder
- School-Age Children: Spatial Intelligence
- After school Programs
- Many Ways to Learn
- Infant & Toddler Growth & Development
- Infants in Childcare
- Language Development in Infants
- Infant Safety
- Toddlers in Childcare

- Health & Safety
- Diversity in Early Childhood & School-Age programs
- Preventing & Understanding Childhood Illnesses
- Children's Challenging Behaviors
- Day by Day with Toddlers
- Exploring Positive Guidance
- Inclusive Childhood Programs
- Lock before you Look
- SIDS
- Music & movement
- 10 hours per year in nutrition and food safety
- Medication Administration

## About the EEC

The EEC is the agency that oversees the early education and care and after school services for families of 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 have demonstrated that I meet the standards outlined by the EEC regulations.

You may obtain your own copy of EEC Family Child Care Regulations by downloading from the EEC website at:

<http://www.mass.gov/?pageID=edusubtopic&L=4&L0=Home&L1=Pre+K+-+Grade+12&L2=Early+Education+and+Care&L3=Laws%2C+Regulations%2C+and+Policies&sid=EOEDU>

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

Commonwealth of Massachusetts

Department of Early Education and Care

10 Austin Street

Worcester, MA 01609

Regional Director: Donna Cohen-Avery

Telephone: 508-798-5180 X 219

### Enrollment/Capacity

My current license capacity is **8**, 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. In addition, EEC regulations state that I cannot care for more than three (3) children under the age of two (2) without an assistant, with one of those children being at least 15 months old and walking unassisted. If you have any concerns or questions about the number of children in my care, please feel free to discuss them with me. My license # is 9017959, it will expire on May 16, 2017 at which time I will go through the relicensing process to renew for another 3 years.

**See attachment [1]-I will give this to you at our interview.**

### Use of Assistants:

I may have an assistant to help care for the child care children, provided they are approved by EEC. If and when I use an assistant, I will let you know ahead of time, and you will have an opportunity to meet the assistant that will be working in the program. 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.

☒ I am not currently utilizing an assistant

☐ The assistant (s) /volunteer(s) I am currently using in my program are:

Name

Certificate# (for assistants)

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## Typical Day:

Please note that our schedule can vary from time to time due to many reasons, but we try to follow it as it gives the children some sort of order of what to expect and when it will happen.

7:00-8:30: Arrival & Breakfast

8:30-9:30: Free play (inside or outside)

9:30-10:00: Morning Snack

10:00-11:00: Lesson time

11:00-12:00: Free play (inside or outside)

12:00-1:00: Lunch

1:00-2:30: Naptime/Quiet time

3:00-3:30: Afternoon Snack

3:00-4:30: Free play (inside or outside)

4:30-5:30: Departure

We play a lot of music during our day and limit the TV to no more than 1 hour per day and at times it is less than that or not at all. I have a wide range of age related/gender related toys for infants and toddlers up through school age. I have books for the children to look at, read or be read to by me. They have puzzles ,blocks, dress-up clothes, “kitchen cooking”, musical toys, matchbox cars, trains, building sets and games to play as well as numerous coloring and painting activities and crafts. Our outdoor play takes place in the backyard. My deck has a gazebo and shades that will accommodate us if we choose to have our lunch or snacks outside during nice weather. Outdoor play includes all Little tykes/Step 2 equipment, a swing set (accommodates all ages), airplane teeter tooter , slides, adjustable playground with climb throughs,playhouse,gazebo,picnic table, geometric climber,3 cozy coupes,8 ride-on toys, wagons, gigiball,toddler lawn mowers, various bicycles, balls, wading pool, and sprinkler and numerous other outdoor activities. We also enjoy going for walks in the neighborhood, I have a stroller that accommodates 4 children/infants.

## Meals & Snacks

I participate in a USDA Food Program called Yours for Children, Inc. I serve well balanced, nutritious meals. All meals and snacks are included in your weekly rate. I will give you our monthly menu ahead of time so you can see what we will be serving. At times our menu may vary due to seasonal produce. This also includes iron-fortified formula, cereal, fruits and vegetables for infants up until 12 months, at which time they will transition over to regular food and follow our daily menu. If you are breastfeeding your infant, I will store frozen milk in my freezer and defrost it as needed or you may send it over with your child daily. You may choose at any time for your child not to participate in the program, if so you would be responsible for supplying all food for your child. Below are the times that I serve meals and snacks. If you arrive after a scheduled meal time, please make sure your child has been fed.

**Breakfast:**                      **7:00-8:30 AM**

**Morning Snack:**            **9:30-10:00 AM**

**Lunch:**                            **11:30-12:30 PM**

**Afternoon Snack:**        **3:00-3:30 PM**

## Program Hours/Closures

Attached to this handbook is a parent/educator agreement that outlines my policies regarding days of care, hours of care, Holiday and Vacation schedule, snow day delays and termination policies. We will review this together and note any additional information that is specific to you and the care of your child(ren).

**See attachment [2]**

## Sick Policy

I can care for mildly ill children in my program; however there will be times when you need to keep your children out of the program due to illness. If your child has a fever, diarrhea, or vomiting, you should keep them out of care until those symptoms have resolved for 24 hours. My additional policies regarding ill children are as follows:

Please provide whatever supplies you feel I will need to care for your mildly ill child (Tylenol, ect.).

If your child, while in the program should develop symptoms that I feel you should be aware of. I will contact you immediately and we will determine the best course of action.

### **Dropping off and picking up your child:**

Dropping off or picking up your child from daycare can sometimes cause anxiety for your child. I find that if this transition is handled in an expedited rate rather than delayed it makes it easier for your child and the other children that are present. A regular routine lets them know what they should expect daily. If you are running late, please call to let me know so I can plan accordingly.

### **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.

Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency situation, we will meet at an alternate location. The designated meeting place(s) outside of the program for emergencies depend upon our exit route, we will meet at the playground, driveway or 9 Lynn Court (my neighbor).

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:

I have all of the emergency numbers of the parents and authorities with me at all times.

In the event that a child goes missing from the program, I will do the following:

Call 911

I will ensure that no child has been left at the program after an evacuation by:

Counting heads

### **See attachment [3]**

### **Maintaining a Safe Environment:**

EEC has a number of licensing standards relating 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. The indoor space is clean and well maintained and allows children of varied ages to have the opportunity to engage in play and learning activities. They are encouraged to play with each other or individually if they wish. Outdoor play and

walks in the neighborhood during fair weather days happens quite often so please make sure that your child has appropriate clothing for outdoor play. During the summer months I will fill a wading pool for them to play in; I will need a bathing suit, sunscreen, towel, and sunhat. I empty the pool after each use and disinfect at that time. Smoke detector and Carbon Monoxide detectors are tested on a monthly basis and are located on all floors of the Daycare home.

### **Lead Poisoning Prevention:**

All family child care educators are required by EEC to provide parents with information regarding the risks of lead poisoning. The following are some facts that all parents should know about lead and lead poisoning.

Lead poisoning is caused by swallowing and breathing lead. Lead is poison when it gets into the body.

Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:

Hurt the brain, kidneys, and nervous system

Slow down growth and development

Damage hearing and speech

Cause behavioral problems

Upset stomach

Trouble eating or sleeping

Headache

Trouble paying attention

Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.

When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.

Lead dust lands on the floor. Lead dust gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.

Important: Home repairs and renovations also create lead dust.

Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead.

As mentioned earlier, 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. Information regarding known sources of lead in my home is as follows:

The daycare home was built in 1978. I bought the home in 1988. The exterior of the home is vinyl sided. The deck was built in 1990 and painted with lead-free paint. The interior of the home has been repainted with lead-free paint. The Daycare room and Family Room have paneling and have also been painted with lead-free paint. There has never been any evidence of lead paint in this home and none of the over 100 children that I have cared for in the past 23 years has had a positive lead test.

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.

#### **Attachment [4] – Please sign and return one copy to me 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, as well as progress reports, 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. 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 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 web site at [http://www.eec.state.ma.us/docs/1/20101124\\_eec\\_privacy\\_policy.pdf](http://www.eec.state.ma.us/docs/1/20101124_eec_privacy_policy.pdf). Please let me know about any questions you have regarding your child(ren)'s record.

## Curriculum & 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, the Educator 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. We recite the Pledge of Allegiance daily, if this is something you don't want your child to participate in, please let me know.

### See attachment [5]

Progress reports must be completed periodically for all children in 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 yearly progress reports 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.

These reports will address all developmental domains including:

#### Physical

- Fine Motor Skills
- Gross Motor Skills
- Sensory Experiences

#### Social/Emotional

- Self-Esteem
- Cooperation
- Problem Solving

- Following Directions

#### Cognitive

- Language Experiences
- Listening Skills
- Space/Time
- Classification
- Math
- Knowledge

### **Supervision:**

Supervision is critical to keeping children safe. I 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.

### **Child Guidance:**

When it comes to interactions and the guidance of children's behavior, the goal of all Educators is to maximize the growth and development of children, as well as keeping them safe. My child guidance policy is as follows:

I truly believe in positive discipline. This will help in their development of self-control. Lack of self-control is a major cause of interpersonal problems that lead to difficulties in group situations.

If a child's actions show hostility, I remind the child of their actions privately and express a solution to the problem. If the problem persists, we will turn to time out as an option. Time out is determined by the age of the child and never exceeds more than a minute for each year of the child's age.

### **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).

### **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 the 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.

### **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 the 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. The prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form before medication can be administered.

## Non-Prescription Medication

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication Form, which allows the Educator 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 renewed annually.
- The educator 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. During warm weather months I ask that all children come to child care with sunscreen already applied and I will reapply as needed during the day.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of a physician, which is valid for a year, and the Authorization for Medication from signed by the parent.

## 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 the Educator directly by the parent.
- All medications will be stored out of reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Educator will be responsible for the administration of medication. In his/her absence, the designated person will be:
- ☒ None at this time.
- 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 the child's name, the time and date of each administration, the dose, and the name of 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.
- I have enclosed a blank Medication Authorization form in your parent handbook.

## Oral Health

Proper oral health begins at home, and will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours a day, or he/she will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program. I will need a toothbrush and toothpaste for your child that will be stored in a safe, sanitary manner at the daycare.

## Parent Notifications:

I am required by EEC regulations to notify you of certain information about my family child care home. These notifications include, but are not limited to:

- An injury to your child;
- Allegations of abuse or neglect regarding your child;
- If another educator will be caring for your child;
- The administering of first aid to your child;
- Whenever a communicable disease has been identified in the program;
- Children being taken off of the child care premises;
- The existence of firearms in my home (**NONE**)
- If there is any change in my household composition;
- Prior to any pets being introduced into the program;
- Whenever special problems or significant developments arise.

## 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.

### **After School Program:**

I have spent 28 years working with after-school children. I have found that I have had to change my program over the course of my career to cater to the needs of school-aged children.

Our after school program was developed with the help of children that were previously enrolled in the program some of whom are now in High School, attending College or have graduated from college. The school-aged children have opportunities for a quiet homework related area as well as social interaction in the main daycare area and the outdoor area of play. The children are encouraged to play together in a group although individual needs sometimes change this set-up. We work on a day to day need basis. The school-aged child will begin with a snack upon arrival from school. Homework is then discussed and done. Once homework is completed the child is free to participate in free play, activities, or quiet time if preferred.

My goal is to help in the positive emotional and physical development of each child. I believe good social skills can produce quality individuals. I would hope that after attending our program, the children involved will move on to become responsible young adults capable of making good sound decisions.

### **Transportation Information:**

If the opportunity arises that we will go on a field trip (very rare) I will make sure that you are aware prior to the excursion and with your permission allow this to happen. Your child will be put in an age appropriate child seat. I drive a 2004 Hyundai Santa Fe GLS/LX, registered with Norfolk and Dedham Insurance Company and inspected under the current Massachusetts regulations. My license # is S43042716.

### **Home & Daycare Liability Information:**

My home is insured with Norfolk and Dedham Insurance Company and my Daycare Liability Insurance is with Tudor Insurance Company.

### **Potty Training:**

If we are potty training for the first time, I would prefer that you try this at home first, it is best to start on a weekend and if you have some success, I will start with training here on their next scheduled day of attendance as long as you, as parents, do your part at home. I will need extra changes of clothes to accommodate their needs in this transition.

### **Special Needs Children:**

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultations with the parents and, as needed any other appropriate individual. Additionally, an assessment to determine the full scope of needs and appropriate services may be required. Assessments may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

### **Non-discrimination Policy:**

Children will be admitted to the Daycare regardless of race, gender, religion, or national origin, and in compliance with the Americans with Disabilities Act. Toilet training status is not an eligibility requirement for enrollment;

### **Communication & 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 is 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. Your child will have a daily log that is e-mailed to you at the end of each day, please let me know if you prefer a paper copy..

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

### **Enrollment Procedure:**

Private interview held at Judy's Home Daycare with parent's of child that would be enrolled in the Daycare and to include child (if possible). Upon mutual acceptance into the program, a deposit of 2 weeks pay would be required to hold your slot, this is a non-refundable deposit. We will discuss a start date during our interview especially if the child hasn't been born yet. The first day (or prior to) your child's first day in childcare; I need to have the attached Family Child Care Enrollment forms filled out. Without these completed documents, I cannot care for your child. The reason for this is so I have all of the important information and phone numbers I will need to provide the best possible care for your child. I will also need diapers, two changes of clothing, any special diapering needs, and a favorite toy or blanket if needed for the transition period.

## Attachment [2]

Days of Care: Monday – Friday

Hours of Care: 7:00 AM – 5:30 PM

Vacation and Holiday schedules are posted in January. Payment is not required if I have to take an unscheduled day off. We celebrate all holiday's with a small party and have a bigger celebration for Christmas. We also celebrate all of the children's birthdays and the parent's may send in cupcakes if they would like (no chocolate please !!) On days that school is cancelled for Bellingham Public Schools, the daycare may have a delayed opening so that I can clear my driveway and walkways so it is safe. I will contact you in advance if this is necessary.

Rates and Vacation/Holiday schedule will be reviewed at interview time.

Payment is due on Monday of the current week, if a holiday or vacation day falls on that day, payment is required on the next working day. These rates are guaranteed and will include full pay for legal holidays, absent, and vacation days for full time and permanent part time children. A Drop off service is arranged on a day to day basis given that an opening for that day is available. Payment is not required if I have to take an unscheduled day off. Parents should plan to pick up their child(ren) at a time that ensures all children and parents have exited the daycare by 5:30. Any child that hasn't exited the daycare by 5:30 will be charged a late fee of \$15.00. For each additional 5 minute increment there is a \$10.00 fee. An evening rate of \$25.00 per hour is available for pre-arranged late pick-up. I will need notice on this to make sure that it works with my schedule. Please call me if you will be arriving after my 5:30 PM closure.

## **Termination or Suspension**

I will strive to avoid this occurrence at all costs. I will provide the opportunity to meet with the parents to discuss options other than termination. Your child will be terminated from the program if after a 2 week warning period:

- Your child continuously poses physical danger to him/herself or any other children enrolled in the daycare.
- Use of unacceptable language towards the enrolled children or the director of the program.
- Emotional abuse of other enrolled children.
- Failure to comply with your (parents) financial responsibility to the daycare



- Habitual tardiness when picking up your child

**Conditions for return:**

- Your child will be readmitted to the daycare program if he/she has successfully completed counseling or has made changes to correct inappropriate behavior.
- All financial obligations have been fulfilled.
- Have your child picked up by 5:30

Upon written request, I will provide copies of all of your child's records .

**Transitions**

- I will assist your child in a way that he/she understands
- I will share information with their next program with parental permission

If you need to take your child out of the Daycare voluntarily, I require a 2 week notice.

By signing this, you are documenting that we are in agreement about your child's start date, hours they 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.

Your weekly childcare rate is:

Your scheduled days of care are:

Your available hours of care are 7:00 AM – 5:30 PM, unless otherwise noted.

A deposit of \_\_\_\_\_ was received on \_\_\_\_\_, this will hold your slot in the daycare for your child that is scheduled to start on \_\_\_\_\_. This deposit is non-refundable.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Your scheduled start date is:

CC: To Parent

## Attachment [3]

### Emergency Evacuation Plan

LOCATION	EXIT	MEETING
Daycare Room	Bulkhead	7 Lynn Court (Playground)
Daycare Room	Exit to level 3,  To Level 2 and  Exit out front  Door.	Driveway, then 9 Lynn Court
Daycare Room	Exit to level 3,  To Level 2 and  Exit out rear sliders  To deck.	7 Lynn Court (Playground)
Family Room	Exit to Daycare  Room and exit  out Bulkhead.	7 Lynn Court (Playground)
Family Room	Exit to Level 2  and out front  door	Driveway, then 9 Lynn Court
Family Room	Exit to Level 2  and out front  door or rear sliders to deck.	7 Lynn Court (Playground)

### Attachment [3] Cont

Procedures for addressing potential emergencies:

**LOSS OF POWER, HEAT OR WATER:** All parents would be notified and advised accordingly depending on the level of the emergency.

**FIRE:** The daycare home would be evacuated, 911 would be called and all parents would be notified and advised of our location.

**NATURAL DISASTER:** Dependent upon the nature of the emergency and if it was safe to evacuate the daycare home or if it was best to remain in the daycare home until the emergency is resolved, all parents would be notified as soon as possible.

In the event of an emergency situation where it is safer to remain in the daycare home, I have emergency supplies of food, blankets, flashlights, water and alternative lighting.

In the event of a home evacuation I am prepared to take with me all emergency contact information for all children, emergency medical treatment consent forms, and special medications needed by the children and first aid supplies.

I will have a cell phone (508-380-4010) with me at all times.

In the event that we need to evacuate to another close location we would evacuate to

**9 Lynn Court**

**Bellingham, MA, 508-966-9895**

In the event of a neighborhood evacuation we would evacuate to the Bellingham Middle School located at:

**130 Blackstone Street**

**Bellingham, MA, 508-883-2037**

In the event of a town evacuation we would evacuate to a location that would be announced. The closest location would be Milford High School located at:

**31 West Fountain Street**

**Milford, MA 01757, 508-473-1110**

Emergency transportation would be required (police or fire) if evacuation was outside of the neighborhood. My vehicle would be available for transportation if deemed necessary.

**Attachment [4] –Please sign and return one copy to me**

**LEAD PAINT DISCLOSURE**

The daycare home was built in 1978. I bought the home in 1988. The exterior of the home is vinyl sided. The deck was built in 1990 and painted with lead-free paint. The interior of the home has been repainted with lead-free paint. The Daycare room and Family Room have paneling and have also been painted with lead-free paint. There has never been any evidence of lead paint in this home and none of the over 100 children that I have cared for in the past 23 years has had a positive lead test.

I HAVE READ AND UNDERSTAND THE RISKS OF LEAD PAINT AND HAVE READ MY PROVIDER'S DISCLOSURE ON THIS SUBJECT.

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Parent Signature

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Date

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.

## **CURRICULUM AND ACTIVITY PLAN**

Research shows that children learn by doing, and they need many opportunities to explore and grow. Preschool activities foster creativity and promote emotional, cognitive, social, language and physical development. Appropriate activities build self-esteem and enthusiasm for learning. Our curriculum plan is prepared by Funshine Express. I have used this program for well over 10 years and have been very pleased with how well prepared the children are for entering the public school system. It is a well-balanced program and includes goals in English Language Arts, Mathematics, Science and Technology, History/Social Science, Comprehensive Health and the Arts.

The program designed for the 2-5 year old children is called “Fireflies”. The monthly curriculum offers a blend of child-initiated and teacher-related activities. Each child is addressed socially, physically, emotionally and cognitively. The curriculum helps to stimulate thinking, reasoning, decision-making, and problem solving. The curriculum includes at least 12 or more age appropriate and creative art projects per month. It usually is centered on 3 new themes per month, a color, 2 numbers, 3 letters and a shape. We try to focus on the following 6 different categories. Monthly newsletters are distributed at the beginning of the month along with our daily schedule of curriculum for that month.

Our curriculum for the 6 to 24 month old child, called “Buttercups” is also prepared by Funshine Express. It provides a wide range of hands-on, interactive activities that allow the children to use their unique learning styles to experiment and explore their surroundings. This program consists of quarterly kits- Fall, Winter, Spring, and Summer. We cover 3 themes each quarter and usually spend a month on each theme, on many occasions the themes will coincide with the “Fireflies” themes. Quarterly newsletters are sent out.

Photo of Child

.....

Eye Color:

Hair Color:

Height @ admission:

Weight @ admission:

### **Family Child Care Enrollment Packet**

Please fill out these forms completely. If a question does not apply to your child, write N/A.  
The forms must be in the provider's possession on or before the first day your child begins care.  
Please notify your provider if any of the information changes.

#### **General Information:**

Date of Admission:

Age at Admission:

Date of Discharge:

Child's Full Name:

Date of Birth:

Address:

Telephone Number:

Email Address:

Nickname:

Allergies/Special Diets: None Known

Name of Parents:

#### **Parent's location during Child Care**

Mother:

Father:

Work #

Work#

Cell#

Cell#

**Transportation Plan:**

My child will arrive to the program by: Parent Drop-Off

My Child will depart the program by: Parent Pick Up

**Emergency Contact/Authorized pick-up person:**

In the event of an emergency when I may not be reached, the provider may contact the following individuals (in the order given) whom I authorize to take my child from the child care premises.

Name:

Address:

Telephone:

Cell Phone:

Name:

Address:

Telephone:

Cell Phone:

I additionally authorize the following individual to take my child, \_\_\_\_\_  
from the child care premises (It is advised that you notify the provider at the beginning of the day when your child will be picked up by one of the authorized individuals)

Name:

Address:

Telephone:

Cell Phone:

**Attendance:**

	Arrival Time	Departure Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Written Acknowledgement of Receipt of Parent Handbook:**

I acknowledge that I have received a copy of the provider's handbook as well as information regarding lead poisoning prevention (included in the parent handbook)

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

\_\_\_\_\_  
Date

**Parental Visit Notice:**

I understand that I may visit this Family Child Care home unannounced at any time during that my child is in care:

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

\_\_\_\_\_  
Date



Child's Pediatrician or Source of Health Care:

Name:

Address:

Telephone:

Information on allergies, special diets, chronic health conditions, special limitations, concerns including medications child is taking at home/school and possible side effects:

Medical Insurance Information:

Subscriber's Name:

Type of Insurance:

Policy #

### Child's Schedule & Interests

Sleeping:

Fussy Time:

Special Circumstances or needs:

### Known Allergies

### Permissions

**I, hereby give Judith Snay permission to take my child, \_\_\_\_\_ off the premises of the family day care home for the following excursions:**

1. Walks in the neighborhood

The child would be restrained in an age/weight appropriate car seat for excursions requiring a passenger vehicle.

---

Parent's Signature

---

Date

I, hereby give Judith Snay permission to administer First Aid and/or CPR to my child, \_\_\_\_\_ and/or take my child to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

---

Parent's Signature

---

Date

I, hereby give Judith Snay permission to apply the following topical medications to the skin:  
Sunscreen, Diaper ointment, Bug Spray, Tylenol, Orajel, and all other first aid ointments.

---

Parent's Signature

---

Date

All other medications need written permission on a daily basis.

Medical Information Form\*

*Dear Physician,*

\_\_\_\_\_, is enrolled in a family day care home, which is licensed by the Office for Children. The Office for Children's regulations requires the Medical History and Immunization Form to be completed and signed by the child's physician or source of health care. A prompt response is appreciated.

Evidence of a physical exam shall be valid for one year from the date the child was examined and shall be renewed annually thereafter.

IDENTIFICATION

Name of Child:

Date of Birth:

Address:

Telephone #:

Name of Parents:

Address:

Date of Examination of Child: \_\_\_\_\_

What is your opinion concerning the child's general health and appearance: \_\_\_\_\_  
\_\_\_\_\_.

Has the child been screened for lead poisoning? Yes\_\_\_ No\_\_\_.

If Yes, Date screened \_\_\_\_\_.

Does the child have any disabilities or chronic medical problems (allergies, limited vision, etc.) which require special consideration or care by the day care provider? If so, please detail below:

\_\_\_\_\_

\_\_\_\_\_ Physicians Signature

\_\_\_\_\_ Date

Please return completed form to:

Judith L. Snay  
7 Lynn Court  
Bellingham, MA 02019

**\*A copy of your child's health & immunization schedule from your pediatrician is sufficient and can replace this form.**

\_\_\_\_\_

## EMERGENCY INFORMATION

Child's Name:

Address:

Date of Birth:

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### Parent's location during Child Care

Mother:

Father:

Email:

Email:

Work Telephone:

Work Telephone:

Cell Phone:

Cell Phone:

### Emergency Contact/Authorized pick-up person

In the event of an emergency when I may not be reached, the provider may contact the following individuals (in the order given) whom I authorize to take my child from the child care premises.

Name:

Address:

Telephone:

Name:

Address:

Telephone:

I additionally authorize the following individual to take my child,  
\_\_\_\_\_ from the child care premises (It is advised that you notify the provider at the beginning of the day when your child will be picked up by one of the authorized individuals).

**Name:**

**Address:**

**Telephone:**

**Child's Pediatrician or Source of Health Care:**

**Name:**

**Address:**

**Telephone:**

**Medical Insurance Information:**

**Subscriber's Name:**

**Type of Insurance:**

**Policy #**

I, hereby give Judith Snay permission to administer First Aid and/or CPR to my child, \_\_\_\_\_, and/or take my child to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

