*JD*

*FAMILY DAY CARE, Inc.*

*Mairelys Villilo Sosa*

**Educator**

Parents / Guardians

Handbook

**Please read all the documents that are provided for you in this handbook.  This handbook was design for the Parents / Guardians of the children who will be or are enrolled in**  ***JD Family Day Care*. Inc. Please keep this handbook for your own personal use and for future reference.**

**This handbook is yours to keep.**

Dear Parents:

Welcome to ***JD Family Day Care,Inc.***  I’m excited that you have chosen to partner with me in the care and education of your child(ren).

Please refer to this handbook often, as it has been designed to give you information about all aspects of my programs.  If your questions that are not answered here, please feel free to ask me.  I’m here to assist you with any concerns you may have about my program and the care as well as the education of your child.

***JD Family Day Care,Inc.*** is a state-licensed Family Child Care program in Roxbury, Massachusetts by The Department of Early Education and Care.  My program provides a safe, happy, high quality environment for Infant, Toddler, Preschool, Pre-Kindergarten, and School-age children.

My mission to provide quality care for children and families in the Roxbury, Dorchester, Jamaica Plain, and in the surrounding areas of Boston. My learning program exists to provide infants, toddlers, preschoolers, kindergarteners and school-age children with a warm, loving environment where they can feel safe, secure and happy.

My program reflects the spirit of children and support their developmental needs. I prepare the environment so that it offers stimulating, challenging materials and activities. Every day I work to make education fun. I work in partnership with parents and families to build mutual understanding and always welcome your participation.

I’m dedicated to providing the most comfortable and happy environment for your children. My program not only stimulates educational growth but, most importantly, ensures love, acceptance and safety to all the children.

I look forward to learning and growing with your little ones.

At ***JD Family Day Care,*** our routine responds to the needs and interests of the children in care. Our routine meets The Department of Early Education and Care (EEC) (licensing Agency) regulations for sixty minutes of physical activity every day, child-initiated and Educator-initiated activities and daily outdoor play, weather permitting.

Additionally, our curriculum (Lesson Activities) engages children in developmentally appropriate activities by planning specific learning experiences. ***JD Family Day Care***, promotes 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.

***JD Family Day Care,*** also provides an environment that promotes cultural, social and individual diversity supporting social emotional wellness in all young children giving them the opportunity to form close and secure adult and peer relationships.

**Curriculum in *JD Family Day Care***

Curriculum involves what children do each day and throughout the day. Children naturally observe, question, and participate in what goes on around them. Children need educators to be a positive role model and a supportive individual who provides guidance and quality experiences throughout each day.

Educators can help children and guide them toward completing routine activities independently. These activities include getting dressed, daily hygiene such as washing face and hands, toileting, cleaning up, and helping with snack and meal times. Children can also help establish basic rules and consequences such as; "Be nice to others." These simple actions help children to develop cognitive skills (including problem-solving skills), enhance self-esteem and a sense of belonging, build language skills, and help children develop both fine and gross motor skills.

**Play in the Environment**

Some of the concepts reinforced during play are:

**Social Development:** Cooperating, sharing, developing patience and self-confidence

**Emotional Development:** Gaining self-confidence to try ideas, express feelings during role-playing, and feeling a sense of accomplishment and success.

**Physical Development:** Strengthening fingers and hands as well as large muscles by reaching, picking up, stacking, lifting, carrying, fitting together, and increasing eye-hand coordination.

**Cognitive Development:** Exploring basic science concepts of balance, shape, size, proportions, weight, reversibility, conservation, and gravity, blocks (fall down), developing prediction and comparison skills, exploring basic math concepts such as larger than, smaller than, measuring, counting, grouping, adding, subtracting, sizing, classifying, sorting, developing problem-solving skills and creativity and imagination.

**Language Development:** Developing vocabulary about size, shape, and position. Using language to communicate with others during play. Children learn language by listening, observing, asking questions, and responding to others. Children can follow simple, one-step directions at younger ages. You can add more “steps” as children grow.

**Children’s Nutrition**

**The program plays a vital role in improving children’s health and nutrition. Serving nutritious meals that meet USDA requirements.**

We believe that nutritionally sound meals are the fuel that supports growth and brain development. It is our goal to provide a variety of wholesome meals and snacks that are nutritious, safe, developmentally appropriate and properly portioned for young children. We view our approach to be another "teachable moment" that will help children live a healthy lifestyle and prepare them for early child development and learning.

***Meal Servings***

Our menu plan is aligned with the latest nutritional science for optimal nourishment. Our menus increase the availability of whole grains and fat-free and low-fat milk. Levels of sodium, saturated fat and trans-fat are reduced to meet the nutritional needs of children within their calorie requirements.

***Allergens and Adaptations***

Please alert us if your child has a known allergy or nutritional need.

\*Special arrangements will be made on a case-by-case basis.

**Sample of Weekly Menu**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Breakfast**  Grains, or Meat / **Meat Alternate (no more than 3 times per week)** Fruit or Vegetable Milk | Orange wedges  Wheat mini bagel with cheddar cheese  Milk | Diced Peaches Scrambled Eggs Milk | Pear  WG Life Cereal Milk | Berries with  Oatmeal  Milk | Applesauce Pancakes  Milk |
| **Lunch**  Meat/Meat Alternate Vegetable Fruit Grains Milk  **Two different servings of fruits or vegetables** | Oven-Baked Chicken, Roasted potatoes Strawberries WG roll  Milk | Bean Burrito corn, broccoli, Tomatoes Orange wedges  Milk | Beef steak Steamed green beans carrot, Cooked rice Apples Milk | HM Macaroni and cheese Peas and carrots Tomatoes  Milk | Ham & Cheese in WG pita pocket Green salad, Sweet potato fries, bananas  Milk |
| **Snack**  Select two of the following: Meat/Meat Alternate Vegetable Fruit Grains Milk | HM Guacamole Salsa,  Tortilla chips, Milk | Fresh carrot sticks,  WG crackers, Water | Toasted Raisin bread with cream cheese Water | WG fish crackers Pea pods Water | Apricot halves Milk |

**1% or skim, unflavored milk is served to children ages 2 and older \* Whole, unflavored milk is served to 1 year olds \* WG = Whole Grain; Bold = WG item; HM = Homemade**

**Sample of Program**

**Weekly Activities**

**Goals and Objectives: To learn about feelings / to be able to express**

**feelings in appropriate ways**

**(Social /Emotional, problem-solving, communicating with families)**

|  |  |  |
| --- | --- | --- |
| **7:00am**  **- 8:30am** | **Arrival** | **Wash hands, Free Play with dramatic play items Writing, Blocks, Puzzles, etc.** |
| **8:30am**  **- 9:15am** | **Breakfast** | **Eat Breakfast: Wash Face / hands, Toileting / diaper changes** |
| **9:15am**  **- 9:30am** | **Play time** | **Free choice activity: Play dough, Art, Writing, Blocks, Puzzles, Sand and Water table, or other table toys.**  **Interest areas open (vary each day)** |
| **9:30am**  **- 10:15am** | **Story Time** | **Story time and Music, Quiet choices; Writing, book reading, puzzles, etc.** |
| **10:15am**  **- 11:15am** | **Out Side**  **Activities** | **If Inclement weather: Wash hands, Toileting / diaper changes, Dress and go outside to play or do indoor movement (Music / Dance / Body Stretches)** |
| **11:15am**  **- 11:30am** | **Inside** | **Remove outside clothing, Wash hands,**  **Toileting / diapering,** |
| **11:30am**  **- 12:30pm** | **Lunch** | **Eat Lunch: Wash Face / hands, Brush Teeth, Toileting / Diapering** |
| **12:30pm**  **- 1:00pm** | **Quiet Time** | **Story Time and soft music, puzzles, writing, etc.** |
| **1:00pm**  **- 3:00pm** | **Rest** | **For children that don’t nap. Quiet choices: book reading, puzzles, etc.** |
| **3:00pm**  **- 3:45pm** | **Snack** | **Eat Snack: Wash Face / hands, Brush Teeth, Toileting / Diapering** |
| **3:45pm**  **- 4:30pm** | **Out Side**  **Activities** | **If inclement weather: Dress and go outside to play**  **or do indoor movement activity (Music / Dance / Body Stretches)** |
| **4:30pm**  **- 5:00pm** | **Inside**  **Departure** | **Remove outside clothing. Wash Face / hands, Toileting / diapering, Free choice activity; Blocks, Art, Writing, book reading, puzzles, etc.** |

**Child Care Program opens Monday – Friday**

**Time: 7:00 am – 5:00 pm**

**Children may be dropped off between 7:00 am and 8:30 am. Children will not be accepted after 9:00 am. If going to be late in the morning, afternoon or absent,**

**Parents are required to call.**

**If late after 5:00 pm, Parent will be charge a fee of $5.00 dollars per minute.**

**Curriculum**

**Sample of Planning Around Themes / Topic:**

**Healthy Eating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Areas** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Theme**  **/ Topics** | **Guess the Fruit, Smell, Touch, Taste** | **What do you like to eat?** | **Foods from around the world** | **The different color of foods** | **How do we grow food?** |
| **Books and Language**  **& Literacy Activities** | **The Big Hungry Caterpillar** | **Use fruit stamps – for children to pick.** | **Use picture word recipes to try a new food** | **Use Vegetable stamps – for children to pick** | **Books / Magazines**  **of various**  **fruits and**  **Vegetables** |
| **Math** | **Sorting pictures of fruits** | **Sorting pictures of vegetables** | **How many types of fruits / vegetables using chart** | **Matching and Sorting fruit**  **/ vegetables** | **How many**  **do you like?** |
| **Science** | **Taking care of Fruit plants** | **Difference**  **in foods** | **Making a Fruit / Veg. Salad** | **Taking care**  **of Veg.**  **plants** | **Sink or float games using grapes/carrots** |
| **Art** | **Finger**  **Paint**  **fruits** | **Favorite foods collage** | **Picture stories** | **Finger**  **Paint Veg.** | **Favorite**  **foods**  **collage** |
| **Music** | **Sing songs about fruits** | **Sing songs about Veg.** | **Sing songs about color of fruits** | **Sing songs about color of Veg.** | **Using**  **instruments** |
| **Movement** | **Move to music** | **Move to music Using**  **instruments** | **Move to music** | **Move to music Using**  **instruments** | **Move to**  **music** |
| **Dramatic Play** | **Grocery Store, Shopping for fruits.** | **Making a Fruit**  **Salad** | **Grocery Store, Shopping for Veg.** | **Making a Veg. Pizza** | **Grocery**  **Store, Shopping for fruits and veg.** |
| **Blocks** | **Making a farm to plant Veg. and Fruits** | **Making Grocery Store** | **Making Fruit**  **stand** | **Making**  **Veg.**  **stand** | **Making a Magazines stand** |

**Enrollment**

As part of the enrollment you will need to fill out an intake packet. Additional basic information you need to provide about your child, Medical (**Physical form**), Emergency contact information (List of people that can pick up the child), Permission slips (Daily Walk Around Neighborhood / Playground / Library), and Photo release form.

***JD Family Day Care* requires that families provide a copy of any court orders regarding custody or visitation.**

**Children are to be signed in and out of Care at time of drop-off and pick-up.**

If you wish to have someone else pickup your child other than those listed to do so, please notify us in writing beforehand.  Please let them know that they will need to provide a **Photo ID**. Persons **not authorized to pick up** a child will be asked to leave.  If he or she refuses, we may be compelled to call for police assistance.

You may stay with your child for one hour on the first day until he or she seems comfortable with the provider.

The separation of a parent and child at the beginning of the day can be very emotional for the child as well as the parent.  We strongly urge all parents to develop a drop-off ritual, such as coming in at drop-off time, taking a minute to change your child and say a proper good-bye.  This adds to your child’s sense of security and makes his or her transition to daycare easier.

We strongly discourage a quick drop-off at the front door.  Sometimes children suddenly start experiencing separation anxiety at drop-off time.  This can make saying good-bye very painful for the parent.  If your child is having this particular difficulty you may find you want to stay a longer before saying good-bye.

**Child Progress Reports (Screening Tool** **/ Assessment)**

You will receive the Screening Tool **(Ages and Stages)**. Which I hope you will complete upon intake.  This will provide me with valuable information about your child.

EEC requires that a child care program do an (**Screening / Assessment)** within the **45 days** once a child is register at the program.These tools will give an insight on the child’s development.

I will share your child’s progress reports with you, as well as offering an opportunity to meet and discuss your child’s progress.

Within my program these are additional **Assessment Tools** that I will be using;

**Creative Curriculum** / **Teaching Strategies Gold**

In addition, progress reports (Assessment) must be completed periodically for all children in care. For infants and children with identified special needs, we 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. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

**ADMISSION POLICY**

**Non-Discrimination Statement**

At ***JD Family Day Care***, enrollment is open to all children.  I do not discriminate against nor give preferential treatment to any child or family because of race, religion, cultural heritage, political beliefs, age, sex, national origin, disability, marital status or sexual orientation.

**Non-Discrimination Statement – Children with Special Needs**

***JD Family Day Care*** accepts applications for every child with a disability and determines whether the program can appropriately meet the needs of the child.  Since no program can meet the needs of all children and families, my acceptance policy is conditional on my assessment of the appropriateness of my program to fulfill the child’s needs.  With the parent input we will work to identify the specific accommodations, if any, required to meet the child including but not limited to a change or modification in the child’s participation in regular activities.

Once these possible accommodations are identified, I will determine if the requirements to accept the child with special needs into the program are reasonable or would cause an undue burden to the program.

**Confidentiality of Records**

Family records are open to the child care provider, authorized employees of EEC, The MA Department of Early Education and Care (Mass license agency), parents and legal guardians.  As well as the Family Child Care agency that, I have a contract with. Or The MA Dept. of Children and Family Services employees if working with the family. Under no circumstances shall confidentiality be broken. Parents should feel comfortable sharing information about their child.

**Here is the list of Assistants approved by EEC.**

**Their license will be posted on the program’s bulletin broad.**

[   ] I am not currently utilizing an assistant.

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

**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 the 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 or concerns 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 the 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 and 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 then 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/)**.**

**Guidance and Discipline**

At ***JD Family Day Care***, create an atmosphere of acceptance for and to enhance the self-esteem of each child.  When discipline is needed, we never use any type of physical punishment.  We use positive guidance, redirection, limit setting, a short time out or quite time away from the group activity when needed.  Children can rejoin the activity / function when they are ready to.

**Nap Time or Quiet Time**

It is very important children get enough rest at night.  Putting children to bed earlier rather than later, would better help their learning skills.  We are aware that some children require more rest than others, with this in mind your child will be encouraged to take a daily nap, but never forced.  A child who does not wish to nap will engage in quiet activity on his/her cots until nap time is over.  This will allow the child to unwind and catch up on some rest. Children who get proper rest will interact better with their peers.  Parents are asked to provide a blanket or “nap pal” for their child to use during nap time on their cots.

**Parent Resources / Expectations**

• Communicate any relevant issues with child’s educator

• Respect program’s schedule and needs of all the children in the program

• Be your child’s first teacher

• Attend Parent / Program’s conferences

• Adhere to all policies

• Ask questions

• Be involved

Parents are an integral part of a child’s education – the quality of care is related in part to the degree of parental involvement.

**Parents can expect their child’s Educator to:**

• Be knowledgeable about child development

• Be open to parent feedback

• Treat each child as a uniquely important individual

• Follow through with special instructions

• Take all measures to ensure the safety of every child

• Create and implement developmentally appropriate curriculum

• Communicate weekly / biweekly the program ‘s curriculum

• Assess child’s development – refer if necessary

• Provide opportunity to conference about child’s development

• Create a positive environment for all children in the childcare program

• Follow guidelines set forth by the NAEYC and NAFCC Code of Ethical Conduct

*As an Infant / Toddler and Pre-school Educator, I am dedicated to creating and maintaining the highest quality of care that encourages your child to develop his/her fullest potential in all areas of development. We look forward to working with you to achieve this goal.*

**Role of the Parent**

As a family child care provider, I work in partnership with parents to foster a child’s development and recognize that home and school are connected.   A positive and respectful relationship between parents and teacher will give children a secure foundation.  We can accomplish this by working together as a team in your child’s education.

**Parents Rights**

1. You have the right to visit the program announced or unannounced at any time while your child is present.
2. You have the right to meet with the Child Care Provider and Assistant if any
3. You have the right to receive written information regarding your child such as progress reports, evaluations, etc.
4. You have the right to receive written information on any of the program policies and to receive information in the language spoken.
5. You have the right to make suggestions or have input in your child’s care.
6. You have the right to be informed on any injuries, communicable disease, pets in the program, etc.

**Parent Complaints / Issues**

Any complaints or issues should be brought to the immediate attend of the Family Child Care Provider.  Parents any also call **The MA Department of Early Education and Care (EEC)** if they feel that their complaints / concerns are not being addressed in an appropriate manner.  The address and telephone number to EEC’s Regional Office is:

**The Department of Early Education and Care**

**1540 Hancock Street**

**Quincy, MA 02169**

**Telephone Number: 617 – 472 - 2881**

You can also call EEC for the compliance history of the Family Child Care Program.

**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 or 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
* Make it hard to learn
* Damage hearing and speech
* Cause behavior problems
* 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 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. Some children may have:
* Upset stomach
* Trouble eating or sleeping
* Headache
* Trouble paying attention

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_UNKNOWN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.**

**Administration of Medicine**

EEC regulations requires that all licensed Family Child Care implement a plan to administer medication as ordered by your child’s health care practitioner; have at least one educator with training in medication administration present at all times. When children are in care and ensure that all educator (even those not giving medications) receive training in recognizing common side effects of medications. ***JD Family Day Care***, will follow the

**5 Rights of Medicine Administration:**

1. The right medication is given by checking the label
2. The right child has received the right medicine by checking the

name on the prescription as well as the name of the child

1. The right dosage is given by using the correct measuring instrument
2. The right time
3. The right route (orally, topically, inhaled, eye drops etc.)

Any medication (prescription and non-prescription) including topical ointments cannot be given to children without written parent authorization.  Prescription medication must have the written order of a physician indicating the child’s name, dosage, number of times per day, and the number of days to be administered.

**Parents must give their child the first dosage of all prescription medications**. For any non-prescription medication (including topical) authorization is required once per week.  Parents/Guardians must complete the authorization form. ***Children who have been diagnose with a chronic disease or illness (such as a food allergy) and need emergency medication cannot be in care without their emergency medication.***

**Oral Health**

I will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours per 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 at least once a day.

**[   ]**I would appreciate it if you would provide me with a toothbrush and

toothpaste for your Child.

Which I will store in a safe and sanitary manner at the program.

[ ]    I will be providing tooth brushing materials at the program.

**Sick Children / Exclusion Policy**

All children who will attend ***JD Family Day Care***, will need to provide their immunization records and a physical on the first day entering program. Also, a yearly physical.  Children who are immunized are protected against preventable childhood diseases like whooping cough, polio, measles, mumps, rubella, etc. If a medical reason prevents your child from been immunized a note from the ***primary care physician*** will be needed.

Young children, especially those under the age of three, are very susceptible to communicable and acute illness and infection.  A Communicable Illness is an illness that can be transmitted or spread from one person to another (bacteria, viruses, or parasite) These illnesses are usually located in discharge from the respiratory (nose, throat, or lungs). They can also be found in blood, urine, and discharge from the eyes better known as conjunctivitis or pink eye.  A communicable illness is also considered as coughs, colds, sneezes, tuberculosis, and chickenpox.

The control of communicable illness among the children is a prime concern of ***JD Family Day Care***.

Policies and guidelines related to outbreaks of communicable illness in the center have been developed by management.   In order to protect the entire group of children as well as staff members of ***JD Family Day Care***, is asking all parents to assist us by keeping their child / children home if they have experienced any of the following symptoms within the past 24 hours:

* A fever over 100f or 99f under the arm pit
* Signs of a newly developing cold or severe cough
* Diarrhea, vomiting, or upset stomach
* Unusual or unexplained loss of appetite, fatigue or headaches
* Any discharge from the eyes, nose, ears, or from open sores

A child who becomes ill with any of the above symptoms will be returned home by making the proper phone call. **Depending on illness, child cannot return to program without a doctor’s letter.** We at ***JD Family Day Care***, appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend child care any day, please feel free to call before bringing your child.

**Emergency Care**

Provider and back up assistant are trained in basic **First Aid and CPR**.  In the event of an emergency, first aid is given, and the child is transported to the nearest medical facility or if possible, the facility designated by the parent.  Parents are notified immediately for an injury that requires emergency care beyond minor first aid.  Parents are notified in writing of any first aid administered with at least 24 hours of the incident.  An accident form will be provided for all minor injuries.  If at any time, there are health questions or concerns please contact the family child care provider.

**Parents must notify *Cozy Cave Family Child Care***, **immediately of any changes in telephone numbers (home or work); emergency contact people and their telephone numbers, pediatrician names and numbers.**

**Toys**

Parents are asked to help their child understand that it is not wise to bring to the program home toys or other items that he or she might not wish to share with the group.  Bring day is Friday.  Please make sure that the item is choke safe and will also fit into the child’s cubby.  Please do not send a special snack, treat, or unfinished meal with your child, as it poses difficulties when the other children want to have some.  **A special snack for everyone, particularly to celebrate a special event such as a birthday or holiday is welcome and encouraged**.

**Pampers, Pull Up’s, Wipes, Extra Clothing and Blankets**

Parents are required to provided pampers, pull ups, and wipes for their child/children who is not yet toilet trained.  You will be notified when your supply is running low.  We are asking every parent to leave at least 10 pampers / pull ups at the program.  Parents should also bring two extra sets of clothing including socks and a blanket on Monday mornings. We suggest parents bring at least two complete sets of extra clothing for their child’s cubby.  Extra clothes are often needed for emergencies caused by anything from a toileting problem to a zealous arts and crafts project.  Please check your child’s cubby for soiled clothing each day.  Soiled clothing should be picked up each day for wash.  Blankets should be picked up on Friday’s to be cleaned.

Children’s clothing is very much alike in looks and sizes and need to be clearly marked with the child’s full name.  We strongly urge you to consider washable and comfortable clothes that your child can get dirty and that he or she can manage alone as much as possible.

***JD Family Day Care***, **does not assume responsibility for loss or damage to any personal possessions children may bring or wear into the Day Care.**

**Fire Safety**

The following procedures are followed to ensure that everyone is prepared for a fire emergency:

* Telephone numbers of fire and police are posted by the telephone
* Fire and smoke alarms are tested on a routine basis
* In case of a fire emergency we will evacuate the premises with the children immediately.
* Diagrams and escape routes are posted.
* Children and staff practice fire drills monthly and have a designated meeting place to go.
* We have a smoke free environment.

If for any reason we have to evacuate the child care facility, parents will be called and ask to pick up their child immediately from our emergency evacuation site located at:

***1)*** ***Carmela Penta (*Neighbor,** ***House next door)***

***201 Conant Street, Revere, MA 02151***

***Telephone #: 781-284-3525***

***2) Saint Anthony of Padua Catholic Church***

***250 Revere Street,*** ***Revere, MA 02151***

In case of a general emergency and evacuation ***JD Family Day Care***, will follow the instructions of emergency officials and contact parents with pick up instructions. **Parents should not try to come to the family day care home and endanger themselves if such an event occurs. The educator / provider will contract you as to where to pick up your child.**

**Field Trips**

Before a child can attend a special field trip parental permission must be received.  On enrollment we will have you sign a general permission slip and this will indicate where on a routine basis we will be taking the children, i.e. Neighborhood Park, grocery store, walks in the neighborhood.

First Aid supplies and emergency forms are taken with the provider when leaving the program for fields trips.

If transportation is necessary for special excursions, you will be notified as to the mode of transportation (van or public transportation) and your written permission will be necessary before you child can attend the outing.

**Toilet Training**

Parents will be asked to begin toilet training at home.  This can be done by placing your child on the “potty”/toilet when he/she first gets up in the morning and when he/she returns home from child care.

During the day ***JD Family Day Care***, will continue to ask and place your child on the “potty” / toilet.

* A pamper/pull up will be placed on your child at rest time until he/she has had several dry days while sleeping.
* Toilet training will be postponed if a child wets or poops his/her clothing every day for one week.

**Readiness:**

* Your child indicates an awareness that something is happening with his

/ her body.  He / she recognizes the sensation of urination or bowel movements.  He/ she knows the difference between a dry, wet or pooped pamper/pull up and can tell you this when you ask.

* Your child is able to hold his / her urine and bowel for a period of time.
* Your child displays displeasure after soiling his / her pamper or pull up.
* Your child shows interest in panties/underwear

**Cooperation:**

* ***JD Family Day Care***, is willing to help your child master this skill but will not initiate toilet training.  We are willing to take your child to the restroom at un-scheduled times throughout the day.
* We offer praise when success, and encouragement when accidents happen.

**Payment Information**

A payment for the first week of child care is due upon signing of a contract for care with ***JD Family Day Care***.  Full tuition for care is due on Monday morning when your child is dropped off for care.

***JD Family Day Care***, will not accept half payments.

Tuition includes Breakfast, Lunch and PM Snack, daily activities and some field trips.  Parents will be asked to provide their children with some spending money for special field trips (no more than $10). Tuition will vary depending on your child/children’s age.

**Late pickup fee:**

If you’re late picking up your child(ren) you will be charged a **late fee of $5.00**

for every minute you are late, to be paid at the time your child is picked up.

Please refer to your contract for your contracted hours. **If you are late picking up your child without calling, a call will be made at 5:15pm and 5:30pm to your backup person to arrange pickup for your child.**

**If no one has come to pick-up your child by 6:00pm,** and we have not been able to reach anyone or have not received a call from either the parent or authorized person, **it** **will be necessary for me to contact the** **Department of Children and Families and a 51A (abuse and neglect report) will be filed.**

**Termination**

***JD Family Day Care***, requests a two (2) week written termination notice if a parent decides to terminate for any reason.  If the program terminates care, parents will be given a written two (2) week notice.

**Attendance**

Children, who are sick, miss certain days of the week; have poor attendance or family vacations are still subject to full tuition according to your payment agreement.  **Absences for 3 or more consecutive days due to illness will require a doctor’s note.** If child has a EEC subsidized slot / CCCB voucher, child cannot be absent for more than 3 days / 30 days a year. Will be terminated and lose the subsidized slot.

**Paid Holidays / Vacations Day**

|  |  |  |
| --- | --- | --- |
| **#** | **Month** | **Paid Holidays** |
| 1 | January | New Year’s Day |
| 2 | January | Martin Luther King Day |
| 3 | February | President’s Day |
| 4 | March |  |
| 5 | April | Good Friday |
| 6 | April | Patriot’s Day |
| 7 | May | Memorial Day |
| 8 | June |  |
| 9 | July | Independence Day |
| 10 | August |  |
| 11 | September | Labor Day |
| 12 | October | Columbus Day |
| 13 | November | Thanksgiving Day |
| 14 | November | Day After Thanksgiving |
| 15 | December | Christmas Day |

In Addition to the above dates ***JD Family Day Care***, will be **closed two (2) days for Professional Development and two (2) weeks a year for staff vacation.**  Parents will be notified two (2) weeks in advanced of professional development dates and one (1) months in advance of vacation closing.

***Back up care will be provided by another Child Care Educator within the Family Child Care System. That I have a contract with. When I’m sick or on vacation***. These are EEC licensed Educators who operate their own Child Care Programs out of their homes.  Parents will have the opportunity to meet Educators and visit their programs before care can begin.

**SNOW POLICY**

**During the winter months we will also be closed on any day that the City of Boston declared snow emergency day.**

**Support Services**

The City of Boston has many resources for families who may be in need.  Information for families on topics related to housing, food stamps, food banks, utilities, legal services, health and mental services, etc. are available for families.

Referral to support such as Early Intervention or CORE which is done through the Boston Public Schools require parent consent.

**Parent Surveys**

How parents feel about the program and support staff is very important to me. Each year, Parents will be asked to fill out Parent Surveys to help me improve my program.  One from the family child care system, The Family Child Care Home, Council for Professional Recognition for my CDA credentials and one from the National Association for Family Child Care.

**Mandatory Reporter**

As a licensed Family Child Care provider in the State of Massachusetts, ***JD Family Day Care***, must follow the rules and regulations set forth.  The State of Massachusetts requires us to report suspected child abuse and neglect.  If a parent or designated pick-up person of a child in our care arrives to pick-up a child and we suspect them to be ‘under the influence of alcohol or drugs” we must follow the guidelines outlined by The MA Department of Early Care and Education (EEC).

We cannot stop or detain the parent or authorized person from taking the child; We will however offer to call;

**(1) Taxi, or (2) An alternate pick up person**

If the parent or authorized pick up person refuse the above mention offers, **we are under the obligation to call the Police and notify The Department of Children and Families (DCF) of the situation.**

***Parents will be notified of any changes to the policies* written *in the Handbook.***

**Confidentiality**

All information, required documentation, assessments, conversations, etc., is considered confidential.  Only appropriate staff will have access to the information kept on file.  Periodic State inspections will dictate the review of these records.

At no time will information be used in any way that would compromise the family’s right to privacy.

I have been given a copy of the Parent Handbook for

***JD Family Day Care***, program and agree to adhere by the policies.

                                                                          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s / Guardian’s Signature   Date

                                                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Marielys Villilo Sosa, Owner / Educator*** Date

***Copy for Child’s Folder***

***Parents will be notified of any changes to the policies* written *in the Handbook.***

**Confidentiality**

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I have been given a copy of the Parent Handbook for

***JD Family Day Care,*** program and agree to adhere by the policies.

Parent’s / Guardian’s Signature

Date

***Marielys Villilo Sosa, Owner / Educator***

Date

***ATTACHMENT A---PARENT / EDUCATOR AGREEMENT***

***Program Name: JD Family Day Care***

***Name of Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Program Address: 1540 Columbus Ave. Apt.303, Roxbury, MA 02119***

***Program Telephone: (617) 407-3108***

***Program Hours / Closures***

*Our normal hours of operation:* ***Monday through Friday 7:00 AM – 5:00 PM***

*If for any reason the program will be closed, I will notify you by Phone or email as soon as possible.*

***Additional schedule information (holidays, training days, vacation, etc.) is as follows:***

I will be closed on these holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and the day after, and Christmas.

I will be taking **2 business weeks of vacation**, non-consecutively and will be making every effort to schedule this to coincide with other parents’ schedule. This will be scheduled out in advance, and we can work together to make other arrangements for that time. My vacation time will be unpaid. If you decide to take vacation, other than my weeks off, I will expect payment.

**If Public Schools are closed due to weather, I will be closed as well. As for safety reasons if the local schools are closed for emergency situations, I will be as well.**

**Fee Schedule**

Below are my Family Child Care rates, as well as any policies regarding late fees and termination. Please initial your payment option below:

A payment for the first week of child care is due upon signing of a contract for care with ***JD Family Day Care***. Full tuition for care is **due on Monday** morning when your child is dropped off for care.

**[ ] PAY IN ADVANCE (5 x $70.00 = $350.00 for the week (10 hours max per day) Full Time for children under the age of 2 years.**

**[ ] PAY IN ADVANCE (5 x $60.00 = $300.00 for the week**

**(10 hours max per day) Full Time for children over the age of 2 years.**

**[ ]** I require the equivalent of a **1 month “deposit” fee** at the time of your signing, to book your spot, which will go towards your first payment. **If you decide to not take the spot, the deposit is non-refundable.**

**Bounced Checks**

There will be a **fee of $35.00 for the 1st time and $60.00 for the 2nd time** on the same check after resubmission.

***JD Family Day Care***. will not accept half payments.

***Tuition includes Breakfast, Lunch and PM Snack***, daily activities and some field trips.  Parents will be asked to provide their children with some spending money for special field trips (no more than $20.00). Tuition will vary depending on your child/children’s age.

***The hours that your child will be receiving care are as follows;***

**Late Pickup**

There may be a **fee of $10.00 for first 10 Minutes and $10.00 for every Minutes after**.

**Bounced Checks**

There will be a **fee of $35.00 for the 1st time and $60.00 for the 2nd time** on the same check after resubmission.

**You and I both have the right to terminate this agreement immediately within the first 2 weeks, if we feel that our agreement is not working out for any reason without explanation.**

* There will be a charge of $35.00 for any checks that are returned for insufficient funds. If you have multiple bounced checks in a 6-month period, you will need to start paying cash.
* If you are going to be making a late payment, it needs to be agreed upon with both you and me. If there are any constant late payments, I have the right to terminate our agreement.
* If Payment is not made when due, I may refuse to accept your child in my care.
* Your agreement will be terminated if you do not pay me for the previous week, unless otherwise agreed upon.
* If you feel the need to terminate our agreement, I expect at least a 2 weeks’ notice, for which I will get paid in full.

By signing this, you are documenting that we are in an agreement about the hours your child will receive childcare, and the rates you will be paying for. You are also stating that you understand my policies regarding late fees, termination, and any other issues documented above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name

Parent’s / Guardian’s Signature

Date

***Marielys Villilo Sosa, Owner / Educator***

Date

***Copy for Child’s Folder***

***Parents will be notified of any changes to the policies* written *in the Handbook.***

**Confidentiality**

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At no time will information be used in any way that would compromise the family’s right to privacy.

I have been given a copy of the Parent Handbook for

***JD Family Day Care***, program and agree to adhere by the policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name

Parent’s / Guardian’s Signature

Date

***Marielys Villilo Sosa, Owner / Educator***

Date