

INFORMATION FOR PARENTS

Before the child's first day of attendance or contract renewal with revised policies, parents shall be provided in writing the following information about the family day home (as required by 22 VAC 40-111-70 of the Standards for Licensed Family Day Homes):

The purpose of this contract is to define the mutual terms of agreement for child care arrangements. Lil Giggles Family Day Home looks forward to caring for your child.

1. Hours and Days of Operation:Hours and days of care

Opening time for Lil Giggles Family Day Home is 7:00 am and pickup time is no later than 6:30 pm, Monday through Friday. Care for your child will begin at _____ a.m. and end at _____ p.m. for _____ days a week on the following days:

Lil Giggles does not offer child care beyond normal hours and days of operation. As per licensing standards night time care begins at 7:00 pm. Lil Giggles does not offer night time care and will not be in compliance with night time care standards.

Parents are expected to call the night before if they intend to drop-off their child earlier than the agreed time or if the child is not coming.

2. Holidays or other scheduled times closed:Holidays

Child care will not be available on 11 scheduled holidays during the year (the 10 observed Federal holidays, plus the day after Thanksgiving) New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas. On the day before Thanksgiving, Christmas Eve and New Year's Eve, Lil Giggles Family Day Home will close at 3 pm. In addition, child care will not be provided on 2 other days (Islamic Eid holidays) during the year. The dates will be given to you ahead of time.

Lil Giggles Family Day Home vacation days

Ten days of vacation will be taken by Lil Giggles Family Day Home each calendar year. Lil Giggles **WILL NOT** charge parents for vacation days. At least two weeks written notice will be given for any vacation periods of one week or greater. Parents will be responsible for making other child care arrangements for any days Lil Giggles Family Day Home is closed due to vacation days or holidays.

Substitute child care

Parents agree to have a back-up day care provider available on short notice in the event that Lil Giggles Family Day Home is closed because of illness or for other unforeseen reasons. Parents agree to hold Lil Giggles Family Day Home harmless for any claim of liability arising from failure to have back-up child care services available. No fees will be paid for days that child care is not available, other than for the 13 specified holidays each year.

School closings

Lil Giggles Family Day Home services are available from 8:30 am to 3 pm on days that Loudoun County schools are closed due to extreme weather conditions. Please bear in mind that school closings are decided by expected driving conditions. You are encouraged to consider the safety of your child before all else. On days that the schools open following a two-hour delay, Lil Giggles

Family Day Home will open at 8 am, and on days that the schools dismiss early because of weather conditions, Lil Giggles Family Day Home will close at 4 pm.

3. Telephone number where a message can be left for a caregiver:

571-484-2864

4. Fees for care (including regular rate for care of this child, late fees, activity fees, returned check fees, etc.)

Registration

A non-refundable payment of \$30 (\$20 for siblings) is required as registration fee for newly enrolled children.

The following forms must be completed and received by Lil Giggles Family Day Home for newly enrolled children:

- This Written Agreement and Information.
- Documented proof of your child's identity and age: please provide a copy of birth certificate for our record.
- Physical Examination (current).
- Recent Immunization records updated every 6 months for children up to two years and younger and once before starting public school.
- Signed acknowledgment of Lil Giggles Family Day Home liability insurance coverage.
- A check for the registration fee, advance payment for the first week of care, and one-week deposit.

Fees and payment policy

The fee for your child's care during 2011, based on the hours and days indicated above, is \$ _____ per week. Payment shall be made in full biweekly on a Friday (or last child care day) prior to beginning of the next two weeks of care. Checks should be made payable to Lil Giggles Family Day Home, c/o Shahana Javed. Receipts will be provided for all day care payments. Signed invoices will be provided upon request.

Payments not received on time will incur a \$5.00 per day late fee, included in the check.

Full fees are paid for the 13 holidays taken by Lil Giggles Family Day Home

Per day fee for part time care is more than per day fee for full time care.

Returned checks

If your check is returned due to insufficient funds, there will be an additional fee of \$25 added to the next week's charge. After two returned checks, no personal checks will be accepted. Cash, certified check, or money order will be the only forms of payment accepted.

Children's vacation and sick days

Full fees are paid for vacation or sick days taken by your child. A written notice in advance of vacation periods would be appreciated. Lil Giggles Family Day Home is not authorized to care for children who are ill. You are responsible for obtaining alternative child care in the event of your child being ill.

If your child becomes ill while at Lil Giggles Family Day Home with, for example, vomiting, diarrhea, temperature of 101 degrees or above, you will be notified immediately for pick-up. You are expected to come for your child as soon as it is reasonably possible. Following an illness, your child must remain home for at least one day, unless you bring a note from your child's physician stating that he or she does not have a contagious disease and can safely return to child care.

Part-time Care

Part-time care is care provided for two, three, or four days per week. Part time care is not provided for one day or less than 9 hours a day.

If your child attends on a day not normally scheduled, in place of a day that is normally scheduled, you are charged for that day in addition to your regular fee, based on your daily rate.

You are obliged to pay for your vacation days and holidays only if the vacation day or holiday falls on a day that your child would normally attend.

5. Payment of fees due on:

Payment shall be made in full biweekly on a Friday (or last childcare day) prior to beginning of the next two weeks of care. Signed invoices will be provided upon request.

6. Check in and check out procedures (to include where and when provider will assume care such as at her home, at the school, at the bus stop; acceptable drop off/pick up procedures, etc.)

Provider will assume care at her home. Parent(s) will hand over their child at the Provider's home/family day home where child will be cared for during the day.

7. The family day home must notify the parent when the child becomes ill and the parent must arrange to have the child picked up as soon as possible if so requested by the home.

8. The parent must inform the family day home within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

9. The child must be adequately immunized prior to admission and must receive additional immunizations as required by state law (unless parent provides proper documentation of medical or religious exemption).

10. Paid caregivers must report suspected child abuse or neglect according to §63.2-1509 of the Code of Virginia;

11. Custodial parents have the right to be admitted to the family day home any time their child is in care (required by § 63.2-1813 of the Code of Virginia)

12. A pet or animal is present in the home: _____ Yes _____ No

13. Family day home will provide meals and snacks: _____ Yes _____ No

Other Information: Provider follows the USDA meal pattern.

Meals for children one year and older

Children one year and older will be served breakfast at 8 a.m. Morning Snack will be served at 10:30 a.m. Lunch will be served at 11:30 a.m. Evening Snack will be served at 3 p.m. and Dinner will be served at 4 p.m. Lil Giggles Family Day Home ensures the quality of meals and snacks that are served. Please be sure to inform the provider of any special dietary needs or restrictions your child has (such as food allergies or lactose intolerance). Parents are responsible for supplying any special food or drink requirements. We do not serve products made from pork.

14. General daily schedule that is appropriate for the age of the enrolling child: (usual routine for provision of meals and snacks, naps, indoor play, outdoor play, etc.):

Arrival: 7:00 am; Breakfast: 8:00 am; Toileting/Wash Up: 9:00 am; Free Play: 09:30 am; Morning Snack: 10:30 am; Centers: 11:00 am; Out Door Play 11:30 pm; Lunch:12:00 pm; Quiet Time: 1:00 pm; Evening Snack: 3:00pm; Free Play: 3:30 pm; Dinner 4:00 pm; Preparation for Departure: 5:30 pm;

15. Discipline policies including acceptable and unacceptable discipline measures:

- Corporal punishment such as spanking is prohibited

- Is time out used with children other than infants? ✓ Yes No

Other: Discipline

Lil Giggles Family Day Home uses positive reinforcement to encourage good behavior. If discipline is absolutely necessary, the child is placed in time-out, allowing the child to think about the behavior that prompted disciplinary action. Discipline is meant to instruct. Physical or emotional punishment is never permitted.

Photos

I authorize photos to be taken of my child while attending Lil Giggles Family Day Home, including while on field trips, if any.

Potty training

There will be an extra charge of \$20 per week during the period that a child is being trained to use the toilet. A signed toilet training agreement between Lil Giggles Family Day Home and the parents will guide this learning activity.

16. The following attachments to be signed by newly enrolled parent:

- **Liability Insurance Declaration**
- **Policies for the Administration of Medication**
- **Provisions of the Emergency Preparedness and Response Plan**

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

Provider will not leave the children with an adult assistant on a daily basis. The Provider will only leave the children with an assistant if there is, but not limited to a doctor's appointment, sickness, vacation or any other serious matter like training or a court date.

Name of the adult assistant or substitute provider: Ms. Paula

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

Termination of service and fee charges

Newly enrolled children are placed in our care on a two-week trial basis, which allows the opportunity for either party to terminate the contract with a 24-hour notice. Parents of newly enrolled children are required to pay for the first week of care in advance. A deposit equivalent to second week's care is also required which will be refunded if care is terminated.

Other than for newly enrolled children, a two-week written notice is required for termination of the agreement by either party. If the parents do not give at least a two-week notice, there will be a charge for two weeks from the date of notice. Also, at any point during the program, if Lil Giggles Family Day Home determines that a child is not a good fit in the program because of his or her behavior, age, or due to non-payment of fees, it will terminate the contract immediately by returning the two weeks' advance fee - if received.

A two-week written notice will be given by Lil Giggles Family Day Home for any increases in child care fees.

19. A copy of the regulation, Standards for Licensed Family Day Homes, and additional information about the family day home, including compliance history that includes information after July 1, 2003 may be obtained from the following website: <http://www.dss.virginia.gov/facility/search/licensed.cgi>

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

- In writing, within 10 business days after the effective date of the change when there is no longer liability insurance in force on the family day home operation (may use Liability Insurance Declaration Form);
- Daily about the child’s health, development, behavior, adjustment, or needs
- Prior to when a substitute provider will be caring for the children (for provider’s vacation, appointments, etc.)
- When persistent behavioral problems are identified and such notification shall include any disciplinary steps taken in response.
- Immediately when the child:
 - Has a head injury or any serious injury that requires emergency medical or dental treatment;
 - Has an adverse reaction to medication administered;
 - Has been administered medication incorrectly;
 - Is lost or missing; or
 - Has died
- The same day whenever first aid is administered to the child.
- Within 24 hours or the next business day of the home’s having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health’s current communicable disease chart. Life threatening diseases must be reported to parents immediately. The provider shall consult the local health department if there is a question about the communicability of a disease.
- In writing, whenever there are changes in the home’s emergency preparedness and response plan (that is, any changes to the Provisions of the Emergency Preparedness and Response Plan give to parents prior to the child’s first day of attendance.
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situations) and the provider will have
 - written parental permission.
 - As soon as possible of the child’s whereabouts if an emergency evacuation or relocation is necessary.

Parent Signature

Date