

**MPPA Family Childcare
Center, Inc.**

{MPPA 2}

**Parent
Handbook**

770-619-9199 (Ofc)

770-648-7216 (Fax)

MPPA Family Childcare Center Inc.

{MPPA 2}

2125 Old Salem Road
Covington, Ga 30013
770-619-9199

I. GENERAL INFORMATION

- A) MPPA Family Childcare Center, Inc. (MPPA) is required to maintain a current, accurate written record of daily attendance for all of the children. Please assist me in meeting this requirement by signing your children in and out of the center on the computer and on the required Daily Attendance sheet. There is a **\$5.00 fee** for each child that is not signed in or out on either the computer or the attendance sheet.
- B) MPPA will provide care for children between the ages of 6 weeks to 12 years old and child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.
- C) Child care services will be provided between the hours of 5am-10pm Monday - Friday. MPPA **will be closed every Saturday and Sunday.** (see Part-time/full-time hours and rules)
- D) **Altered or No service will be provided on New Year's Eve/New Year's Day/Good Friday/July 4th/Memorial Day/Labor Day/Thanksgiving Day and the Day After /Christmas Eve & Day/and any day that Newton County Public Schools are closed due to inclement weather and all regular fees will be charged for these holidays. If a holiday falls on a Sunday, we will be closed the Monday after the holiday. If a holiday falls on a Saturday, we will be closed on Friday before the holiday. Please see emails from provider.**
- E) Parents are welcome to visit the child care facility at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, MPPA will need a copy of the order. Please understand that MPPA cannot legally limit access to a parent if there is not a copy of a court order on file at the center.
- F) Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, MPPA needs to be notified in writing via email/text or by a telephone call in advance. The person picking up the child will need to show a driver's license or other state issued picture ID.
- G) All children **will not be able to** leave the center unescorted; they must be escorted in and out of the facility by an authorized adult.
- H) **If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While MPPA cannot legally withhold a child from the legal guardian. We will not hesitate to call the local authorities if MPPA feels that the child/children are in danger.**

- I) It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with the director to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication on a regular basis, the center provides scheduled conferences / written newsletters / parent bulletin board and daily sheets.
- J) To protect each family's confidentiality, MPPA Family Childcare Center Inc. will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.
- K) **MPPA Family Childcare Center Inc. DBA Ms. Pam's Precious Angels Family Childcare Center 2 is not covered by liability insurance for these premises. Therefore, MPPA Family Childcare Center Inc. and/or its DBA shall not be responsible for providing or paying for the child's health care. I agree that neither I, nor my child will bring any claims of any kind against Pamela D Lewis, MPPA Family Childcare Center Inc. or any of its employees, as a result of injuries, expenses or damages that you or your child may suffer in any way related to the use of the facilities, toys, other children and/or teachers, whether such claims are known or unknown or arise in the future.**
- L) All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to child protective services and/or the police.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

- A) All children will be enrolled for a 2 week paid trial period and during that trial period either the provider or the parent may terminate child care without advance notice.
- B) Parents must meet with the Director to discuss their child's specific needs and to review program policies. MPPA will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.
- C) The following items must be completed and returned to the center by the first day of attendance.
- *Transportation Permission*
 - *Immunization records/ Health History and Emergency Care Plan*
 - *Liability Form*
 - *Copy of Parent/guardian Licenses*
 - *Consent for Emergency Treatment*
 - *Registration Form*
 - *Enrollment Agreement*
 - *Shift Selection form*
 - *First week's tuition / registration fee (if applicable)*
 - *Parent / Provider agreement*
- D) **Before/After School Care-(24 hours or less) - 5am- 6:50am and 2:00pm-7:00pm (see CAPS certificates) B/A care fees are at the rate of \$75.00 per week for up to 24 hours.**

If your childcare exceeds 24 hours per week or past the 7:00 pm cut off time your child/children will be placed in to **Full Time care aka Night Time care**

- E) **Part Time** (24 hours or less) Part time fees are paid at the rate of **\$75.00 per week for 24 hours** a week or less of childcare services. Part time rates will be charged based upon the sign in and out logins. Part Time care is available any 5 days a week up to 8 hours a day until the 24 hour limit has been reached. If you exceed 8 hours per day you will be billed at the rate of \$10.00 per hour for that day whether or not the 24 hours have been met. If your sign in and out logins exceed 24 hours of service for the week then your bill will be **adjusted to accommodate "Full Time"** rates of service for your child depending on your child/children age. You will then adhere to the full time rules.
- F) **Full Time/Night Time care** (1 minute over 24 hours) Full time fees are paid (see rates below) depending on the age of your child/children and their time in the center. Full time services are **not to exceed** over 10 hours per day up to 5 days per week. Every minute past the "Full Time" allotted time will incur an overage fee of \$10.00 per hour during the week and a charge of \$5.00 per minute will be billed after the center closes for the day at 9:00 pm daily or at any designated time with notification.
- G) Time is measured in quarterly increments.
- H) A \$30.00 late fee will be applied to all payments not paid the Friday prior to services rendered. They are due the following week or your child/children will not be permitted into the facility until all fees are paid. After 2 weeks of non-payment your child will be removed from the roster and discharged from Ms. Pam's Precious Angels Family Childcare Center 2 without a referral.
- I) **A child may also be discharged from the center for reasons such as, but not limited to:**
- Failure to pay tuition or fees on Friday before service is rendered (grounds for immediate termination, without advance notice).
 - Lack of parental cooperation
 - Inability of child care program to meet the needs of the child. MPPA will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent may be referred to other community resources for assistance.
 - Repeated failure to pick up the child at the required/requested time
 - Failure to complete and return required forms within 5 days
- J) MPPA will give a written notice of the intent to discharge a child, and will inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed.
- K) Should the parent remove the child during the notice period MPPA initiates, fees will still be charged and are due
- L) **Parents must give a written notice 2 weeks prior to leaving** of their intent to withdraw the child/children, and will be required to pay for that 2 week time period whether or not the child/children continue to attend. All outstanding fees must be paid in full.

III. PAYMENTS AND RATES

Rates:

Infant 6 weeks-23 months	\$165.00 per week
Toddler Age 2	\$145.00 per week
Preschool Age 3-4	\$135.00 per week
Before/After School (PT rate)	\$75.00 per week
School Age (break,holiday,summer)	\$125.00 per week
Drop- In	\$10.00 per hour (min 4 hours)
Late Payment Fee	\$30.00
Registration	\$65.00 annually
Slot Holding fee	\$50.00 per week per child
Sign in/out fee	\$5.00 per day

- A) Fees are to be paid every Friday for the following week's services or a **\$30.00 late fee** will be applied to the account.
- B) If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. **Parents are responsible** for any third party payments that are not paid and must make all payments until the third party payments start.
- C) **50 hours** per week is at **5 days per week** including up to **10 hours of childcare per day** (see CAPS if applicable rules apply)
- D) **If you exceed 10 hours of childcare** on any given day, you will be billed \$10.00 per hour (**per child**) for that day.
- E) Parents are responsible for any specified co-payments and/or unpaid tuition amounts and fees.
- F) Ms. Pam's Precious Angels does require an annual registration fee of \$65.00 which will be billed **every August** for current clients and at time of registration for new clients.
- G) No refunds will be given for days when children do not attend due to illness or other reasons.
- H) Denied entry will begin on Monday if the tuition and/or all fees are not paid in full.
- I) MPPA does not accept cash or checks. Please use "MyProcure.com" for all payments of tuition and any other fees.
- J) There will be a **\$30.00** service charge on all returned debits, credit card, and online payments.
- K) Drop In rates are **\$10.00 per hour** and must be paid **prior** to services being rendered. A minimal of 4 hours will be billed upon initial drop off.

IV. CHILD AND PROVIDER ABSENCE

- A) If your child will not attend on a regularly scheduled day please let MPPA know up to 2 hours prior to your child's scheduled arrival time.
- B) If a child who is scheduled to arrive at the center does not arrive within 15 minutes after the specified time on the written agreement signed by the parent, and MPPA has not been notified in advance of the child's absence, MPPA may attempt to contact the parent or guardian to determine the child's whereabouts.
- C) MPPA will transport children who attend school to and from the center in the morning and after school as long as the school is within a 5 mile radius from the center.
- D) As long as the child/children attend 1 day of childcare the parent is responsible for paying a full week of tuition.
- E) If the child/children are out for the week, that parent is responsible for paying \$50.00 due to a childcare slot being filled.

V. Provider Absence

- A) MPPA will have two **paid** weeks of vacation time per year with at least 60 days' notice provided to parents to arrange for alternate childcare services during that time. A \$50 Slot Holding Fee per family will be charged for those weeks.
- B) **MPPA Family Childcare Center Inc and all DBA's WILL BE CLOSED every year on the days listed above. This is paid vacation time off.**
- C) In the event that any staff member at MPPA become contagiously ill, MPPA will notify the parents of all children no later than 1 hour of the receipt of notification to the event that the center will be closed.
- D) Regular tuition fees will be charged when MPPA is closed because of an illness.
- E) In case of an emergency situation for 1 of the children, MPPA will call an emergency contact/back-up person and he/she will come to the center to stay with the other children during a staff member's absence.
- F) If a staff member of MPPA gets ill and need emergency medical attention then MPPA will notify the parents to pick up their children within a 2 hour window. The center will be shut down until further notice. A child care director must be on site while the child/children are in the facility.
- G) MPPA will provide the emergency back-up with a full orientation which will include the names and ages of all children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs and the procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age.
- H) Regular tuition fees will be charged when MPPA is closed because of an emergency.
- I) All MPPA emergency back-up providers will have CPR/First Aid, SIDS and Shaken Baby Syndrome prevention training.

- J) In the event that a staff member is scheduled to be absent, MPPA will designate a registered substitute.
- K) Before a substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, MPPA will provide them with an orientation and document its completion on a form provided by the department. The orientation will cover all of the items specified in the licensing rules.

VI. HEALTH

- A) Children who are ill are not to be brought to the center. The following are examples of children who are ill:
 - A temperature of degrees **101F or higher** oral temperature and other contagious symptoms
 - Vomiting or diarrhea has occurred more than once in the past 24 hours
 - A contagious disease such as chicken pox, strep throat or pink eye • An unidentified rash
 - Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
 - Has a constant, thick, colored nasal discharge
- B) If a child should become ill while at the center a parent or guardian will be contacted immediately via phone call. Sick children will be isolated within my sight and made as comfortable as possible.
- C) Children should be picked up within the hour.
- D) If the child is not picked up within the hour the emergency contact person on the child's enrollment form will be called.
- E) Children may return to the center when they are symptom free and have been appropriately treated or have been given medical approval to return to child care.
- F) MPPA will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.
- G) MPPA will report all communicable diseases, when required, to the local health department by phone and via letter to parents of all enrolled children via.
- H) Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease via letter and/or phone call. A notice will also be placed in the entrance of you center on the parent board.
- I) Children who are in the contagious stages of a communicable disease such as chicken pox, pink eye, strep throat, etc. may not be in care at the facility and need to return with a doctor's notice.
- J) When noticeable adverse reactions to prescribed medications occur, a parent or guardian will be notified by phone and emergency medical policy and procedures will be followed.

- K) Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injuries when the child is picked up at the center or delivered to the parent or other authorized person via an incident report.
- L) The staff at MPPA has received training in first aid. MPPA will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible.
- M) Staff members at MPPA have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED), although an AED IS NOT presently at this location.
- N) If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Children's Healthcare of Atlanta in Stockbridge, GA.
- O) Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If necessary, MPPA will request that your child be taken to Children's Healthcare of Atlanta in Stockbridge, GA.
- P) All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook.
- Q) As a licensed child care provider, MPPA is required to report suspected child abuse or neglect to the local authorities.

VII. Medications

- M) MPPA will administer medications, prescription and over-the-counter, only once per day to the child if parents have completed the Medication Authorization Form provided. If the child needs multiple dosages, the parent is to administer them before arrival and after pickup.
- N) All medicine must be in its original container bearing the label with child's name, dosage and administration directions.
- O) MPPA will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.
- P) Blanket authorizations, such as dispensing Tylenol at my discretion, are not allowed.

VIII. Smoking

- A) Smoking is not permitted on the premises of the center during licensed child care hours at any time.

IX. Sudden Infant Death Syndrome (SIDS):

- A) Children under 1:

To reduce the risk of SIDS staff members at MPPA will do the following:

- Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.

- Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
 - If child falls asleep in a swing, chair or car seat, the child will be removed from the swing, chair or car seat and placed to sleep in the crib.
- B) Children older than 1:
- Cots or mats shall contain a sheet to cover the mat/cot and a blanket provided if needed.

X. NUTRITION

- 1) Staff members at MPPA will follow USDA/BFTS guidelines when planning our menus. No child will go without nourishment for longer than 3 hours.
- 2) If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing and/or provide a Doctor's note.
- 3) School-aged children will be offered an afternoon snack upon arrival from school.
- 4) MPPA will not provide formula. All bottles and commercial baby food must be made and labeled with your child's name.

XI. DAILY ACTIVITIES

- A) MPPA does include Christian-based instruction or practices in daily activities. We offer prayers before meals and snacks. This also includes Christian-based education program or curriculum.
- B) MPPA will plan activities and provide children with a variety of experiences.
 - Language development: Books, music, story time, finger plays, flannel board stories
 - Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
 - Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
 - Creative expression: Dramatic play, puppets, music / instruments, flannel board
 - Self-help skills: Assist with mealtime preparation, dress self for outdoors
 - Literacy skills: Books, story board, alphabet and writing games
- C) PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.
- D) Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather please see the chart posted on site.
- E) There is an outdoor play space on the premises of the center.
- F) MPPA does not have a swimming pool on the premises. Children will not have access to or be allowed to use the on-premises pool.
- G) The body position of non-mobile infants and their location in the center will be changed frequently. MPPA will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.
- H) School-age children will have a quiet place to study or relax and access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

- I) MPPA occasionally takes field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

XII. CHILD GUIDANCE

- A) Children behavior will be guided by setting clear limits or rules for children. MPPA Staff members will talk with the children about expected behaviors and model those behaviors consistently for them. MPPA will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity.
- B) Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it.
- C) Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.
- D) MPPA understands that there will be times when a child will become distraught, fussy or won't quit crying. The first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. MPPA understands that crying is normal, and that all babies will have times when they cannot stop crying.
- E) At these times, MPPA Staff will stay calm and will do whatever they can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when staff members at MPPA need your advice or assistance, and a staff Director of MPPA won't hesitate to call you if we feel that it is necessary.
- F) Staff members at MPPA will use "time-outs" to deal with unacceptable behavior. The time out will be given according to the child's age. Example. If the child is 5 years old then they will get a 5 minute time out; however if a child is 3 he/she will be given a 3 minute time out.
- G) Time-outs will never exceed five minutes and will not be used with children under two years of age. When used, the time-out will immediately follow the behavior. The staff will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead.
- H) Here at MPPA, we recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and/or discharge of the child from care.
- I) Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.
- J) Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive,

humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

XIII. TRANSPORTATION

- A) MPPA does provide limited transportation. We will transport children to and from school to the center within the specified area and to/from field trips to the center.
- B) You will be notified in advance of the date, time and destination of any field trip requiring transportation.
- C) MPPA does not contract out for transportation services.
- D) MPPA Family Childcare Center, Inc. and its staff members do not carry liability insurance on vehicles used to transport children.
- E) Children will never be left unattended in a vehicle.
- F) Whenever children are being transported while in MPPA care we will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited.
- G) If MPPA is transferring the children to another responsible adult, MPPA Staff will be sure the adult acknowledges the transfer before leaving the child

IXX. PETS

- A) MPPA Family Childcare Center Inc. will not have any uncaged pets on the premises nor will any pets be added without notifying each parent for allergies.

XX. EMERGENCY PROCEDURES

- A) Fire drills shall be practiced with the children every month, and completion of the practices will be documented.
- B) In addition, tornado drills shall be practiced during the tornado season which is April through October.
- C) In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled in the front of 6750 Maddox Rd Morrow, GA 30260
- D) Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times.
- E) The attendance form and emergency contact information will be brought along.
- F) In the event of a lost child, MPPA staff will check all areas of the center. If the child cannot be found, MPPA staff will contact the child's parents and / or emergency contact by phone and the police will be notified immediately.
- G) MPPA will notify the BFTS within 24 hours after the occurrence.
- H) If the center should lose the use of heat, water or electricity before the center opens, MPPA will notify each parent by phone to make adjustments to their schedules.

- I) If the center should lose the use of heat, water or electricity while children are in attendance, MPPA will notify the parents by phone and use back up supplies until we have our resources back.
- J) In the event that Clayton County schools close due to severe weather, the center will also be closed. Parents are expected to pick up their children within a 2 hour period.
- K) If we are unable to re-enter the building after a necessary evacuation, MPPA will take the children to the Clayton County Fire Station #8 on Maddox Rd and contact all parents and guardians via phone.
- L) In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted via phone to advise them of the threat.
- M) Depending on the nature of the threat, evacuation and / or closure maybe required.

Important Policies and Procedures

Diapering Procedures

Here at MPPA we take the necessary precautions to avoid diaper rashes and other skin irritations so we ask that you supply plenty of diapers and wipes. We believe in changing a child's diaper every 2 hours within a 10 hour period unless the child's diaper suggests otherwise. We will have diaper check every hour and ask that you keep a minimal supply of 6-7 diapers daily in a child's cubby area. When the diapers get low a notification will go home asking for more diapers. MPPA will supply some wipes because we know the importance of cleanliness; however we do request for each parent to supply 1 pack of wipes every 2 weeks to ensure adequate supply.

Toilet Training Procedures

We will do our best to help make potty training go smoothly and quickly. Please help us by sending your child in clothes that will be convenient for us and them and make going potty many times a day easier. Please bring your child 2 changes of clothes which will need to be kept at the center because we know accidents do happen.

STAGE 1 - When a child starts showing interest in going to the potty and will go to the potty at home at least several times a day. At this point we will follow up at day care by taking the child to the potty at set times (every hour or two) to get them comfortable and going potty consistently here. Child is still to be brought in diapers and diapers are to be provided for the child. No pull-ups at this stage.

STAGE 2 - When the child is going potty on a regular basis at day care and home and telling us when they need to go. At this point the child may wear pull-ups or training pants and provide diapers for nap or emergencies. If the child does not have bowel movements in the potty you will be asked to keep them in pull-ups until this has been mastered.

STAGE 3 - When the child is telling us and going potty consistently and also, keeping the pull-up or training pants dry without many accidents. At this point you may still provide diapers for nap time if necessary.

STAGE 4 - The child is going to potty on their own and wearing panties or underwear and staying dry at naptime. Congratulations your potty training is complete!!!

Infant/Toddler Feeding Policy

21) It's important to understand each parent's wishes about feeding their child, so we at MPPA discuss the child's feeding options in great detail to ensure a child's growth and development. We support mothers who are breastfeeding and we will provide space where a mother can comfortably feed and spend time with her child during this process. All formula bottles should be made at home and provided to the provider for the duration of the child's daily stay at the facility. **MPPA WILL NOT MAKE FORMULA BOTTLES.** Infants will be fed according to the patterns suggested by the parents and upon the needs of the child and the feeding chart will be filled out daily to track the child's feeding progression. For children under 1 who are eating food; the food must be provided by the parent or guardian. Bottles will be served at room temperature or a bottle warmer will be used if necessary. Children over 1 will eat the food provided by MPPA which is monitored by the USDA/BFTS State Food Program. Food allergies will be noted and modifications to food menus will be made when necessary. We ask that all personal bottles, cups, and spoons and any other feeding tools come in the center labeled with the child's first and last name on the item to avoid contamination.

XXI. ITEMS TO BE PROVIDED BY PARENTS

Disposable diapers
Baby wipes
Lotions
Pre-made bottles for infants
Bottle/sippy cups for water, formula, and / or milk
Full change of clothing including underwear and socks
Car seat or booster seat
Clothing suitable for outdoor play for each season

ITEMS PROVIDED BY MPPA

Sheets
Sleeping cots
Crib
Sunscreen
Insect repellent
Age appropriate toys

*****MPPA Family Childcare Center, Inc. Rules and Regulations Handbook*****

MPPA Family Childcare Center, Inc.
{MPPA 2}
Rules and Regulations Parent Handbook
(Effective date 8/1/2019)

I, _____, by my signature below attest that I have received a copy of these rules and regulations. I further attest that I have read and understand these policies and rules and I agree to abide by them. Failure to abide to the policies and procedures of MPPA Family Childcare Center Inc. D.B.A MPPA Family Childcare Center 1 will result in child dismissal from the center.

Signature – (Parent/Guardian)

Date

Printed Name (Parent/Guardian)