

### **Information for Parents**

Licensed Home Day Cares are required by the licensing authority to communicate its policies to parents before the child's first day of attendance. Our policies are listed as follows for your review and acknowledgment.

Hours / Days of Operation: Our hours of operation are Monday through Friday, 7:30 am to 6:00 pm.

Check in and Check out Procedure: Parents will drop their children at the Day Care where care will be provided during the hours of operation. Parents can park their vehicles in the drive way for pick and drop. If the driveway is full, parents shall park in the public parking. Under no circumstances vehicles will block the neighboring driveways.

Daily Routine: 7:30 am - arrival and Free Play; 8:30 am - Breakfast; 9:00 am – Developmentally appropriate learning activities ( alphabets, numbers, shapes, colors, matching and recognition); 10:00 am - Physical activities (marching, dancing, Simon says); Social and Emotional skills will be enforced throughout the day; 10:45 am - blocks and puzzles; 12:00 noon - Lunch; 12:45 pm - Toileting; 1:00 pm -Nap time; 3:00 pm - Toileting; 3:15 pm – Snacks; 3:30 pm - Free play; 5:00 pm - Dinner; 5:30 pm - Prepare for Departure; 6:00 pm - Clean up and Closing.

Assistant or Substitute Provider: Children will be cared for by the Provider with the help of a CPR/First Aid trained Assistant as per Child/Care Provider ratio requirement.

Registration: The following Forms will be required for registration:

1. Signed Information for Parents (This written agreement);
2. Completed and signed Child Record Form;
3. Health Form signed by the child's physician and child's Immunization Record;
4. Signed Liability Insurance Declaration Form;
5. Signed Policy on Medication Administration Form;
6. Signed Policy on the Provision of the Emergency Preparedness and Response Plan Form;
7. Weekly Tuition fee for two weeks in advance and a Registration fee of \$30 (non- refundable).

Fees and Payment Policy: Two weeks payment shall be made biweekly on every alternate Friday prior to the beginning of the next two weeks of care. Checks should be made payable to Lil Giggles FDH or Shahana Javed. Receipts will be provided for tuition and registration fee. Payments not received on time may incur a late fee of \$5 per day. The paid period will include child's sick and vacation days including ten Federal Holidays.

Holidays: Day Care will be closed on ten observed Federal Holidays and the day after Thanks Giving. Closed federal holidays include New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanks Giving Day, (and the day after Thanks Giving); Christmas Day.

On the day before Thanks Giving, Christmas Eve and New Year's Eve, Day Care will close at 3:00 pm. In addition to the said holidays child care will not be provided on our religious holidays: Eid ul Fitr and Eid ul Azha. The dates will be announced ahead of time.

School Closings: Day Care services will be available from 8:30 am to 3:00 pm on days that Loudoun County Public Schools are closed due to extreme weather conditions. On days the school open following a two hour delay, Day Care will open at 8 am and on days that the schools dismiss early because of weather conditions, Day Care will close at 4:00 pm.

Children's vacation and sick days: Full fees shall be paid for children's vacation and sick days. If a child becomes sick at the Day Care with vomiting, diarrhea, fever (101 degrees F), or with any symptoms showing child is unwell, parents will be notified immediately for pick up. Parents shall come for their child as soon as it is reasonably possible. Following an illness, the child must be symptoms and fever free for 24 hours without medication before returning to the Day Care.

Part Time Care: If a child attends Day Care on a day not normally scheduled, in place of a day scheduled, there will be an extra charge for that day in addition to the regular part time fee. Regular part time fee will cover any vacation or holidays falling on scheduled days of attendance.

Termination of Contract: Newly enrolled children are placed in our care on a two week trial basis. This allows either party to terminate the Contract upon rendering a 24 hour notice within this period. In case the contract is terminated in the first week, the deposit for the second week will be refunded. After the successful completion of the first two weeks of care, a two week notice period will be required for terminating the contract. The terminating party can also choose to make a two weeks payment in lieu of a two week notice.

Information about the Day Care: Information on the compliance history, Standards and Regulations for the Licensed Day Cares can be obtained at: [www.doe.virginia.gov](http://www.doe.virginia.gov)

Parents Rights and Responsibility: 1) The family must inform the Provider within 24 hours if the 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. 2) The child must be adequately immunized prior to admission and must receive additional immunization as required by State law. 3) Custodial parents have the right to visit the Day Care any time their child is in care.

Day Care Provider's Responsibility: Inform parents a) whether or not Liability Insurance is present; b) about child's health, development, behavior, adjustment, or needs; c) when substitute Provider will be caring for children; d) when persistent behavioral problems are identified and any disciplinary steps are taken; e) immediately, when child has any serious injury that requires emergency medical or dental treatment; has any adverse reaction to medication; has been administered medication incorrectly or is missing or dead; f) same day, if first aid was administered or child has been exposed to a communicable disease; g) in writing, whenever there are changes in the emergency preparedness and response plan which was given to parents prior to the child's first day of attendance; h) of child's whereabouts as soon as possible if an emergency evacuation or relocation is necessary otherwise seek parents' written permission whenever child will be taken off the premises.

---

Parent Signature

Dated