Footprints Family Childcare

Handbook & Parent-Provider Contract

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WELCOME

License number: 9101534
Footprints Family Childcare is licensed by the State of Massachusetts and complies with all applicable licensing regulations and standards. These standards relate to our home, health, safety procedures, nutrition, care giver to child ratios, and record keeping. I believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials.

MISSON STATEMENT

Footprints is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building socialization and self-help skills that build confidence, which is needed to succeed in all areas of life.

OUR VISION

Every child and family that comes through our doors will be treated with love and respect and in turn will be able to pass on the love and respect that they were shown. The goal is to facilitate a learning environment that meets developmental needs and where all children feel safe, comfortable and that they belong. As a result, they are helped to become independent and confident learners.

OUR PHILOSOPHY

Footprints is dedicated to serving children and their families by providing an atmosphere that encourages intellectual, spiritual, emotional, social and physical success. Confidence is the critical component to optimal growth in children. At Footprints, we focus on developing the socialization and self-help skills needed to succeed in other areas of development. The degree that children learn to get along with others depends, to a large extent, on how they feel about themselves. If the adults who care for them have helped them to feel that they are valued and competent, the children are likely to be relaxed and friendly. Play is the mode of expression children use to learn about the world, themselves, and others. It is also the way they develop the skills and knowledge they will need to succeed in their lives.

STATEMENT OF FAITH

Children will be exposed to our family's personal philosophy of life. They will be encouraged to love others as themselves, to become contributing citizens, to increase knowledge and acquire skills necessary to treat others how they wish to be treated. We believe in and follow in the footsteps of the life and teachings of the historical man Jesus the Nazarene. We are called to care for the vulnerable, act with humility, and serve all creatures and creation without prequalification.

DISCLAIMER

These principles guide the method in which we operate and conduct business. We strive to act with kindness, fairness, and respect in every interaction, recognizing the absolute value and worth of every individual as an adored creation, regardless of their beliefs, race, gender, color, religious creed, handicap, health, ancestry, national origin, age, sex, vaccination status, disability, marital status, sexual orientation, pregnancy, or citizenship status.

OPEN DOOR POLICY

You may always come at any time while your child is present. However, if it is only to visit, it is disruptive to the routine and the other children in care. During times like these children have a hard time listening and following directions. If you, a family member or approved person would like to visit or play with the child for an extended period (longer than 20 minutes), the child must be taken off the premises. Understand that your child will be included in classroom evaluations by State Licensing officials and other governing agencies.

HOURS OF OPERATION

Footprints hours of operation are from **7:00AM to 3:00PM Monday - Friday** with the following 26 PAID exceptions and holiday closings listed below. Closings exceeding **30 days** within the current fiscal year will be tuition free. (Holidays may occasionally be substituted with prior notice) If any holiday falls on a weekend, an alternate day will be observed. **Extended & Before/after care is offered between 6AM-4PM. (Voucher and Discounted Rates are available as needed)**

- **Five Personal/Professional days**
- **Five Sick/Emergency days**
- **Five Miscellaneous**
- **Presidents Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Thanksgiving Day and the Day after**
- **Christmas Eve and Day**
- **New Year's Eve and Day**

WEEKLY RATES (M-F 7am-3pm)

Regular Rates:
All Ages (0-14 years) - $400/week
Before & After School Care - $40/$20

Subsidized Rates:
All Ages (0-14 years) - $360/week
CO-OP/Drop-in Care (5-12 years) - $30 varies

WEEKLY RATES (3 Days 25+ hrs.)

Regular Rates:
All Ages (0-14 years) - $300/week
Before & After School Care - $40/$20

Subsidized Rates:
All Ages (0-14 years) - $200/week
CO-OP/Drop-in Care (5-12 years) - $30 varies

All meals, formula, diapers, wipes, outdoor attire, and necessities are included in Footprints tuition regardless of rates or scholarship.

- Extended Care 8+ hours add $5-10 (Per extended hour) to daily fee
- Late Pick up fee - $2/every minute past 3:00 (Or contracted time)
- Returned check or NSF fee: $75
- Late payment fee: $25 per day past Monday of week of care
- No show (absent without notice) fee: $25

Parents will pay full replacement costs of item(s) broken as a direct result of child misbehaving. A ***nonrefundable*** deposit equal to two weeks of childcare tuition and the first week's payment is due at time of enrollment. The deposit is nonrefundable because I must turn away potential enrollments to hold the opening. Your child's spot is not secured until I have received both the deposit, first payment, enrollment forms and the signed Parent-Provider Contract. The deposit will secure the childcare spot until care begins and will be credited towards the last two weeks of your child's care. Please remember that the childcare fee is based on the hours contracted, **not the hours that Footprints is open**. Although it is sometimes unavoidable, it is in the child's best interest that they spend no more than 9 hours at childcare in a single day. (or less depending on the child's disposition) It is for this reason that contracted times are based on the parent or guardian's work schedule and commute. Likewise, when a parent is not at work *and available* to care for their child, they should be with the parent and not in care.

ARRIVALS AND DEPARTURES

Varying schedules are not a service that I provide. Children will be dropped off and picked up at the same window of time each day. Drop off times can be between 7-7:30 AM and pick-ups are between 2:30-3 PM. Each parent will choose a fixed schedule that remains the same every day. Regular arrivals are not permitted past 9AM (save for the occasional prearrangement) You must call if your child will be late or not attending for the day. The spot will not be available 30 minutes past the scheduled drop off window if no notice is given and a $25 fee will be also assessed if no notice is given regarding absence. Children should arrive at care with clean clothes, diapers, hair, face, hands and hair tied back, if applicable. If a little one has difficulty transitioning into the care setting:

- Due to the emotional nature of leaving a child, it is normal for some children to have difficulty separating from parents, or cry upon arrival. The crying stops within seconds of your departure. When you bring your child, be as quick as possible and make your goodbye brief. It is much easier on the children when the impending separation is not long and drawn out. The longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Children are quick to get involved in play or activities as soon as parents have left.
- Please be brief at pick-up times as well. While present, the child's behavior is the responsibility of the parent. This is a time of testing, when two different authority figures are present (the parent and the provider). Some children will test to see if Footprints rules still apply. During arrival and departure, parents are expected to respect the house rules.

To facilitate the smooth transition, it is the parent's responsibility to ensure that children are picked up by their contracted times every day. Children favor routine and become upset if it is disrupted. One purpose of contracted times is to maintain this routine, so the children can be assured that they will be reunited with parents at the same time each day. (Save for the **occasional** discrepancy or expressly planed and agreed upon arrangement) Another reason for a schedule is just as with any other employment, I must know what time my work day will end each day so that I may plan my home-life. If you are unable to pick up your child by the contracted time, alternate arrangements will be made.

No one other than the parent(s) or person designated by the parent(s) will be allowed to pick up the child without advanced written permission indicating the person's name and relationship to the child. In the event that a parent cannot be contacted, it is Footprints policy to call an emergency contact. If parents or emergency contacts cannot be reached, authorities will be called to ensure the safety of the child.

LATE PICK UP AND DROP OFF POLICY

Please respect our valued family time and pickup prior to closing. Before and after school care depends on strict adherence to your contracted schedule so that I stay within regulation for my required ratio of children in my care at one time. If your child is picked up after closing time, there will be an extended care charge assessed of $2.00 for every minute past closing time.
(Unless prior arrangements have been made). Extended care can possibly be scheduled as needed. Be courteous and arrive with enough time to walk out the door **BEFORE** closing time at 4:00pm. For example, please do not arrive **AT** 3:00pm. **There is a "three strikes" policy for late pick-ups.** Families who do not respect this policy will be given two weeks notice to find other care and/or care may be terminated immediately.

Any child arriving later than 30 minutes past the scheduled drop off window without a text or phone call will be assumed absent for the day. If you fail to inform me that you will be later than 30 minutes to drop off your child, it will be considered a "no call no show" and the space will no longer be available for that day. The text or call is appreciated **at least 30 minutes** prior to regular drop off time although a text at least by 7am is acceptable. In the same way that others have tasks to complete on time at work, the childcare provider has a schedule to complete on time. Waiting unknowingly on a late drop off disrupts the day.

PAYMENTS

Payments are all on a prepaid basis, no exception. Checks (made out to Caitlin LaBrie), cash or automatic deposit from your bank will be acceptable methods of payment. Any associated fees are parental responsibility. It must be understood that you are paying for a specifically scheduled childcare spot and to hold your child's space, payment must be made whether your child attends or not. Payment is based on the individual contract, not attendance. Payment is due on Monday MORNING of each week or on the first scheduled day of the week if part time (or each Friday before care.) If payment is not received on time, a $25 per day late fee will be charged, and care will not resume until the payment is made along with the late fee.

TRIAL PERIOD

There is a two-week trial period for each family. Either party may terminate the agreement within this period, via phone, in person, or letter, at any time. Regular payment is required during the trial period. If care is terminated during this time, the deposit check will not be returned, it will count as regular payment. A two-week written notice is required to terminate care.

TERMINATION

Footprints Family Childcare requires a two-week written notice prior to termination. (Original deposit fee will be applied to last two weeks of care, unless waived)
Footprints reserves the right to terminate immediately or at any time for, but not limited to:
1. Failure to pay fees on time
2. Failure to comply with policies
3. Failure to attend regular hours as scheduled per signed contract
4. Disruption of program due to an unsatisfactory fit

5. Lack of parental co-operation, communication, or respect for the business or family.
6. Childs inability to adjust to the program
7. Unresolved behavioral issues
Footprints will work with you and your child as much as possible yet ultimately, we cannot put our business, the other children in care, or our family in a compromising situation.

TAXES & INSURANCE

A W-10 form will be given to you by January 31. Footprints Family Childcare carries homeowners, daycare liability and vehicle insurance.

CONFIDENTIALLITY

All personal information will be kept confidential and will only be released to authorized persons such as but not limited to: State licenser, police department and Health and Social services. Understand that your child may be included in pictures connected with our childcare program. Unless otherwise specified in writing by the parent. Identifiable photos of children are NEVER posted publicly online.

INFLUENCE OF DRUGS/ALCOHOL

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child. If you refuse a ride and leave with your child, I must notify the police department.

ALTERNATE CARE

In the event that Footprints is closed, it will be the responsibility of the parents to have alternate care. It is also a good idea to have alternate care for your child in case they are too ill and cannot attend. The maximum possible amount of notice is always given regarding closures. Sometimes however, notice may be last minute due to unforeseen circumstances or discrepancies.

HOLIDAYS - VACATIONS AND SICK/PERSONAL DAYS

I make the utmost attempt to remain open under all circumstances for the benefit of every family yet if Footprints must close, it is for one of the following necessary reasons. Footprints will be closed for all major holidays, possible sick days (myself or my household including my husband), extreme weather (unable to access home due to snow or other condition), personal days, and regular payment is due as usual. If a holiday falls on a weekend, an alternative day will be observed. Closures will be scheduled with as much advanced notice as possible. I may take two weeks vacation per year and payment for the two weeks is appreciated but not necessary. The operating expenses of Footprints are the same whether your child attends or not. Therefore, no deductions in the weekly fee will be made for your child's absences due to illness or days off. Footprints reserves the right to consider a makeup day, discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party. Parents are responsible for having alternate and back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the childcare closing.

TRANSPORTATION

Footprints does not transport any child by car or any moving vehicle. In the event of a medical emergency in which transport is needed, an ambulance will be called.

SUPPLIED BY THE PROVIDER

I provide everything from A to Z (diapers, wipes, creams, organic homemade meals, tailored curriculum and a safe, loving environment) for each child and have adopted a 'no items from home' policy. This includes cups, blankets, toys, diaper bags etc., with the exception of outerwear worn to care and cubby items such as extra clothing. The only thing that should be brought to care is your little one. This prevents loss of items and a host of other difficulties. It also helps lessen the possibility of spreading communicable diseases between families. If you have special requests regarding items used at care, I am happy to consider any accommodation within reason. Changes of clothing and weather appropriate attire shall be kept at the daycare as needed. Children should not bring toys from home. Exceptions to this policy will be that toys may be brought for show and tell activities. All personal items must be clearly marked with the child's name.
It is imperative that the child does not bring any form of choking hazards into the program, PLEASE check their pockets before arrival. (It has happened before)

MEAL TIME

Food is non-GMO organic and is supplied by the Footprints program. Children who choose not to eat will not be served more food until the next meal or snack time. A child is never forced to finish what is on their plate but is encouraged to try one or two bites of everything. Water is offered throughout the day. We do not own a microwave, if food is brought from home, (per special arrangement) it must be prepared and ready to eat. All eating patterns will be communicated to the parents.

CLEANLINESS

We get muddy! Footprints takes the well-being of every child very seriously and works hard to provide an environment that is as healthy as possible. Children must arrive clean and showered. Very poor hygiene will not be accepted. If a family has pests at home such as fleas, mites or bedbugs, Footprints will be notified right away so that appropriate measures can be taken to protect the program. Not doing so must result in immediate termination. I am committed to keeping our home and the children in it as clean as possible. However, most likely, your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. Footprints is not responsible for replacing stained or soiled clothing. Our home is kept clean and disinfected at all times. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day before and after engaging in a thorough list of activities. Diapers are checked frequently and changed every two hours or more often if required, in a sanitary fashion. Diapers containing b.m. are changed immediately.

COMMUNICATION

You may be sent a newsletter and calendar containing closures, activities and any other important information. Please check your email often for these items. If you don't have access to a computer, please let me know and I will print the documents instead. If you need to call, please keep in mind that the children are my top priority and you might get the answering machine. I will return your call as soon as possible. Conference can be scheduled at any time by either the parent or provider. Keeping the lines of communication open is in the best interest of your child. Sharing important information about your child and family is essential to providing the best possible care for them.

DISCIPLINE & GUIDANCE

House Rules

1. We do not take, hide, hoard or throw toys.
2. We do not stand on furniture.
3. We do not run, jump, climb or stomp inside.
4. We do not color on anything but paper or designated activity.
5. Name calling, foul language and yelling is not allowed.
6. Physical violence is not tolerated. If you hit, you sit.
7. We do not spit.
8. No destruction of toys or property.
9. All kitchen and bathroom cupboards are off limits.
10. Use your manners, take turns and share.
11. We clean up after each activity.
12. We do not touch the babies.

The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive. I will provide opportunities for children to make amends rather than demand a superficial apology. This will encourage genuine opportunities for children to restore relationships after any incident of hurt or harm. All serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior. The children are explained the rules frequently, so they know what is expected of them. I believe discipline is used to teach a child and is achieved through patience, consistency, and positive reinforcement. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Ignoring:** Sometimes negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
2. **Redirection:** I offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity and the child is given an opportunity to try again at another time.
3. **Verbal Intervention:** I explain to the child the inappropriate behavior and demonstrate the appropriate way to handle the situation with words.
4. **Logical Consequences:** I help the child understand the logical consequence of his or her actions by removing the object or activity in which the child is engaged.
5. **Take a sit:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age or when calm). This technique is used when a child repeatedly will not follow directions, listen to words, is exhibiting temper tantrum type behavior, is hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
6. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior. Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's confidence about their behavior and serves as an example to the children to behave in a manner that will receive praise. Asking a child to stop and think about their behavior enables the child to establish self-control.
7. **Last Resort:** If take a sit occurs constantly or is not working, a child's parent will be asked to come and pick up the child. When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around.

ILLNESS GUIDELINES

Promoting good health and safety is a priority at Footprints. To prevent the spread of diseases and illness, do not bring a child that is ill to childcare. Each child must have on file a current record of immunizations or an exemption letter stating the opposition to vaccination. (Footprints can provide the exemption form) If your child comes down with a communicable disease it is imperative to notify me right away and I in turn will notify the other parents. Children with a contagious illness will not be allowed in care until they are seen by a doctor. If prescribed, a child must be on an antibiotic 24 hours before returning to care. Immunizations: **Children may not return to the childcare for at least 48 hours after receiving vaccinations of any kind.**
Scheduling doctor's appointments on Fridays is best for this reason. Parents are responsible for updating the written statement from a doctor regarding current immunization records.
Please inform Footprints ASAP if your child has just had an immunization. It is possible that the child will share contact and exhibit symptoms such as a fever or adverse reactions to the vaccination. Children of all vaccination statuses are welcome at and attend the Footprints program including those who do not participate.

Footprints Family Childcare will exclude any child who exhibits any of the following:
1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours)
WITHOUT THE USE OF A FEVER REDUCING MEDICINE
2. Diarrhea -If the child has loose stool that cannot be contained, you will be called to pick up your child. The stool may contaminate the childcare setting and this child must remain at home for 24 hours after being symptom free.
3. Vomiting (needs to be symptom free for 24 hours)
4. Draining rash anywhere on the body – must be gone before returning
5. Eye discharge – Pink eye or from a cold- must be gone before returning
6. Lice or nits – can return only after being free of them for 48 hours
7. Communicable disease: chicken pox, measles, etc. must be gone before returning to care
8. Consistent complaints of ear, stomach or headaches, or other pain
9. Any excessive nasal discharge must be clear before returning to daycare then they need to remain home until it becomes a mild runny nose – wiping it less than every 15 minutes or more.
10. Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high-pitched whooping or croup sounds – must be mild before returning to care
Even a child that is too tired to participate in normal daily activities or requiring more attention than usual should be kept at home. Example, excessive runny nose: If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

This illness policy excludes children from care until they have been symptom free for a full 24 hours (one full day after symptoms). Any child who arrives at care ill and is sent home must remain home for a full 48 hours (two full days not including the day they are sent home) after symptoms have subsided without the use of OTC medications.

MEDICATIONS

No prescription or non-prescription medications will be administered to your child by me at Footprints under any circumstance. If your child requires fever reducing medication, they are not well enough to attend care. Do NOT medicate your child prior to drop off (this does not include necessary antibiotics etc.) as it simply masks an underlying illness which is in turn spread to others and creates a cycle of illness that is difficult to stop. This is referred to as a "dope and drop" and is immediate grounds for termination.

SAFETY

Footprints is required by state law to do 1 fire drill per month. We vary the time of day to help the children prepare to evacuate the building quickly and safely. I will not do fire drills when the temperature is below 20 degrees or above 85 degrees. The emergency meeting area is the mailbox in front of the property.

EMERGENCY PROCEDURES

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while at care, first aid will be administered. If treatment by a doctor is necessary, Footprints will make every effort to contact you or the doctor you have chosen to treat your child.
In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, Footprints can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please immediately update any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, or ambulance takes the child and health records to the doctor or hospital

TV VEIWING

Television may be used as a tool to help children learn and to unwind and relax. Television viewing is permitted not more than one half hour at a time and is strictly limited to age-appropriate educational programming. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities. The exception to this rule is on the occasional rainy day, an educational movie may be offered.

COMPUTER TIME

Our curriculum includes group and individual computer or tablet time. Computer skills are essential to thrive in the future and with permission, will be taught to each child according to their ability. All use is supervised and is restricted to ABCmouse.com and other educational computer programs or games. Our entire curriculum will be tailored to each child's stage of development and current learning style. Education is not a one size fits all experience!

ACTIVITIES

Children will be taught age-appropriate curriculum daily. Our educational program is a highly advanced learning experience designed for preschool through high school!

Indoor play: Footprints provides an extensive variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use to maintain diversity. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else. Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities. Music helps to develop young brains and will play a strong role in day-to-day activities. Footprints has special music activities and plays music during other activities throughout the day. (All music is for children, cultural, classical or Christian)
Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is subject to change from day to day depending on the children's interest and demeanor. The daily schedule is meant to serve as an example of what an average day consists of. It will vary according to the weather, seasons, the rotation of projects/themes and is designed to include all age groups. Infants will have meals and nap according to their own schedules. Please make sure your child is dropped off and picked up by the contracted times. We plan our day and activities according to the children that will be here. (Schedule varies based on the needs of the group) Infant naps may vary and are scheduled from 8-9am and 1-2pm. Diapers are changed at 8AM, 10AM, 12:30PM and 2PM. (Poop is changed immediately upon discovery)

6:00-7:00 Free play, before school care
7:00-8:00 (Breakfast 7:30) & fine motor play
8:00-9:00 Circle time & directed play
9:00-10:00 Outside gross motor play/nature walks
10:00-11:30 Art, music, & school time (outside if possible)
11:30-12:30 Lunch
12:30-2:00 Nap/quiet time and book club
2:30-3:00 Outside, science experiments, crafts, after school tutoring, free play and table activities
3:00-4:00 Free play, after school care/tutoring

FAMILY & PETS

My Husband Nick is an electrician and will serve as one of my assistants. Our children's grandmother will also serve as my assistant. She has been director-certified and has had many years of working in early childhood education. Our home has two cats who are part of the childcare program. There will also be gardening, and nature walks!

PET PEEVES

This section of the handbook serves to hopefully eliminate those awkward conversations that no one likes to have!

- Children's clothing with more than three snaps (or buttons) is illegal. Lol seriously though.
- Please do not drop off your little one sticky, covered in crumbs, mud or any other substance. It makes a mess in our entryway…

- Arrive at your scheduled drop-off time each morning. A difference of about 5 to 10 minutes is expected but begins to become excessive when it varies by 20 minutes or more regularly. We wait for everyone to arrive before we start our day. Breakfast begins at 7:30.
- If I can tell you child is not feeling well, I know for sure that you can as well. It is better to miss one day of work staying with your sick little one than several days because I got sick.
- Being late for pick-ups consistently is disrespectful, especially when one has the ability to be on time. I loathe charging fees of any kind and will most likely resort to ending the enrollment rather than doing so.

MISCELLANEOUS

1. Please make sure to send along plenty of extra outfits (head to toe) to be kept here, in case clothing becomes wet or dirty. Warm and cold weather attire just in case. Stool soiled clothing will be bagged and sent home or in extreme cases discarded for sanitary purposes.

2. To keep the floors clean and safe for the children please remove muddy shoes upon arrival. Please send extra socks!

3. Please call as soon as possible in the morning if your child will be late or will not be coming for the day. We may put the program on hold waiting for everyone to arrive.

4. Children's optimum developmental success requires as much quality time with family as possible. Be prompt in picking up your child after work during the week. Please remember that childcare is for the care of your children while you are unavailable and at work, not for errands or leisure save for predetermined arrangement. (This information is included in the handbook in several areas due to a previous extreme case occurrence and is not meant to prohibit anything except the misuse of a childcare voucher.)

5. Photographs of your little one and their day will be sent to you via text or email. (unless otherwise specified)

6. Schoolwork will be given to the parent periodically and maintained on file to record progress.

7. Please share information that will help me better care for your child. For example: injuries, complaining of tummy ache, throwing up over the weekend, etc.

8.Potty training must begin at home and continue at care to maintain consistency. Potty chair and seat is provided by Footprints. We use a sticker reward chart for successful potty endeavors.

9. If proper outdoor attire is not provided for one child, all the children endure the consequences because we must remain inside.

10. Unless prior arrangements have been discussed, late arrivals will not be permitted after 8AM. "No-call no-shows" will not be permitted after this time. (or one hour after scheduled drop-off time)

Footprints reserves the right to make changes to the policies and procedures, contract or forms as deemed necessary. You will be notified in writing of any changes that may occur. Each party may sign the amendments.

REFERRALS

A referral from a client is one of the biggest compliments Footprints can receive. As a special thanks to you, we provide families a $100 credit or check for each referred child that has successfully enrolled in Footprints. The $100 credit will be given to you after the referred child has attended the daycare through the two-week trial period without gross misconduct on part of the parent or child. The $100 credit cannot be applied to the enrollment deposit. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on the waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will be given the $100 credit. If at that time your child no longer attends our daycare, a $100 check will be mailed to you.

WAIVER

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If I do not exercise a right that is provided by this agreement that does not mean that I have given up that right. Failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. Footprints Family Childcare reserves the right to make any policy or financial changes at any time when it is in the best interest of the business and will not compromise the quality of the children's care.

CONTRACT ADHERANCE

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the Footprints Family Childcare handbook. We realize this is a lot of information to absorb. Because of this, please keep your handbook accessible so you can periodically review the policies and procedures as necessary. Footprints reserves the right to amend any portion of the Parent-Provider Contract and Footprints Family Childcare Handbook at any time. An up to date copy will always be available to download from the home page of the website footprintsfamilychildcare.org

AGREEMENT

It is important that you feel comfortable with the policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of our policies and procedures it is important that you express that to us before enrolling your child in Footprints. We are always open to suggestions and feel communication is a very important part of quality childcare. If there are any problems or concerns in the future, we encourage you to talk about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need my attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

By signing in the space below, it is stated that all the policies and procedures in the Footprints Family Childcare Handbook are understood and agreed upon.

- ✓ This is to verify that I have read in full the Footprints Family Childcare Handbook and I agree to comply with the policies outlined therein.
- ✓ I have read and understand that my child's enrollment depends on adherence to the Footprints handbook.

PARENT/ GUARDIAN SIGNED: _____ DATED: _____

Parent-Provider Contract

This is a contract between_____ (herein called Parents) and Caitlin LaBrie, owner of Footprints Family Childcare, licensed childcare home (herein called Provider).

1. Regular childcare services will be provided by Footprints Family Childcare for Name(s):_____on (circle days requested) Mon. Tues. Wed. Thurs. Fri. from _____ until _____ beginning on _____. (Circle further options if applicable): Before School care After School care Drop-in care Summer care Occasional Date night

2. The fee for childcare will be $ _____ per week payable on Monday or Friday prior to service being provided. Parent agrees childcare fees are due regardless of attendance. If payment is not made by Monday of the week of care a $25.00 per day late fee will be enforced.

3. Parent agrees to pay a deposit of $_____ equal to two weeks of care. Parent understands the deposit is applied to the last two weeks of care. This fee is due prior to enrollment and is NONREFUNDABLE to hold the childcare spot.

4. Parent agrees to pay $75.00, along with the late fee if a NSF check is returned to Provider.

5. Parent agrees to pay the No Show fee of $25.00 if no notice of absence is given to the Provider.

6. Parent agrees to pay all costs associated with collection of any unpaid debt to Provider.

7. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness, etc. Full payment must be received whether or not child attends.

8. Parent agrees to provide two-week notice of termination of the childcare contract. Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation the child has caused intentionally or otherwise.

9. Parent agrees to complete all forms required and given by Footprints Family Childcare. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

10. Parent agrees to provide all supplies requested by Provider in the Handbook.

Thoroughly read the Footprints Family Childcare Handbook and Parent-Provider Contract before signing. This is a legal and binding contract. By signing it, you are accepting it in all its terms.

Parent Signature: _____Date: _____

Parent Signature: _____ Date: _____

PERMISSION TO PHOTOGRAPH

The Footprints Facebook page is a wonderful way for all of us to connect. Instead of email, I will be adding the digital versions of the monthly calendar, menus, newsletter and any other important updates to the group. I will also be adding fun photos of our day and activities. This is a private, invite only group, so photos of our littles will NOT be public and posted only with parental consent via this photo permission slip. Only the current footprints families who join will have access. Do not repost the private photos to your timeline without consent.

To participate, go to the Footprints Facebook page: (https://m.facebook.com/FootprintsFamilyChildcareWindsorMA) and hit like! Then I will be able to send you a group invite.

I,

_____

(Parent or Guardian's name)

Give permission for

Footprints Family Childcare

To photograph my child,

_____

(Child's name)

For the following purposes:

Type of Use:	**(Please check one)** **Grant Permission**	**Decline Permission**
Still Photographs:		
Group photo text messages to parents		
Display still photos on website (Faces and identity not shown; shoulders down or covered face)		
Private Facebook group (Current family access only)		
Non-identifiable marketing materials example; posts using painting hands or muddy feet.		

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed:

_____

(Parent or Guardian signature, and date)

ILLNESS POLICY RESTATED

We understand that all children have minor illnesses from time to time that do not prevent them from attending daycare; however, there are certain circumstances where children cannot attend. We are a well-child care program and although we understand that it is an inconvenience for a client to take time off from work when a child cannot attend care, there are critical reasons for the exclusion. Any time that an ill child doesn't feel well enough to participate comfortably in activities requires more care than the childcare provider is able to provide without compromising the health & safety of the other children. An unwell child can also quickly spread illness to the other children in the group. This is group care and the needs of the group as a whole take priority.

Symptoms for Exclusion:

Keep your children home if they exhibit any of the listed symptoms. Children must be excluded for 24 hours after the symptoms of the illness have subsided without the aid of medication. Do not confuse this with the onset of symptoms, meaning the 24 hours begin after the child's symptoms disappear. If a child is sent home sick, a minimum of 48 hours exclusion will be required.

No matter what the cause is, a child is not able to attend care if any symptoms for exclusion are exhibited. Those include but are not limited to:

- Sore throat/coughing/severe colds or strep throat.
- Fever of 100° F or above.
- Green/yellow discharge from nose or mucus that needs to be wiped continually.
- Ear discharge.
- Head lice, nits, fleas, bedbugs or scabies.
- Any loose stools within 24 hours.
- Vomiting within 24 hours.
- Severe diaper rash.
- Conjunctivitis (pink eye).
- Mumps, measles, Chicken pox, influenza, pertussis (whooping cough), croupe, impetigo, tuberculosis, rubella, rosella, etc.
- Any type of body rash. May return when rash is no longer visible and has healed.
- Intestinal worms, ringworms, pin worms etc.
- Anything contagious and transmittable.
- Any ailment that requires fever or pain medication.
- If the child is too tired or fussy to participate in normal activities.

If a child becomes ill at daycare the family will be contacted and the child must picked up within one hour. During the time spent waiting, the ill child will be separated from the other children and given the opportunity to rest.

If a child becomes ill at home over the weekend and is included in the group on Monday exhibiting symptoms, they will be sent home and must be symptom free for 24 hours and a minimum of 48 hours will be required before returning to care. The same is true for unwell children sent home from care any day of the week.

Re-admittance after Exclusion

In all occurrences listed above EXCEPT tiredness or the common cold, a medical form (Doctor's note) must be filled out for a child's records on file before your child can be re-admitted into care.

These forms require a written diagnosis from the child's physician (not a nurse) and must state the following information:
• The child's name.
• The diagnosis
• The treatment
• Length of recommended exclusion
• Signed statement when the child can return to daycare without the risk of infection to others.

It is at the discretion of the childcare provider to determine whether a child can be re-admitted to the program. Please do not assume the doctor can give permission for re-admittance. Their advice is always merely a suggestion and any program policy overrides this. If the childcare provider deems that the child is not well enough to attend the child is to remain at home.

There are times when a child may be excluded due to the required amount of care he or she needs when experiencing a common cold or illness. For example, a cough that is disruptive to normal daily activities, when a child is unable to cover his/her mouth while coughing or when the amount of nasal discharge or fluid becomes unmanageable for the provider to continue maintaining a sanitary environment. This will occur at the discretion of the childcare provider and will be handled on a case-by-case basis.

Medication
The childcare provider will not administer any type of medication at daycare. This includes prescription and non-prescription medication. If a child needs medication of any kind a dosage schedule must be set up that does not include the hours that the child is in care. Families are required to notify the childcare provider any time that their child is on any type of medication so that we can look out for possible reactions to the medication.

Keep in mind that fever reducers and pain relievers do not cure illnesses, they simply mask symptoms. If a child is given any form of fever reducer or pain reliever, then this means that the child is not well enough to attend daycare and is required to be kept home for a minimum of 24 hours from the time that the last dosage was given. Do not send a sick child to daycare by giving a fever/pain reducer to mask the symptom. The effects of the medication will eventually wear off (usually between 12:00 p.m. and 2:00 p.m. if given in the morning) and it will be apparent to the childcare provider that the child was given medication. Giving a child fever/pain reducer and bringing a child to daycare are immediate grounds for termination.

Antibiotics
Children that are put on a new regimen of antibiotics must be excluded from daycare for the first twenty-four (24) hours after starting the dosage. This is to minimize the risk of infection to the other children as most antibiotics take a full 24 hours to take effect and render the infection incommunicable. It also helps minimize the risk of the child having a severe allergic reaction to the antibiotic while at daycare. Children exhibiting symptoms for exclusion due to antibiotics must still follow the illness policy.

Immunizations
A copy of every child's immunization records must be kept in each child's file. If for any reason a client chooses not to have the child immunized, a "Personal/Medical/Religious Beliefs Affidavit" must be completed and kept in the child's file instead. All children are required to stay home for a minimum of 48 hours after being immunized.

*Children exhibiting symptoms for exclusion due to immunizations must still follow the illness policy. We suggest that a child's immunizations be scheduled on Friday afternoons to minimize the time that a person must take off from work. This way the child's required recovery time can pass through the weekend.

This illness policy excludes all children from care until they have been symptom free for a full 24 hours (one full day after symptoms). Any child who arrives at care ill and is sent home must remain home for a full 48 hours (two full days not including the day they are sent home) after symptoms have subsided without the use of OTC medications. By signing in the space below, it is stated that all the policies and procedures in the Footprints Family Childcare Illness Policy are understood and agreed upon.

- ✓ This is to verify that I have read in full the Footprints Family Childcare Handbook and I agree to comply with the policies outlined therein.
- ✓ I have read and understand that my child's enrollment depends on adherence to the Footprints handbook.

PARENT/ GUARDIAN SIGNED: _____ DATED: _____



FOOTPRINTS FAMILY CHILDCARE POTTY READINESS POLICY

The following information is regarding the Footprints Family Childcare potty readiness policy and is adapted from: https://www.daycare.com/nannyde/potty-training-letter-to-parents.htm

It is a common misconception that most children potty train during the age of twos. An average timeline of potty readiness is around 3½ for girls and 4½ for boys. Although some children do train earlier or later than that, there is no deadline. We are raising children together! It is my job to support and nurture the children and parents within our Footprints family group. As always, your feedback and input is highly encouraged.

It is necessary to only look at the child's potty-training success HERE. We do not take into account what he or she is doing at home. It is what they do here in the care environment that determines readiness for cloth underwear. Please keep in mind that often children will show all signs of readiness and have success at home before the signs are seen at childcare. Due to the structure, activities, distractions of friends and excitement of play, there may be a period of time that a child is potty trained at home, but not at care. This is completely normal and happens most often.

The child must show ALL the signs of readiness in the childcare environment to be considered completely potty trained. The childcare setting is much different than home and their readiness may show differently in each circumstance. After starting potty training, the child must go two weeks without an accident (including nap) and be independent in the bathroom before underwear is allowed here.

A child is required to be fully trained, to wear cloth underpants at childcare. A potty-trained child is a child who can do the following:

1) Be able to initiate using the bathroom on their own without being prompted.
2) TELL an adult they need to go potty BEFORE they go. They must be able to say the words "I have to go potty" BEFORE it occurs. (Sign language is an acceptable for of communication)
3) Be able to pull down their underwear and pants and get them back up without assistance.
4) Be able to wipe themselves after using the toilet.
5) Be able to get on and off the potty by themselves.
6) Be able to wash and dry hands.
7) Be able to locate the bathroom without directions.
8) Be able to postpone going if they must wait for someone who is in the bathroom or if the group is outside and away from the house.

Some helpful reminders:

Do not put kids on a potty schedule where they go every half hour or hour. This results in inconsistency and is very time-consuming with little to no benefit. This can cause delays in readiness where children are not able to hold their bladder and have the constant urge to urinate resulting in a wet diaper or underwear. They are then unable to participate in prolonged activities away from the bathroom because they cannot go for extended periods of time without having to use the potty. This would require the schedule to center around potty use, which just is not practical in a childcare setting.

NO PULLUPS POLICY: All little ones in training are required to wear a diaper at care until they are ready to wear underwear and to use the bathroom independently. This is a crucial functionality and cleanliness matter for the childcare program. If a child is soiling a pull up, they still require diapers. Pull ups are NOT used at care because they are an ineffectual option in this setting. A pull up is just an unfunctional diaper, and further, often confuses a little one teaching them that peeing and pooping in underwear is acceptable. It is for these reasons that the Footprints policy is for each child to move from diapers to underwear when they are fully ready here in the program.

A fully trained child will not wet a diaper simply because he or she is wearing one. They will recognize the need to use the toilet rather than the diaper. Every child becomes physically and emotionally ready to do so at an individual pace. A child must remain dry for the entire day for the period of two weeks including during nap time in order for the transition to cloth underwear to take place at care.

Please note, we do not clean out stool-soiled underwear. Urine-soaked underwear will be bagged and returned to the parent at the end of the day. However, we are not able to do this with poop underwear. We must dispose of contaminated underwear immediately into the garbage. We cannot launder any soaked or soiled clothing. The items are bagged, put outside, and returned to the parents at the end of the day.

The typical potty time schedule is as follows below. These are normal times when all children will be asked if they need to use the bathroom:

- Upon arrival
- After Breakfast
- Before going outside
- After coming inside
- After lunch/Before nap
- After nap
- Before departure

By signing below, I acknowledge that I have read and understand the Footprints potty-readiness policy.

PARENT/ GUARDIAN SIGNED: _____ DATED: _____

Helpful resources:

https://www.daycare.com/nannyde/potty-training-letter-to-parents.htm

https://www.ahaparenting.com/ages-stages/toddlers/easy-toilet-potty-training

https://www.kandookids.com/blog/potty-training-stubborn-kids/

https://www.webmd.com/parenting/features/potty-training-preschoolers#1

https://www.mom365.com/toddler/potty-training/7-potty-training-tips-for-boys

https://www.verywellfamily.com/how-to-potty-train-a-child-in-daycare-616859

Department of Early Education and Care Family Child

Care EEC Handbook

Program Name: Footprints Family Childcare

Program Address: 341 North Street

Program Phone Number: 413-770-7531

Program Email: CLaBrie900@hotmail.com

Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you on choosing licensed Family Child Care. You have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality child care environment. This parent handbook and enrollment packet outlines EEC policies and procedures that relate to the care of your child, as well as the information I am required to give to you when you enroll your child in my care. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational child care experience.

I encourage you to maintain an open dialogue with me, as communication between parents and Educators is the foundation for a solid working relationship, and a good child care experience. Before filling out your child care enrollment form, please read through the information contained in this parent handbook.

A Word from EEC

EEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC web site at: http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf

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

Carmen A. Solorio
Bilingual Licensing Specialist
Department of Early Education and Care
1441 Main St. Suite 230
Springfield, MA 01103
Tel: 413-636-6172
Carmen.A.Solorio@mass.gov

Enrollment/Capacity

My current licensed capacity is 10 (Ten), which is posted on my license. At any one time, I can only care for the number of children that I've been licensed for, which may include my own children, depending on their ages. In addition, EEC regulations state that I cannot care for more than three (3) children under the age of two (2) without an assistant, with one of those children being at least 15 months old and walking unassisted. If you have concerns or questions about the number of children in my care, please feel free to discuss them with me.

Use of Assistants

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

Although they will not be directly responsible for the care of children in the program, they may be on the premises and assisting me.

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

Name Certificate # (for assistants)

Denise McHale - 9098502

_____

Nicholas LaBrie - 9113775

_____

Program Hours / Closures - See Above (Footprints Handbook)

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

Plan for Meeting Potential Emergencies

EEC regulations require that I have a plan for meeting potential emergencies that may occur either during childcare hours or at any time if they may affect the operation of the program.

In the event of an evacuation emergency, I will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered at the program.

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

- Search until they are located
- Inform Parent(s)
- Call Police Department
- Call neighbors and form a large search party

Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency situation, we will meet at an alternate location. The designated meeting place(s) outside of the program for emergencies are:

- Windsor Town Hall/Congregational Church
- Directly parallel neighbor's homes

If the program needs to be evacuated, I will notify all parents, as well as the appropriate authorities (fire, police, etc.) and EEC. My method of doing that is as follows (cell phone, neighbor's phone, payphone, etc.):

I will ensure that no child has been left at the program after an evacuation by conducting multiple head counts during every transition.

While in the temporary evacuation location I will ensure children's health and safety needs are met.

I will shelter in place in my child care home in the event of a natural disaster or public emergency in the following locations: Outbuildings, cars or basement.

In the event of a shelter in place or evacuation emergency, I have a fully stocked disaster kit to specifically provide for the children in my care.

Children's Records

EEC regulations require me to maintain an individual written record for every child I have in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's care. Records are updated at least annually, but may be updated as frequently as is needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record; however I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license. When EEC staff members review

children's records in order ensure that I am in compliance with EEC regulations, at times they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. That policy can be found by going to the EEC website at http://www.eec.state.ma.us/docs1/20101124_eec_privacy_policy.pdf.

Please let me know about any questions you have regarding your child's records.

Maintaining a Safe Environment

EEC has a number of licensing standards related to safety in a Family Child Care Home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

Playground Safety

As of 1/22/2010 EEC requires that all playground equipment in use in my program complies with the Consumer Product Safety Commission's (CPSC) guidelines for home playgrounds - http://www.cpsc.gov//PageFiles/117306/324.pdf Playground equipment higher than 18" from the ground must have appropriate cushioning beneath to protect children from fall injuries as well as appropriate fall zones around the equipment to ensure children will not impact objects other than the appropriate cushioning if falling from playground equipment.

I do not have playground equipment for your child(ren)'s use requiring cushioning.

My playground equipment meets current EEC regulations as recommended by the CPSC **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:

NO LEAD REPORTED

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.

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 children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about how I supervise the children in my program, feel free to ask me.

Safe Sleep

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of www.eec.state.ma.us.

Curriculum and Progress Reports

All Family Child Care Educators must carry out a routine that is flexible and responds to the needs and interests of children in care. The routine must include things such as; meeting the physical needs of children in care, sixty minutes of physical activity every day, child-initiated and Educator-initiated activities and daily outdoor play, weather permitting. Additionally, the Educator must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include things such as; learning self-help skills that foster independence, opportunities to gain problem solving and decision making competencies and leadership skills and opportunities to learn about proper nutrition, good health and personal safety. I am also responsible for providing an environment that promotes cultural, social and individual diversity.

In addition, progress reports must be completed periodically for all children in care. For infants and children with identified special needs, I will be completing progress reports every three months. For toddlers and preschoolers, those reports are completed every six months, and school age children will have a yearly progress report completed for them.

I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

Child Guidance

When it comes to interactions and the guiding of children's behavior, the goal of all Educators is to maximize the growth and development of children, as well as keep them safe. My Child Guidance Policy is as follows: **See Attachment (Footprints Handbook)**

Medication Administration See Attachment (Footprints Handbook)

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed Family Child Care Educator, I am also required to take medication administration training. The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- I do not administer medication of any kind to children.

Non-prescription Medication

- I do not administer medication of any kind to children.

Topical Ointments and Sprays

Topical ointments and sprays such as sunscreen, diaper rash ointment and insect repellant will be administered to the child with written parental permission via the footprints handbook and parent contract. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.

Oral Health

Proper oral health begins at home, and 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 they will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program.

I provide tooth brushing materials at the program.

Parent Notifications

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

- an injury to your child;
- allegations of abuse or neglect regarding your child;
- if another educator will be caring for your child;
- the administering of first aid to your child;

- whenever a communicable disease has been identified in the program;
- children being taken off the child care premises;
- the existence of firearms in my home;
- if there are any changes in my household composition,
- prior to any pets being introduced into the program;
- whenever special problems or significant developments arise.

Transportation Safety - See Above (Footprints Handbook)

I do not transport children off of the licensed childcare premises.

Mandated Reporting

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

What I Need From You

The first day your child attends child care, I need a copy of the attached Family Child Care Enrollment Packet. Without these completed documents, which must be updated annually, I cannot care for your child. The reason for this is so I have all the important information and phone numbers I will need in order to provide the best possible care for your child.

Medical Information - See Above (Footprints Handbook)

Medical information about your child must be given to me within one (1) month from the day your child begins care. There are three (3) pieces of medical information I will need:

1. A statement from a physician or health care professional that says that your child received a physical exam within the past year;

2. Evidence that your child has been immunized as recommended by the Department of Public Health **OR a signed exemption form** (provided upon request);

3. If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.

Please note: Your child's immunization records must be updated and given to me in accordance with the Department of Public Health's immunization schedule however, in Massachusetts, there are two situations in which children who are not immunized may be admitted to school:

1. a medical exemption is allowed if a physician submits documentation attesting that an immunization is medically contraindicated; and/or

2. a religious exemption is allowed if a parent or guardian submits a written statement that immunizations conflict with their sincere religious beliefs.

Your child's lead screening report must be updated as required by Department of Public Health Regulations. This report must also be given to me. If your child is school age, I can accept a written statement that the required information is on file with the child's school.

Communication and Staying Involved

It is important to keep an open dialogue with me as your child's Educator, and to maintain an active role in your child's care. Please make sure to follow-up with me if you have any questions about the program or your child's care.

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