
Name of Child

Information for Parents

Licensed Family Day Homes are required by the Virginia Department of Social Services to communicate its policies to parents before the child's first day of attendance. Therefore it is requested that parents review and acknowledge this document that explains our policies as outlined below:

Hours and Days of Operation: Monday through Friday, 7:00 am to 6:30 pm. Zoning laws prohibit night time and week end care.

Check in and Check out Procedure: Parents will drop their children at the Family Day Home where care will be provided during the hours of operation. Vehicles will park in the drive way for pick and drop. If the driveway is fully occupied, parents shall park across the road in the public parking area. Under no circumstances vehicles shall block the neighboring residences.

Daily Routine: Arrival-Free Play; 8:00-Breakfast; 8:45-Toileting; 9:00-Age appropriate cognitive activities (alphabets, numbers, shapes, colors, matching and recognition); 10:00-Age appropriate physical activities (Social and Emotional skills will be practiced during the developmental activities); 10:30- blocks and puzzles; 11:00-Lunch; 11:45-Toileting; 12 noon-Nap time; 14:30-Toileting; 14:45-Free play; 15:15-Reading Books; 15:35-Music; 16:00-Dinner; 16:45-Toileting; 17:00-Prep for Departure; 18:00-Cleaning; 6:30-Closing.

Assistant or Substitute Provider: Children will be cared for by the Provider with the help of a CPR/First Aid trained Assistant or Substitute Provider on a daily basis. Virginia Department of Social Services allows the Provider up to 240 hours of absence per year in the presence of a substitute provider. This time can be availed by the Provider for personal time, sickness, emergencies or training.

Documents and Fee Required for Registration: The following documents must be completed and submitted at the time of registration. These documents can be found at: www.lilgiggles.net

1. Information for Parents (This written agreement);
2. Child Record;
3. Health Form and Immunization Record;
4. Liability Insurance Declaration;
5. Policy on Medication Administration;
6. Policy on the Provision of the Emergency Preparedness and Response Plan;
7. Tuition of \$500 for two weeks in advance and a Registration fee of \$30 (non- refundable).

Fees and Payment Policy: Child care fee is \$250 per week. This fee is inclusive of three meals per day. Two weeks payment shall be made in full 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. Parents shall pay full fees for two weeks in advance. The paid period will include Federal Holidays listed below:

Holidays: Child Care will not be available on 11 scheduled holidays during the year (the 10 observed Federal holidays and the day after Thanks Giving) namely, 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, 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 Federal Holidays, child care will not be provided on two other days (Islamic Eid Holidays) during the year. 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 that 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, 101 fever or more, parents will be notified immediately for pick up. Parents shall pick up their children as soon as it is reasonably possible. Following an illness, the child must be fever free for 24 hours 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, you will be charged for that day in addition to your regular part time fee. You are required to pay for your vacation and holidays if they fall on a day your child would normally attend.

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.dss.virginia.gov/facility/search/licensed.cgi

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