Debbie’s Childcare

A Fun Place to Grow!

11 Plympton Circle

Waltham, MA 02451

781-893-5385

781-929-8447 (cell)

debbie.seale@verizon.net

www.debbieschildcare.net

updated January 1, 2024

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# Dear Parent,

As a licensed Family Childcare Educator, I would like to thank you for choosing Debbie’s Childcare as the place for your child. You have made an important childcare 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 childcare environment. This parent handbook outlines many of my 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 childcare 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 childcare experience. Before filling out your childcare enrollment form, please read the information contained in this parent handbook, sign the attached contract, and return it to me with your enrollment packet or updated forms.

**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 childcare, 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 Childcare 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:

 Department of Early Education and Care

1250 Hancock Street, Suite 120-S
Quincy, MA 02169
**Phone:** (617) 472-2881
**Fax:** (617) 472-2722

Thank you for entrusting me with your most precious child. Please feel free to talk with me about any issues or concerns.

2.

**Hours of Operation**

Monday – Friday 8 AM-5:15 PM

## Fee Schedule

January 1, 2024-December 31, 2024

### Full time enrollment is preferred.

Part time enrollment may be available if another child can use the other days

(2 Day minimum required)

Half Days are available from 8-1:00.

All Fees are due on **Monday** of the for the week ahead.

Tuition is due for 52 weeks.

A late fee of $10.00/day will be charged for all late payments. (late fees start at the close of day on Monday)

There are no fee reductions due to illness, vacations, bad weather conditions, etc. There are no tuition refunds for any reason. This includes Pandemic closings.

\*In case of pandemic closings full tuition will be due for 4 weeks. After 4

weeks 50% tuition will be due until the program reopens or unemployment becomes available for Debbie. If parents choose to not pay the tuition, they may not have childcare when the program reopens.

If a family is out due to a quarantine, tuition is still due. If the program must close due to a quarantine, tuition will be due for 2 weeks at the regular rate then ½ tuition will be due until the program reopens.

5 Full days = $475.00 5 Half days = $360.00

4 Full days = $380.00 4 Half days = $ 288.00

3 Full Days = $285.00 3 Half days = $ 216.00

 2 Full days = $190.00 2 Half days = $144

## Tuition Includes

All play activities, art supplies, books, breakfast, lunch, and afternoon snack for children. Tuition also includes diapers, wipes, and sunscreen.

## Tuition does not include

 Formula, special diets, or changes of clothing.

3.

## Late Fees

All children need to be picked up by 5:15 PM daily. After 5:15 PM, a late fee of $1.00 per minute in 15-minute increments will be charged and is due at the time of pick up or before the child is brought in the next day. Late fees are per child.

## Returned Checks

There will be a $50.00 fee for all returned checks. In the case of a returned check all payments must be in cash for six months. If all payments are made on time, then check payments will be accepted. If a second check is returned, then all future payments must be in cash.

**Withdrawal from Program**

One month’s written notice is required for withdrawal for any reason. Written notice must be handed in person to Debbie. Texts and emails are not accepted. If notice is given during the program’s holidays or vacations, the notice goes into effect at the end of the vacation. If notice is not given the parent is responsible for fees during that time unless another child fills the slot. However, the provider reserves the right to request immediate withdrawal of the child if conditions do not prove satisfactory for both parties.

Also, children leaving before a planned program vacation (April, August, or December), that have attended Debbie’s Childcare for 3 months prior to the vacation, are also responsible for paying for the vacation time.

## Trial Period

All newly enrolled families will be subject to a 60-day trial period. During this time either the family or the provider can terminate care at any time. If terminated by parents, then all prepaid tuition is forfeited. If the provider terminates then all prepaid fees will be returned within 60 days.

4.

**Holidays- Program Closed**

New Year’s Day, Sunday January 1, 2024

Martin Luther King’s Birthday, Monday January 15, 2024

President’s Day, Monday February 19, 2024

Good Friday, Friday March 29, 2024

Patriots’ Day, Monday April 15, 2024

Memorial Day, Monday May 27, 2024

Independence Day, Tuesday July 4, 2024

Friday July 5, 2024 (instead of Juneteenth)

Labor Day Monday September 2, 2024

Columbus Day, Monday October 14, 2024

Veteran’s Day Friday November 11, 2024

Thanksgiving, Thursday November 28, 2024

Day after Thanksgiving, Friday November 29, 2024

**Vacation- Program Closed**

Monday April 15 - Friday April 19, 2024

Monday August 19 – Tuesday September 2. 2024

Monday December 23, 2024 - Wednesday January 1, 2025

Snow Days/Inclement Weather

In the event of a major storm when the Governor declares a State of Emergency or that all non-essential personnel stay home, Debbie’s Childcare will be closed. Depending on storm situations and power outages, other closures may occur. Parents will be emailed, text messaged, or called depending on the situation. Please be aware that occasionally a delayed start or early closure may occur based on the weather conditions. We all want our kids and their families to stay safe.

\* **Debbie’s Childcare will be following the Waltham Public Schools inclement weather policy. If the public schools are closed or have a delay, Debbie’s Childcare will do the same.**

**Sick Days/Personal Days/Bereavement**

For my children or myself, I will be taking a maximum of 5 paid sick/personal/professional days. I will try to have coverage for when I am ill, but all parents should have back up plans in case of emergencies. I will call/text parents as early as possible so that alternate care can be found. I will also take up to 5 paid bereavement days for the death of any family members.

5.

## Purpose of Program

The purpose of the program is to provide a safe, nurturing environment for young children. The children will be provided with many opportunities to freely explore their environment. This is done through a variety of activities that are developmentally appropriate for each child. The activities may include: art, cooking, music, blocks, manipulatives, puzzles, games, stories, and gross motor activities.

My Qualifications

I received my Bachelor of Science degree in Early Childhood education in 1984. I worked for the Longwood Medical Area Childcare Center as a Lead Teacher for five years. I then worked at Communities United, Inc., as a director of preschool and toddler programs for nine years and then three years in an administrative position. I have been teaching in my family childcare since March 2001. I have two adult children.

I have been certified in First Aid and CPR for over 40 years. I was a Girl Scout Leader for fifteen years. I am also active in 4-H and in my church.

**Educators/Assistants/Volunteers**

I always have an assistant to help care for the childcare children, (when there are more than 6 children) provided they are approved by EEC. I may also use volunteers from time to time, and although they will not be directly responsible for the care of children in the program, they will be on the premises and assisting me.

The other educators at Debbie’s Childcare include:

\*Marlene Goldsmith, the mother of an adult daughter, holds an elementary education certificate and taught preschool in Cambridge for 12 years. Proximity to my house and a love of smiling faces (crying and pouting are acceptable too) brings her here often. Marlene has been a teacher here since 2006. She is certified in CPR and First Aid.

\*Andrea Baron, the mother of an adult daughter and longtime friend of Debbie. Andrea met Debbie through Girl Scouts when her daughter was just 4 years old. Andrea and Debbie teamed up as Girl Scout leaders shortly after that. Andrea has been working at the daycare since day 1, first as a backup teacher, and now as a substitute teacher. Besides working with Debbie, Andrea is the Office Manager at Temple Beth Israel and the Office Manager for her husband, Attorney James Baron, who specializes in Education Law and Special Needs Estate Planning.

6.

**Enrollment/Capacity**

My current licensed capacity is ten (10), which is posted on my license. At any one time, I can only care for the number of children that I have been licensed for. In addition, EEC regulations state that I can care for ten (10) children under the age of two (2), with no more than six (6) infants under fourteen (14) months. During this time, I must have at least two (2) assistants. If you have concerns or questions about the number of children in my care, please feel free to discuss them with me.

**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 records 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.

Please let me know about any questions you have regarding your child’s record.

Each child is required to have an annual physical, including an annual lead test and lead test results. All children are required to be vaccinated according to the American Academy of Pediatrics. All vaccines must be up to date or have a plan to bring them up to date if they are not. If I do not have a current physical, your child may not be allowed to attend Debbie’s Child Care.

7.

**Supervision**

Supervision is critical to keeping children safe. My assistants and I will appropriately supervise children to always ensure their health and safety. We 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 the children in my program are supervised, please feel free to ask me.

**Maintaining a Safe Environment**

EEC has a number of licensing standards related to safety in a Family Childcare 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.

**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 Childcare Policies’ section of [www.eec.state.ma.us](http://www.eec.state.ma.us).

8.

**Behavior Management**

Children who are misbehaving will be treated in the following manner:

* Positive reinforcement will be used for positive behaviors
* Negative behaviors will be ignored if not dangerous to the child or other children
* Verbal reminders will be given to remind the child of appropriate behaviors
* The child will be redirected to another activity
* The child will be removed from the activity
* A time-out will be given when the above remedies are ineffective (no more than one minute per age of child)
* Parent will be notified of a child’s behavior and may be asked to pick up child if child is a danger to self or others and behavior cannot be redirected.

Children will not be:

* Subjected to corporal punishment including spanking
* Subjected to cruel or severe punishment, humiliation, or verbal abuse
* Denied food as a form of punishment
* Punished for soiling, wetting, or not using the toilet
1. 9.
2. **Curriculum and Progress Reports**

All Family Childcare Educators must carry out a routine that is flexible and responds to the needs and interests of the 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. We are 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 report 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.

**Special Needs**

If a child is thought to have a developmental delay by the Educators at Debbie’s Childcare, Debbie will meet with the parents to discuss the concerns. Depending on the age of the child an evaluation may be requested. Early Intervention will do the evaluation for children under 3. The public school system where the family lives will do the evaluation for children 3-5. The child’s pediatrician may also refer the child to a specialist if needed. If an evaluation is determined to be unnecessary at this time, then the Educators and parents will continue to watch the child for progress. Each child will be discussed individually.

10.

**Daily Schedule for Toddlers and Preschoolers**

8:00 –9:00 Arrivals and Free Play in the Yard when possible

9:00 Hand washing

 Breakfast

 Toileting/diapers/hand washing

 Circle and Project Time

11:00 Outside Play

12:15 Inside Time

Toileting/diapers/hand washing

TV time

12:30 Lunch

1:00 Nap/Rest Time (all children are required to have a rest time)

3:00 Wake–Up, Toileting/diapers/hand washing

 Quiet Play

3:30 Snack

Handwashing

3:45 Outside/Gross Motor Play when possible/ Inside Free Play

5:15 Departure / Day Ends

\*Schedule can change according to the needs of the group or based upon the

 weather

**Arrivals and Pick-ups**

Parents will go to the back porch and check in with the teachers. If your child, or anyone in your family, is experiencing any covid symptoms, please be forthright for the safety of our children. Your child may still be allowed if proper covid protocols are met (See covid part of handbook)

11.

**When Should Your Child Stay Home?**

Your child should definitely stay home, and children will be sent home when:

1. They have a communicable disease, such as Strep Throat
2. They are suffering from a bad cold, respiratory infection, or sore throat
3. They are frequently needing to blow their nose or have their nose wiped
4. They have a cough that is not under control (i.e., more than 3 coughs in 30 minutes or unable to lie down for rest time without coughing)
5. They have a fever of 100 degrees Fahrenheit or more
6. They have frequent diarrhea in 24 hours (2 or more)
7. They have Conjunctivitis or other discharge from the eyes
8. They have unexplained or infectious rash
9. They are vomiting
10. They have head lice or nits
11. They are unable to keep up with daily activities due to illness
12. ***Children with “allergy” symptoms (runny nose, watery eyes, sneezing) must stay home unless symptoms can be kept under control with allergy medications.***

**Your Child may Return When:**

* His/her temperature has been normal for ***24 hours***\* without medication
* There has been no vomiting/diarrhea for ***24 hours***\*
* Conjunctivitis – the child has been seen by the doctor who sends a note and child has had 24 hours\* of treatment
* A rash has been seen by the doctor, who sends a note stating what the rash is and that the child is not contagious and may return to childcare
* The child is nit free

\****24 hours*** begin at the end of the day that your child has been sent home. Your

child needs to remain at home for the entire time.

*Doctor’s notes do not override the childcare policies for children to be in childcare.*

*Please make sure you have saved sick time or have an emergency backup for days your child is ill and is unable to be at the childcare. The healthier the group, the less sick time everyone needs to use!*

*If a parent is called/texted to pick up a sick child from Debbie’s Childcare, the child must be picked up as soon as possible, not to exceed 1 hour.*

12.

###### Covid

If anyone in your family has covid, the child may still attend childcare if the following can be met:

* The person with covid is able to quarantine away from the child.
* The child has a negative covid test (as long as the family member has covid plus 5 additional days) The covid test must be dated and the child’s name written on the test. Then a photo of it must be texted to Debbie at 781-929-8447, every morning the child is due to attend childcare.
* The child must be brought to school and picked up daily by a covid free adult.

If the child has covid, the child may NOT attend childcare until the following has been met:

* The child must have 2 negative covid tests (taken 48 hours apart). The covid test must be dated and the child’s name written on the test. Then a photo of it must be texted to Debbie at 781-929-8447 before the child may attend childcare. Due to the fact that children do not wear masks correctly, the child may not attend while still positive.

If someone in your family has covid and this is not relayed to the teachers, it could result in an immediate termination and no refunds will be made.

**Mask Use**

 Children will not need to wear masks, but if children develop any symptoms of illness a mask will be placed on the child’s face until their parent picks them up from childcare.

13.

###### Medication Administration

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed Family Childcare 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

• Prescription medication must be brought to Debbie’s Childcare in its original

 container and include the child’s name, the name of the medication, the dosage,

 the number of times per day and the number of days the medication is to be

 administered. The prescription label will be accepted as the written authorization

 of the physician.

•Debbie’s Childcare will not administer any medication contrary to the directions

 on the label unless so authorized by written order of the child’s physician.

•The parent must fill out the Authorization for Medication Form before the

 medication can be administered.

**Non-prescription Medication will not be administered without a note from the doctor.**

Topical Ointments and Sprays

• Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash

 Ointment, hand sanitizer, and insect repellant will be administered to the child

 with written parental permission. The signed statement from the parent will be

 valid for one year and include a list of topical non-prescription medication.

• When topical ointments and sprays are applied to wounds, rashes, or broken skin,

 Debbie will follow the written procedure for non-prescription medication

 which includes the written order of the physician, which is valid for a year, and

 the Authorization for Medication form signed by the parent.

• The first dose must be administered by the parent at home in case of an allergic

 reaction.

• All medications must be given to Debbie directly by the parent.

• All medications will be stored out of the reach of children. All medications that

 are considered controlled substances must be locked and kept out of reach of

 children.

• Debbie will be responsible for the administration of medication. In his/her

 absence, the designated person will be Marlene Goldsmith.

• Debbie’s Childcare will maintain a written record of the administration of any

 medication (excluding topical ointments)

• All unused medication will be returned to the parent if possible, or disposed of in

 accordance with Department of Public Health guidelines.

14.

**Toilet Training Your Child**

Children develop at many different rates. Some will sit up, crawl, stand, walk, and talk very early. Some will take their time and watch before attempting to move. The same thing applies to toileting. There are several signs that your child is ready to learn to use the toilet. Please remember that not every child will have all the signs.

Steps to readiness

* Your child can pull up his/her own pants
* Your child tells you when he/she is wet or soiled
* Your child hides when doing a BM in their diaper
* Your child wants to watch you use the toilet
* Your child wants to sit on the toilet or potty. (Sometimes they want to do this fully dressed)

Signs of Toilet Readiness

* Your child’s diaper remains dry for 1-2 hours at a time
* Your child urinates large amounts at a time
* Your child awakens in response to a full bladder
* Your child wakes up dry from naps and/or in the morning

Things You Can Do to Help Your Child

* Have a potty chair and/or toilet ring available for your child to use
* Teach your child the words for the bathroom functions, i.e., pee, poop
* Teach your child to wash their hands after using the bathroom and role model this yourself for them
* Provide easy on and off clothes for them. No overalls, onesies, belts, buckles, snaps, or zippers.
* Try to toilet train in the warmer weather when they are wearing less clothing

When Your Child is Ready

* Offer them the potty every 20-30 minutes. If they refuse do not make them use the toilet, wait and re-offer in another 20-30 minutes. If your child still does not want to use the toilet, wait another day, and retry.
* If your child does use the toilet, even if they do not go pee or poop, praise and reward them! One M&M, fruit snack or sticker is fine for a reward.

15.

* Your child should wear underwear or pull-ups at this time. Use what is comfortable for you. Underwear will give them a wet sensation if they do not make it to the toilet, but you could have wet rugs or furniture. Underwear can be worn under the pull-up or diaper so your child can feel the wetness.

Childcare and Toilet Training

* Toilet training at childcare will begin when the parents are ready to commit to consistent toilet training at home and readiness signs are visible at childcare. Readiness signs are, telling teachers that they have a wet diaper or a bm in their diaper, ability to pull down and pull up pants, readiness to stop playing long enough to use the toilet, and the previously mentioned signs.
* Your child can wear underwear to childcare when they have been dry and in underwear for 5 days at home and dry in a pull-up for 2 weeks at childcare. Just make sure they have several complete changes in their cubby.
* Prior to this we will offer the toilet/potty as time and daily activities allow. Please remember that we have 8-10 children at all times, and we do not always have the opportunity to spend 10 minutes with each child in the bathroom.

Sometimes your child will begin to use the toilet and then decide that they do not want to use it anymore. Do not push them to toilet train. They will not enter school in diapers. If you make this a non-stressful time your child will readily toilet train when they are ready. You cannot make a child use the toilet. They have control over this part of their body and will use this control to announce their independence.

Remember To Praise Them Regularly!!!

16.

What to send with your child

1. A complete change or two of season appropriate clothing.
2. Proper outdoor clothes for play

Summer: Bathing suit if toilet trained

Water shoes or sandals that can get wet. NO FLIP FLOPS (Shoes must be worn outside at all times due to the bees in the clover).

Winter: Warm Coat

 Snow pants

 Snow boots, hat, mittens

Rainy days: Raincoat

 Rain boots

Cool Days: Lightweight jacket or sweatshirt

1. Diapers must have some kind of covering at all times.
2. Shorts must be worn under dresses/skirts with underwear.

**What not to send with your child**

1. No outside food unless prior arrangements are made, due to food allergies
2. Toys
3. Things that you do not want lost or broken.

Food Policy

Breakfast, Lunch and Afternoon Snack are provided based upon the USDA guidelines. Due to allergies NO food can be brought into Debbie’s Childcare unless prior arrangements have been made. *If your child is eating something in the car on the way to Debbie’s, please finish it before leaving your car and wash your child’s face and hands before entering.*

17.

**Lead Poisoning Prevention**

All Family Childcare 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 and test results that your child has been screened for lead poisoning. Children must be screened annually until age four (4).

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 Known Lead Paint.

18.

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

**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. This does not include having an alternate location to run the childcare program. This is for emergency pick up only.

In the event of an evacuation emergency, I will contact the local authorities to determine whether to evacuate the program, or to remain sheltered at the program.

The escape routes from each floor of the licensed childcare space are as follows:

First Floor: Kitchen and Bedrooms will exit through the front door.

 Playroom will exit through the playroom door.

Basement: Everyone will exit via the stairs to the kitchen and out the front door.

All other exits are used in case of blockage to the primary exits.

If a child goes missing from the program, I will do the following: First the grounds inside and out will be searched, all teachers will be notified and will bring all children inside. Police will be called, and parents will be notified.

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, we will meet at an alternate location for parents to safely pick their children up. The designated meeting place(s) outside of the program for emergencies are: 38 Caughey Street or the Waltham Public Library Children’s Room. These locations are not a substitute location for the childcare program, but rather a safe pick-up location.

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, etc.): I will call all parents or emergency contacts to inform them where we are and have them pick up their child when it is safe to do so.

I will ensure that no child has been left at the program after an evacuation by double checking the place we are evacuating with the daily attendance. I will stay with all the children until everyone has gone home safely.

19.

**Parent Notifications**

I am required by EEC regulations to notify you of certain information about my family childcare 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 childcare 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.

**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**

One week before the first day your child attends childcare, I need a copy of the Family Childcare 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 to provide the best possible care for your child.

20.

**Medical Information**

Medical information about your child must be given to me before 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

1. 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. This must happen every year up to age 4.

Please note:Your child’s immunization record must be updated and given to me in accordance with the Department of Public Health’s immunization schedule. Also, 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.

**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. Feel free to visit, not just at pick up and drop off time, but at a variety of times during your child’s day—it’s your right as a parent. Please also 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)!

21.

This contract begins on 1/01/2024 and goes until 12/31/2024.

Child’s Name

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received a

 Parent Name

2024 copy of Debbie’s Childcare and Preschool Parent Handbook. I have read it and I agree to follow the policies that have been stated in it.

Both parents and/or guardians must sign the contract

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Parent/Guardian Signature Date

22.