Community Action, Inc
Family Day Care

PARENT INFORMATION

HANDBOOK

75 Elm Street
Haverhill, MA 01830
978-373-1971

Amesbury Byfield Boxford Georgetown
Groveland Haverhill Merrimac Newbury
Newburyport Rowley
Salisbury West Newbury
FDC Staff Information Sheet

Welcome to Community Action, Inc. Family Day Care Program. We are a network of licensed Family Child Care Educators in the Merrimack Valley serving the greater Haverhill area. Our office is located at:

The Fox Center
75 Elm Street
Haverhill, MA 01830
978-373-1971

<table>
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<th>Our Staff</th>
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<tr>
<td>FDC Interim Director</td>
<td>Isis Quintana</td>
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<tr>
<td>Social Work Supervisor</td>
<td>Cheryl Provasoli</td>
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<tr>
<td>Subsidy Management Coordinator</td>
<td>Jacqui Cruz</td>
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<td>Bi-lingual Educational Coordinator</td>
<td>Carmen Robles</td>
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<td>Child Development Coordinator</td>
<td>Sue Pascoe</td>
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Please feel free to call the office with any questions or concerns regarding your child and the care that he/she receives. There is a staff person available at the office between the hours of 8:00 AM – 5:00 PM Monday through Friday.
COMMUNITY ACTION, INC.  
Family Day Care  
75 Elm Street  
Haverhill, MA 01830

Dear Parents/Guardians,

Congratulations! By choosing a licensed FDC Family Child Care Educator, you have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) invites you to join in a partnership with us and your FDC Family Child Care Educator to ensure a high quality child care environment.

The information that is outlined in the parent/guardian handbook will acquaint you with some of the key EEC standards designed to ensure a safe, healthy, educational child care experience. The first day your child attends child care, your FDC Family Child Care Educator will have received all the required documentation needed to care for your child/ren. The information must be kept up to date and redone annually.

We encourage you to maintain an open dialogue with your FDC Family Child Care Educator, as communication between parents/guardians and educator is the foundation for a solid working relationship and a positive child care experience for you and your child/ren. The latest research reveals that a child is more likely to succeed in school and in life in general when their parents/guardians are involved in his/her education. We can and will provide those opportunities for you. These could include but are not limited to:

- Sharing the daily curriculum
- Menu planning ideas
- Cultural and Ethnic learning experiences
- Field trips
- Program Policy and Procedures as well as advocacy work at the State House.
- and more.

If there are any questions or comments, please contact me or other FDC staff members.

Sincerely,

Isis Quintana

Family Day Care Interim Director
COMMUNITY ACTION, INC.  
Family Day Care  

Program Philosophy  

The Community Action, Inc Family Day Care program's philosophy is that young children will prosper and grow in the natural learning environment of a Family Child Care Educator's home. FDC Family Child Care offers small group size with mixed age activities. The FDC Family Child Care home is arranged with child centered areas that attract the child's curiosity and imagination. Each child shall have a relationship with his/her educator that is warm and nurturing and meets his/her individual needs. As a child feels safe and secure with his/her FDC Family Child Care Educator, he/she begins to explore the larger world around him/her. A daily activity plan is designed for each child that is age-appropriate, varied and rich with new experiences. The special interest of each child is cultivated and explored. The FDC Family Child Care Educator creates an atmosphere that encourages self respect and respect for others; this includes respecting those from differing cultural, linguistic and racial backgrounds as well as children with physical disabilities.

The FDC program believes that peace in our world and our community is a shared responsibility. We believe that conflicts can be resolved through negotiations. Each child is taught to be assertive and cooperative in resolving conflicts. We do not encourage imaginative play that is associated with violence. Toy guns are not allowed in FDC Family Child Care homes.

The FDC program recognizes the parent as the primary influence in the child's growth and development. We believe that each child can reach his/her highest potential by a mutual sharing of information from parents/guardians, staff and the FDC Family Child Care Educator.

The FDC program does not discriminate enrollment based on race, color, gender, sexual orientation, marital status, age, national origin, disability, political affiliation or belief. No person shall be excluded from participation in any program or activity of Community Action, Inc.
COMMUNITY ACTION, INC.
Family Day Care

SNOW POLICY

When CAI FDC transportation needs to be cancelled due to inclement weather (snow, ice, hurricane) the cancellation notice will be posted on Boston 25 News starting at 6:00 AM for Community Action, Inc.

The following will appear on your TV screen with school cancellations:

CAI-FDC TRANSPORTATION

The appropriate closing information will appear immediately after our name.

If the weather and or road conditions are dangerous, we will cancel transportation. Typically, if there is no school, there is no transportation by Community Action, Inc. Family Day Care.

Please keep in mind, even though transportation has been canceled, the FDC Family Child Care homes may be open and you should check with your FDC Family Child Care Educator as to the safe accessibility of their home.

It may become necessary to cancel transportation mid-day due to weather conditions or unsafe driving conditions. In such an emergency, you will be notified as soon as possible and arrangements should be made to pick up your child from the Family Child Care home.

Internet: www.boston25news.com
www.communityactioninc.org

Sign up for School Closure Alerts online:

Go to www.boston25news.com/weather

Click on: To sign up for school closings text alerts. Input your information, then choose organization name, use CAI/FDC for the Family Day Care Program.

Click continue, it will require an activation code that will be email to you in order to activate.

KH 9/2015
COMMUNITY ACTION, INC.
Family Day Care Program

**Interruption of Service Policy**

Community Action, Inc. Family Day Care may interrupt services if a child’s behavior poses a threat to the health and safety or the well-being of other children, or of the Educator in the FDC Family Child Care home. The safety of the children and the Educator are a priority. A support conference may be requested with FDC Educator, FDC Staff and the parent/guardian at which time the behaviors will be discussed and a plan will be developed to support the child, parent and Educator. If referrals for the child have not been made, staff and the family will work together to explore appropriate options.

In some cases the interruption of service could lead to a new placement in another FDC home or perhaps other early childhood programs within the community.

Early Childhood Family Child Care Educators are trained throughout the year in a variety of behavior management techniques. Positive behavior management must always be implemented in a consistent, reasonable and age appropriate way based on the understanding of the child’s individual needs. This will include such measures as:

- Positive verbal intervention by the FDC Educator
- Redirection
- Logical consequences

The following practices are strictly prohibited:

- Spanking or corporal punishment, humiliation, threats, derogatory remarks
- Denial of the use of bathroom facilities
- The use of food as a consequence
- Punishment for soiling, wetting or not using the toilet
- Confining a child to a swing, high chair, crib, playpen, or other pieces of equipment for an extended period of time in lieu of supervision or excessive time out

KH 9/20/11
Institutional Child Abuse & Neglect Policies & Procedures

POLICY

All FDC family childcare educators shall adhere to state and or federal requirements pertaining to criminal record checking.

All FDC family childcare educators and Community Action, Inc. staff are mandated reporters and shall report all incidents of child abuse and or neglect to The Department of Children and Families and to the FDC director/asst. director or case worker of Community Action, Inc.

Community Action, Inc. will report any suspected or alleged incident immediately by telephone and then in writing within forty eight (48) hours to the DCF area office as mandated by G>L>c.119, s.51A will cooperate fully in the investigation of any incident. The Department of Early Education and Care will be notified as well if the incident involves an FDC family childcare educator.

PROCEDURES

If an FDC family childcare educator is being investigated for alleged child abuse and or neglect, the FDC program families will be offered back-up care until the outcome of the investigation has been made.

If a Community Action, Inc FDC staff member is being investigated for alleged child abuse and or neglect, they will be assigned to non-child related activities until the investigation is completed.

If the DCF investigation regarding an FDC Family Child Care Educator is supported, Community Action, Inc. will terminate their FDC Independent Contractor Agreement immediately.

If the DCF investigation regarding a Community Action, Inc. FDC staff member is supported they will be relieved of their responsibilities immediately.

KC 9/2014
THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
FINANCIAL ASSISTANCE AGREEMENT

This document explains your rights and your obligations regarding EEC child care financial assistance. Please read this document carefully and ask for clarification if you do not understand any part of it. You should keep a copy for your files.

Parent's Initials:

I understand that it is unlawful to obtain EEC financial assistance for child care services by providing false or misleading information or documentation, or the concealing or withholding of information ("Substantiated Fraud"), for the purpose of establishing or maintaining eligibility or increasing the level of child care assistance. Substantiated Fraud may result in the termination of my child care financial assistance. Some examples of such unlawful behavior include, but are not limited to:

- Not reporting who is in my household (for example, not reporting that I am married or the child's other parent lives with me);
- Not reporting all sources of my income (for example, not reporting that I receive income from another source such as: employment, rental income, child support, alimony, or financial help from another parent to assist with my child's basic needs);
- Not accurately reporting how much income I receive (for example, not reporting all money received from self-employment, or altering or falsifying pay stubs);
- Not accurately reporting service need or changes to service need for all parents (a service need is the activity - work, education, or training - performed during the time you need child care).

I understand that if I receive EEC financial assistance as a result of false or misleading information or documentation, or as a result of the concealing or withholding of information ("Substantiated Fraud"), I shall be responsible for repayment of the full amount of subsidy obtained through fraud and may be held criminally responsible.

I understand that I must report Temporary and Non-Temporary Changes within thirty (30) days from the date the change occurred. Temporary Changes include: time limited absence from a service need due to illness or need to care for a family member (including maternity/paternity leave), interruption in work for a seasonal worker, reduction in service need hours, any ending of a Parent's approved activity due to the COVID-19 emergency, change or ending of a parent's service need that lasts less than 12 weeks, and a change of residency within the Commonwealth. Non-temporary Changes include: increases in total household income exceeding 85% of State Median Income (SMI); changes in family contact information; changes in household composition; changes in child custody arrangements; any out of state change in address; or any change or ending of a parent's service need that lasts more than 12 weeks. I understand that failure to report Non-Temporary Changes will result in an Intentional Program Violation (IPV) and may make me subject to disqualification from EEC financial assistance.

I understand that to verify my income and service need, EEC or the Subsidy Administrator may need to contact my employer(s), college/university, school, or training program. I hereby authorize my employer(s) or school administration to release information about my income, pay, hours, schedule of work, and school enrollment information to EEC or the Subsidy Administrator to whom I apply for subsidized child care services.

I understand that if my child(ren) are not actively enrolled in care for more than 60 days (unless I have an Approved Break in Care) my subsidy may be terminated for Abandonment of Subsidy. I understand that if I have a School Closure Only voucher that I must use care for at least four (4) days during my child's academic year or risk termination for Abandonment of Subsidy.

I understand that my child may be terminated for Excessive Unexplained Absences. This is failure to attend the subsidized child care program for more than three consecutive Days without contacting the provider. I understand that I must contact my provider every Day that my child(ren) will not attend.

I acknowledge that if I have a voucher, the Child Care Resource & Referral Agency (CCRR) has explained to me EECs health and safety requirements for licensed early education and care providers, including center-based programs and family child care homes. I understand that certain programs are not subject to all of EEC's health and safety regulations. I have made an informed choice of the early education and care provider named on the Application and Fee Agreement and agree to hold the Commonwealth, the early education and care program and the CCRR harmless from any injury or neglect to my child(ren) which results while in the care of the child care provider.

I certify under the pains and penalties of perjury that the information provided is correct and complete to the best of my knowledge.

Parent Name__________________________ SSN__________________________
Address__________________________
Parent Signature__________________________ Date__________________________
Subsidy Administrator Staff Member Name__________________________ Subsidy Administrator Agency Name__________________________

Effective Date: July 2, 2020
Community Action, Inc
Family Day Care
75 Elm Street
Haverhill, MA 01830

Parent Agreement

I, ____________________________ agree that my Parent/Guardian

child ____________________________

will be brought to the Family Day Care home at:

__________________________ and will be picked up at ____________________________

Time ____________________________ Time ____________________________

Hours
In case my child cannot be brought or picked up according to the above schedule, I will telephone in advance to let the FDC Educator know. If my hours need to be changed, I will complete a revised parent agreement. If my FDC Educator cannot accommodate my new hours, I may choose to give a two-week notice for another placement.

If there are changes to the authorized individuals listed in the enrollment packet I understand I must come into the office and make the changes in person. I agree to inform the FDC Educator where I can be reached at all times during the day care hours, so that I may be reached in an emergency.

Clothing
I will dress my child appropriately for outdoor activity based on weather conditions. I will also leave a change of clothing with the FDC Educator in case a change is needed. I will provide an adequate supply of diapers each day.

Health
I will provide the Family Day Care office with my child's immunization record before my child is enrolled. I will also submit documentation of a completed physical within 30 days of enrollment.

Revised 8/8/11
Health Cont.

I agree that my child cannot go and or stay in day care if he/she is sick with a fever of 100-101 degrees, is vomiting or has diarrhea. I agree to pick up my child if he/she becomes ill during day care hours.

Before asking the FDC Educator to give medication, I will submit a completed "Authorization to Administer Medication" form signed by me. This form is available at the FDC office or from the FDC Educator.

All prescription medications must be brought to the FDC Educator's home by the parent/guardian in the original container.

If my child requires long term medication, he/she will receive the dosage at home whenever possible. I will submit a completed "At Home Medication" form. The "At Home Medication" form must also be completed if my child has been given any medications at home. This is available at the FDC office.

If my child has been diagnosed with a chronic medical condition, I will furnish the required "Individual Health Care Plan" (I.H.C.P) which has been completed and signed by my child's physician.

I further agree that I will meet the FDC Educator and my child at the hospital if medical care is necessary.

I understand that all FDC Educators and Community Action, Inc. Staff are mandated reporters. FDC Educators shall report all incidents regarding my child to the FDC Director, FDC Assistant Director or appropriate Case Worker. I agree to notify the FDC Educator, in verbal or written form of any cuts, bruises or scrapes on my child.

I have read and understand this form fully before signing it.

______________________________  ______________________________
Parent Signature                                    Date

Revised 8/8/11
Community Action, Inc
Family Day Care
&
Head Start / Early Head Start

Policy and Procedures
For
Payments/Late Payments

Community Action, Inc. is responsible for the collection of parent fees. Your weekly parent fee is due on Friday before each week of care and no later than the first business day of the week in which care is provided.

Upon enrollment, an initial deposit plus the first week payment both equal to the amount of the weekly parent fee is required prior to the child’s first day of care. You should be prepared to make a minimum payment equal to 2 weeks of your assessed fee. This will cover your first week of care and the deposit to be held for the last week your child attends care. In the event you leave the program, the one week deposit will be applied against the last week of childcare. Any balance remaining will be returned to you.

Parent billing statements are mailed monthly to the most current address we have on record. Although your statement is mailed out monthly, you are required to pay your fee weekly as stated above. In the event that your parent fee falls behind, we will issue a 2-week notice of termination for non-payment.

Your program and/or educator will be notified of this termination and cannot take your child into care after that date.

Community Action, Inc child care programs encourage communication between you and our Fiscal Department if you encounter a financial hardship in any given week. We encourage you to call your program department for further clarification if needed.

Your signature on the “Payment Policy” provided during intake states that you have received and understand our Payment and Late Payment Policy.

Copy forwarded to Fiscal Department / Original placed in Childs Folder

9/2015 KC
Child Support Services Are Available

During intake, Community Action staff is required to inform all custodial parents in single-parent families of the availability of child support services.

In Massachusetts, child support services are part of the Massachusetts Dept. of Revenue (DOR) in the Child Support Enforcement Division.

Their toll-free nationwide number is ...... 1-800-332-2733. This is for general information about child support enforcement in Massachusetts and for any type of assistance regarding your case.

DOR provides child support collection services to all "custodial parents" (parents who have physical custody of their children) in the state of Massachusetts. Some people think DOR gives priority to getting child support orders for women on TAFDC (formerly AFDC or welfare). DOR tries to make sure that parents pay back the Commonwealth of Massachusetts for supporting children on TAFDC.

When you apply for DOR services, you give them the ability to establish and collect child support on your behalf. To apply for DOR services, you can get an application from your intake worker here at Community Action, from your local Probate and Family Court,* or online at http://www.mass.gov/Ador/docs/cse/service/BrochureApplication.pdf. You can also apply online at http://ecse.cse.state.ma.us/ECSE/home/requestservicesapp/index.jsp.

Child Support Enforcement info including an introductory video, the online application and tutorials for how to use their "Case Manager" online tools can be found on the Mass. Dept. of Revenue’s website at www.mass.gov/cse.

Excellent resources are also posted at: http://www.lawlib.state.ma.us/subject/about/support.html and at http://www.masslegalhelp.org/children-and-families/child-support (in several languages).

Whichever way you choose, if you fill out the application and send it in, DOR does not charge a fee for this service. When filling in the application make sure you check “yes” if you want services and pick the service(s) you want them to provide. Here you should think about the services that you may require in the future as well as currently.

When children receive public assistance ("welfare" or "TAFDC"), the state collects the child support from the non-custodial parent. The state sends $50 per month of the child support to the parent and child(ren) who are receiving public assistance. The rest of the child support goes to repay the state for the cost of public assistance.

If you are worried about domestic violence in relation to child support, another good resource is: http://www.masslegalhelp.org/domestic-violence/chapter2-making-it.

* Essex Probate and Family Court is in both Salem (call 978-744-1020 x380 ) and Lawrence (call 978-686-9692).
Parent Information
Child Support and TAFDC

When you apply for TAFDC, the Department of Transitional Assistance (DTA) worker asks about the other parent because they want him or her to contribute to supporting the children.

After taking information from you, the DTA refers child support cases to another government agency called the Department of Revenue (DOR). DOR has lawyers who take the father of your children to court and attempt to get an order for child support.

Unless you have been granted a “good cause waiver,” (see below), you will be required to participate in your child support case. This participation may include appearing in court and taking genetic marker tests, among other things. If you do not give this information or participate in your child support case and you do not have “good cause” you will be sanctioned by being removed from the TAFDC grant.

If you are afraid that your child’s other parent might hurt you or your child(ren), you do not have to tell DTA where the other parent of your child(ren) is in order to get TAFDC. Tell your DTA worker of your fear. If your DTA worker is not helpful or listening to your concerns you should request a referral to a DTA domestic violence specialist. These are trained workers who should respond to your safety concerns.

You do not have to provide information or cooperate with child support if you have one of the following good cause reasons:

- the pregnancy was the result of rape or incest; or
- you are planning to give up your child for adoption; or
- you or your child would suffer “serious emotional or physical harm” by cooperating with these rules. For example, if you know who the other parent is and s/he was abusive or has threatened you, you can claim good cause. You can prove that cooperating will be harmful to you or your child with a copy of your 209A protective order or medical records or a written statement from a social service agency or shelter, or someone else who knows your situation.

Your DTA worker has the duty to explain to you what “good cause” is and the benefits of cooperation. Your worker must also help you get the proof needed if you need help.

You should be notified whether your good cause is accepted. DTA can decide to accept good cause and not contact the father at all; then DOR would not be allowed to go after the father for child support. DTA can also decide to accept good cause and decide it is safe to pursue the absent parent if you are not required to help. Make sure you know what decision is made. If you are unhappy with the decision, you have the right to appeal. Call your local legal service program (Neighborhood Legal Services @ 978-686-6900 and Merrimack Valley North Shore Legal Services @ 978-687-1177 — both in Lawrence) or battered women’s program (Women’s Resource Center in Haverhill @ 978-373-4041 or Jeanne Geiger Crisis Center in Amesbury / Newburyport @ 978-388-1888 [24/7]).

If you don’t give DTA information about the other parent of your children, they may send you a notice trying to reduce your benefits. If they try to reduce your benefits, you can challenge the action through an appeal. However, it is also possible that DTA will agree with you that you have “good cause” to be afraid, and so may continue to pay you the full amount of your TAFDC benefits. If DTA determines that you have “good cause,” the Department of Revenue is not allowed to go after the other parent for child support. Again, tell your DTA worker all the reasons you are afraid.
A word regarding the Department of Early Education and Care (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 each educator has demonstrated that they 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:

For information about your Family Child Care Educator's regulatory compliance history, you may contact our local EEC regional office, whose contact information is as follows:

Department of Early Education and Care
Northeast Regional Office
360 Merrimack Street, Building 9 3rd Floor
Lawrence, MA 01843
Telephone 978-681-9684

Enrollment/Capacity
Your FDC Educator's licensed capacity is posted on their license. At any one time, they may only care for the number of children that they have been licensed for, which may include their own children, depending on their ages. In addition, EEC regulations state that they may not 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 care, please feel free to discuss them with your Educator or FDC Caseworker.

Use of Assistants
Your FDC Educator may have an assistant to help care for the child care children, provided they are approved by EEC. If and when they use an assistant, they will let you know ahead of time, and you will have an opportunity to meet the assistant that will be working in the childcare home. They 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 may be on the premises and assisting.
Program Hours

Included in this handbook is a parent agreement that outlines policies regarding hours of care and health policies. We will review this and the Child Enrollment Packet together and note any additional information that is specific to you and the care of your child(ren).

Sick Policy

Your Educator may care for mildly ill children. However, there will be times when you will need to keep your children out of care due to illness. If your child has a fever, diarrhea or vomiting, you should keep them out of care until those symptoms have resolved for 24 hours.

Plan for Meeting Potential Emergencies

EEC regulations require that each Family Child Care Educator has a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program.

In the event of an evacuation emergency, your Educator will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered at the family childcare home.

Your Family Child Care Educator will provide you with their specific plan including escape routes, evacuation procedure due to fire, natural disaster, loss of power, heat or hot water or other emergency situation.

Children's Records

EEC regulations require Family Child Care Educators to maintain an individual written record for every child they 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 your Educator maintains 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.

EEC regulations require that Family Child Care Educators 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 their program. Failure on the Educator’s part to provide these records to EEC could result in EEC citing them for regulatory non-
compliance or taking legal action against their license. When EEC staff members review children's records in order to ensure the Educator is in compliance with EEC regulations, at times they may copy and keep the information found in these records in order to review compliance with all EEC regulations and policies applicable to their program. This information will be kept in the Educator's 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 your Educator or FDC Caseworker know about any questions you have regarding your child's record.

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.

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:
  o Upset stomach
  o Trouble eating or sleeping
  o Headache
  o Trouble paying attention

As mentioned earlier, if your child is over nine (9) months of age, you will need to provide documentation 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.

Your Educator is required to disclose to you if they are aware of any known sources of lead in their home.

For more information on lead poisoning, you can visit http://www.mass.gov/dph/clpp or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

Supervision

Supervision is critical to keeping children safe. Your FDC Educator and any EEC approved assistants in their home will appropriately supervise children in order to ensure their health and safety at all times. They 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 they are using, as well as the number of caregivers present at any given time. If you have any questions about how children are supervised, feel free to ask your Educator.
Safe Sleep

Supervision of children is equally important during the times that a child is sleeping at the family childcare home, 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 in writing). Children are checked on every 15 minutes during naptime. If your child is less than six months old, they will be directly supervised 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. Your Educator is 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, progress reports will be completed 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.

Your Educator 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 them about curriculum and progress reports.

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. As stated in the CAI, FDC Program Philosophy each child shall have a relationship with his/her Family Child Care Educator that is warm and nurturing and that meets the child’s individual needs. The special interests of each child is cultivated and explored. The FDC Family Child Care Educator creates an atmosphere that encourages self respect and respect for others.
Medication Administration

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. Licensed Family Child Care Educators are 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 the program 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. This prescription label will be accepted as the written authorization of the physician.

- The Family Child Care Educator 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**

- The Family Child Care Educator needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.

- In the case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the Educator must still have written parental authorization however it must be reviewed annually.

- The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

**Topical Ointments and Sprays**

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent 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, the Educator will follow the written procedure for non-prescription medication and include a written order from the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.
All Medications

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

- All medications must be given to the Educator 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.

- The Educator will be responsible for the administration of medication. In his/her absence only an EEC approved assistant may administer the medication.

- The Educator will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child’s name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child’s file.

- All unused medication will be returned to the parent if possible, or disposed of in accordance with Department of Public Health guidelines.

Oral Health

Proper oral health begins at home, and your Educator 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 he/she will be receiving at least one meal while in care, Your Educator is required to assist your child with tooth brushing at the program. Toothbrushing materials will be provided by the Family Day Care program.

Parent Notifications

Your Educator is required by EEC regulations to notify you of certain information about their 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 Family Child Care home;
- children being taken off the child care premises;
- the existence of firearms in the Educator’s home;
- if there are any changes in the Educators household composition;
- prior to any pets being introduced into the Family Child Care home;
- whenever special problems or significant developments arise.

**Mandated Reporting**

As a licensed Educator in Massachusetts, Family Child Care Educators must operate their program in a way that protects children from abuse and neglect. As such, they are a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever they 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 is Needed from You**

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

**Medical Information**

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

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;

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 record must be updated and given 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 your Educator. If your child is school age, your Educator 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 your child's Educator and FDC Caseworker 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 if you have any questions about the program or your child's care.
Notice to Parent Regarding Supervision of Children Involving Transportation

Family Child Care Educators must exercise good judgment when supervising children in their care. When a child uses specialized transportation to and/or from the family child care home, it may be necessary for the educator to accompany the child to and/or from the vehicle. Whenever possible, if there is a monitor on the transportation vehicle, the monitor will be responsible for accompanying the child between the family child care home and the vehicle.

If your FDC educator will be accompanying a child to and/or from a transportation vehicle they must meet the following requirements:

- All the children in care will be on the first floor level before they can go outdoors to accompany a child to or from a transportation vehicle.

- They will make sure every child remaining in the home is in a hazard free environment.

- They will consider the number, ages and needs of children in care in order to ensure the safety of all child care children while accompanying a child to or from a transportation vehicle. Special precautions will be taken to ensure the safety of all children when there is a child care child who is unusually aggressive or active or exhibits behavior difficulties.

- They will notify the parents of all children in care that children are being accompanied to and from transportation vehicles and must obtain written consent of all parents involved. This consent form is included in the Child Enrollment Packet.

- They will remain in clear view of the family child care home when accompanying a child and will not be more than 50 feet from the home.

- They will remain in the home with the child care children until the transportation vehicle arrives at the home and will minimize the amount of time out of the home.

PLEASE NOTE: This applies to transportation vehicles only. Child care children who walk to or from the school bus stop may walk unescorted if the child's parent gives the provider written authorization.

Community Action Inc, FDC highly recommends that all children be directly supervised at all times while at school bus stops. However, if a child is 6 years or older he/she may, with written parental permission, walk to/from the school bus stop provided the Educator is within sight.

Also, if your educator has a child who is younger than six months at the time of enrollment and they are within the first six weeks of care, these children must be within direct visual supervision. Your educator will not be able to accompany a child to and from a transportation vehicle unless they take the Infant with them or have an approved assistant to provide the necessary supervision coverage.
WHEN YOUR CHILD COMES HOME MESSY

Red paint in the hair? Blue paint on the jeans?
Sand in the shoes? Peanut butter on a favorite shirt?
White socks that look brown? Sleeves a bit damp?

YOUR CHILD PROBABLY....

worked with a friend
solved a problem
created a masterpiece
negotiated a difference
learned a new skill
had a great time
developed new language skills

YOUR CHILD PROBABLY DIDN'T....

feel lonely
become bored
do a repetitive task that is babyish
do worksheets that are too easy
do sit down work that is discouraging

YOU PROBABLY....

paid good money for those clothes
will have trouble getting the red paint out
are concerned the caregiver isn't paying enough attention to your child

YOUR CAREGIVER PROBABLY....

was aware of your child's special needs and interests
spent time planning a challenging activity for the children
encouraged the children to try new things
was worried you might be concerned

Young children really learn when they are actively involved in play...not when someone is talking to them. There is a difference between "messy" and "lack of care." Your caregiver made sure your child was fed, warm, offered new skills and planned messy fun things to do because that's how your children learn!

Send your child in clothes that can get dirty! Keep extra clothes at the site for the times when the child gets really messy. But remember, your children need time to be kids.
Community Action, Inc.
Haverhill
Family Day Care

Holiday/Approved Closure Schedule

**July 2020- June 2021—Revised 7/31/2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3, 2020</td>
<td>Friday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 1, 2020</td>
<td>Tuesday</td>
<td>Professional Development Day</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 9, 2020</td>
<td>Friday</td>
<td>Professional Development Day</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>Monday</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Wednesday</td>
<td>Veteran's Day (Observed)</td>
</tr>
<tr>
<td>November 26, 2020</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 27, 2020</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>December 25, 2020</td>
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<td>Christmas Day</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>Friday</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>Monday</td>
<td>President's Day</td>
</tr>
<tr>
<td>March 19, 2021</td>
<td>Friday</td>
<td>Professional Development Day</td>
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<tr>
<td>April 16, 2021</td>
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<td>Professional Development Day</td>
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<tr>
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<td>Monday</td>
<td>Patriot's Day</td>
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<tr>
<td>May 31, 2021</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 11, 2021</td>
<td>Friday</td>
<td>Professional Development Day</td>
</tr>
</tbody>
</table>

* Denotes The Department of Early Education and Care (EEC) required Professional Development Training Day closures. FDC educator homes and office will be closed.

07/31/2020