

# **PARENT FACT SHEET**

Congratulations \ By choosing a licensed Family Day Care Provider you have made a beneficial day care decision for your child. The Office for Children (OFC) now invites you to join in a partnership with your Family Day Care Provider to keep day care children safe. This Fact Sheet is designed to outline the information you must give to your provider and to acquaint you with some of the regulations designed to ensure a safe and healthy day care experience for your child. The Office for Children encourages communication between parents and providers as a foundation for a solid working relationship; and in addition, OFC is available as a resource to both you and your provider.

## **LOOK FOR THE LICENSE**

A licensed Family Day Care Home means that the provider has demonstrated that he or she meets the standards outlined in the Family Day Care Regulations: 102 CMR 8.00. To get a copy for yourself, call the State House Bookstore at (617) 727-2834.

## **CHILDCARE RECORDS**

The first day your child goes to the Family Day Care Home you must give the provider a completed copy of the Child Care Register, pages 1-4 of this packet. Without this information the provider cannot care for your child. This requirement will assure that the provider has all the important information and phone numbers he or she will need while caring for your child.

Medical information about your child must be given to the provider within one month from the day your child begins day care. There are three things the provider will need.

1. A statement from a doctor or health care professional which says that your child receive 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 months of age or older, a statement from a doctor or health care professional which says that your child has been screened for lead poisoning.

*IMPORTANT~* Your child's immunization record must be updated and given to the provider in accordance with the Department of Public Health's immunization schedule. You can get a copy from your Family Day Care Provider; AND, your child's lead screening report must be updated yearly until your child is four years of age. This report must also be given to the provider.

## **ANNUAL UPDATE OF CHILDCARE RECORDS & PERMISSIONS**

The provider must get updated records for your child, each year, to assure that your child is healthy and safe. Each year you must sit down with the provider and review the information you wrote in the Child Care Register. This is the time for you to update any incorrect information, sign the necessary permission forms, and give the provider the most recent medical records for your child.

## **SUPERVISION**

Supervision is critical to keeping children safe. Providers must directly supervise the children at all times. This means that the provider must be able to see or hear the children without interference.

## **USE OF APPROVED ASSISTANTS**

The provider can hire an approved assistant or a household member assistant to help care for the day care children IF he or she makes sure that the perspective assistant is approved by the Office for Children. The provider must also tell the child's parent or guardian the name of the assistant and when the assistant will be helping the provider with child care.

## **NUMBER OF CHILDREN**

The provider can only care for the number of children he or she has been licensed for. You can find out what your provider's licensed quota is by .looking for the license."

It is often difficult to understand the regulations governing the number of children allowed in a family day care home If you are concerned about the enrollment discuss the situation with your provider or call the Office for Children.

## **SPACE**

The **indoor space** should be clean, free of clutter and free of any hazards. If you see something in the Family Day Care Home which concerns you, talk to the provider or call the Office for Children.

The **outdoor space** should be safe and hazard free. There should be NO access to the busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

## **SAFETY**

There are many regulations governing safety in the Family Day Care Home. Most of these regulations outline common safety precautions such as latching cabinets which store dangerous materials, covering outlets, keeping a flashlight on each licensed floor level, having a first aid kit, practicing evacuation drills, barricading stairs, windows, and heating elements, posting emergency numbers, using car seats when applicable, and providing safe drinking water. Providers and parents often share helpful safety tips which benefit the child at home or at day care.

## **CARE OF CHILDREN**

The provider is a mandated reporter and must report any signs of abuse or neglect.

Discipline is the provider's responsibility. The provider cannot use spanking or other corporal punishment, regardless of what the parent tells the provider to do. Children cannot be disciplined for soiling, wetting or not using the toilet. If the provider uses "time-out" as a method of discipline, the time out cannot exceed one minute per age of the child.

The provider must use diapering procedures which prevent the spread of disease and follows good hygiene practices

## Registration Form

Please fill out these forms completely. If a question does not apply to your child, please write "not applicable" or NA. The forms must be in the provider's possession the day your child begins care.

Date of Admission

Date of Discharge

Date of Birth

Child's full name

Nickname

Address

Name of Parent(s)

Home address (if different) Telephone number.

### **Parent(s) location during day care:**

Parent:

Parent:

Where:

Telephone:

Instructions:

### **Emergency contact:** (Person to be contacted in case of an emergency when parent cant be reached)

Name:

Telephone:

### **Persons other than parent authorized to take child from day care:**

Name:

Telephone:

Name:

Telephone:

Name:

Telephone:

### **Parents Visit Notice**

I understand that I am able to visit this family day care home unannounced any time during the hours that my child is in care.

Parent Signature

Date

### **Statement of Arrival and Departure**

Usual days of attendance:    Mon        Tue        Wed        Thur        Fri

Usual arrival time:

Usual departure time:

**Permission Form**

Child's Pediatrician or Source of Health Care

Name:

Telephone:

Address:

**PERMISSIONS**

General Permission (Parents should not sign this permission unless specific places where the child is allowed to go are listed)

I, hereby give \_\_\_\_\_ permission to take my child - off the premises of the family day care home for the following excursions:

Parent Signature

Date

Medical Emergency Treatment {Office for Children recommends checking with your local hospital about the acceptability of this statement)

I, hereby give \_\_\_\_\_ permission to administer first aid and/or CPR to my child, and/or take my child to a hospital for met treatment when I cannot be reached or when delay would be dangerous to my child's health.

Parent Signature Date

Topical Medication (Please list only those medications which you will allow the provider tl to your child's skin):

Parent Signature

Date

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Medical Insurance Information (OPTIONAL)

Subscriber's Name: Policy #: Type of Insurance:

ACKNOWLEDGMENT STATEMENT OF RECEIPT OF PARENT FACT SHEET (Pages 6 & packet)

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARENT FACT SHEET DEVELOPED BY THE OFFICE FOR CHILDREN WHICH SUMMARIZES THE FAMIL Y DAY CARE REGULATIONS

Parent Signature

Date

## Medical Form

Dear Physician: \_\_\_\_\_ is enrolled in a family day care home which is licensed by the Office for Children. The Office for Children's regulations require the Medical History and Immunization Form to be completed and signed by the child's physician or source of health care. A prompt response is appreciated.

Evidence of a physical exam shall be valid for one year from the date the child was examined and shall be renewed annually thereafter.

### IDENTIFICATION

Name of Child:

Date of Birth:

Address:

Phone #

Name of Parents:

Address:

Date of Examination of Child.

What is your opinion concerning the child's general health and appearance:

Has this child been screened for lead poisoning? Yes No If Yes, Date screened:

Does this child have any disabilities or chronic medical problems (allergies, limited vision, etc.) which require special consideration or care by the day care provider? If so, please detail below:

Physician's Signature:

Date:

Comments.

Name of Provider:

# Immunization Form

## IMMUNIZATION SCHEDULE

Note to Physician: Please indicate the date(s) the child received each required immunization. The combined notations regarding ages and dosage are included to assist the provider in determining compliance with the Office for Children regulations.

	Birth	1-2 mos	2 mos	4 mos	6 mos	6-18 mos	15 mos	4-6 yrs	14-16 yrs.
1. Hep B	1 st	2nd				3rd			
2. DTP			1 st	2nd	3rd		4th	5th	
3. Polio			1 st	2nd			3rd	4th	
4. Hib			1 st	2nd	3rd		4th		
5. MMR							1st	2nd	
6. Td									1st

## VACCINE ADMINISTRATION NOTES

1. **Hepatitis B:** Recommended for all children born after January 1' 1992, and required for day care attendance for children in this age group. Schedule may vary depending on Hepatitis B status of mother.

2. **DTP-DT -Td:** Fourth dose of DTP can be given at 18 months. Half doses are not acceptable. DT is only acceptable when accompanied by a letter stating there is a medical contraindication to DTP. First Td needed 10 years after last DTP and every 10 years, thereafter.

3. **Polio:** Third dose of polio can be given at 18 months. Fourth dose should be administered by entry into kindergarten (4-6 years).

4. **Hib:** Number of doses required varies depending on age child starts immunization. Doses 3 and 4 should be given according to manufacturer's guidelines.

5. **MMR:** Although first dose is recommended at 15 months, requirement will be met if given on or after first birthday. Second dose is required at entry to 7th grade only and must be given at least 30 days after the first dose.

Physician's Signature: Date: