

Welcome to Our Family!



*Infant Toddler
Family Day Care*

Become Part of Our Family Since 1983

Infant Toddler Family Day Care
11166 Fairfax Boulevard, Suite 206,

Fairfax, VA 22030

703-352-3449

www.itfdc.com

June 2014



Welcome to Our Family!

Congratulations! We are delighted that you have found an early child care educator and are joining the Infant Toddler Family Day Care family!

Infant Toddler Family Day Care (ITFDC) has been a trusted early child care and education resource for families in the Washington Metropolitan area since 1983. Since our inception we have worked to connect families with licensed professional early child care educators who operate high-quality family child care homes. Our program provides nurturing care and early childhood education to children in a family setting beginning at 6 weeks of age. We have expanded our services to include **Child Care Aware of Northern Virginia, Workforce Development**, and sponsorship of the USDA Child Care Food Program.

To support your child's development we have developed a program based on the knowledge that children benefit from the special experience of forming ***long term relationships with their early child care educators in a small, mixed age group setting in a private home setting***. The role of supportive, positive relationships cannot be over-emphasized in its importance to positive, healthy development. We know how critical the early years in your child's development are, and understand that experiences in the first years of your child's life have a ***life time impact*** on who your child will become.

Children typically spend three to three and half years with their early child care educator in our family child care homes. However, many stay with our program for much longer. Our nurturing educators will support your child's cognitive development and will greatly help shape your child's social/emotional development. Your child will have the opportunity to learn life's important lessons through play. Our innovative programs will provide your child with a strong, developmentally appropriate early education experience that will assure that your child will have the necessary skills to succeed in school and in life. ***The lessons learned in the first years of your child's life will last a life time.***

We emphasize that curriculum for young children is based on their primary learning mode – **play**. We are committed to help parents and early child care educators provide early care environments that will help children learn the social and emotional skills that are essential to success in school. These characteristics are ***confidence, curiosity, intentionality, self-control, relatedness, capacity to communicate and cooperativeness.***



Mission

Infant Toddler Family Day Care is a network of professional child care educators with a commitment to the principle that learning begins at birth. We support the emotional, social and intellectual development of infants, toddlers, preschoolers and school-age children in safe nurturing high-quality child care environments.

Vision

Infant Toddler Family Day Care will be the region's premier provider of innovative professional development for accomplished early child care educators. We also seek to be a resource for and partner with parents searching for high-quality child care.

Goals

- We will provide ongoing high-quality professional development opportunities that support and prepare our child care workforce to obtain a national credential and/or an academic degree in early childhood education or a related field.
- We will regularly assess the quality of the professional development experiences for early child care educators through surveys, interviews, home visits, and parental input.
- We will foster collaborative partnerships with local, state, and national organizations also interested in advancing and promoting the importance and accessibility of quality child care.

Our Organization

- **Infant Toddler Family Day Care Program**

ITFDC has been a trusted child care resource in the entire Northern Virginia area since 1983. We do more than match your family with an early child care educator. We stay in touch with every early child care educator by visiting in the homes, training and mentoring educators, and by providing them with higher education opportunities. Our early child care educators provide nurturing and individualized care to each child in a safe, secure, and creative learning environment.

- **Child Care Aware of Northern Virginia**

ITFDC partners with Child Care Aware of Virginia to operate Child Care Aware of Northern Virginia – a child care resource and referral service that provides parents with basic referrals to child care providers and offers training and support to caregivers.



As a member of Child Care Aware of Virginia, our service area includes the following counties/cities:

Alexandria City, Arlington, Clarke, Culpeper, Fairfax City, Fairfax, Falls Church, Fauquier, Frederick, Fredericksburg, Greene, King George, Loudoun, Louisa, Madison, Manassas Park, Manassas, Orange, Page, Prince William, Rappahannock, Shenandoah, Spotsylvania, Stafford, Warren and Winchester.

- **USDA Child Care Food Program**

ITFDC sponsors the USDA Child Care Food Program for children in family child care homes. The United States Department of Agriculture funds the USDA Child Care Food Program which follows nutrition guidelines similar to the National School Lunch Program.

Our family child care educators participate in the USDA Child Care Food Program. They receive reimbursements for meals and snacks that they provide and serve to children in care and receive training on nutrition, menu planning, budgeting, food safety, and children's nutrition activities.

- **Workforce Development**

ITFDC helps individuals who want to open their own licensed child care business by providing guidance through the licensing process. We take great pride in the expertise and professionalism of our early child care educators – a special group of individuals who are committed to every child they meet. We work closely with each caregiver to help them complete the licensing process and to successfully begin their career as a child care educator.

- **Professional Development**

Early child care educators are required to complete 16 hours of annual training. We encourage early child care educators to work on their Child Development Associate (CDA) National Credentialing Program, and/or infant toddler career studies community college certificate.

- **Child Care Plus Program**

The Child Care Plus Program offers high-quality child care services on an as needed basis during non-traditional hours including weekends and evenings. ITFDC is pleased to offer this flexible, convenient service in our nurturing family child care homes that are approved under our state license.



- **Child Care Scholarships Program**

The intent of the ITFDC Scholarship Program is to provide financial assistance to families that might not otherwise be able to afford the full cost of high-quality child care. This assistance is granted in the form of partial child care scholarships, contingent upon the availability of funds.



Stay in Touch

Phone:	703-352-3449
Email:	info@itfdc.com
Fax:	703-352-7730
Web Site:	www.itfdc.com
Staff Directory/Bio:	www.infanttoddler.com/staff-directory/
Facebook:	www.facebook.com/infanttoddlerfamilydaycare
Frequently Asked Questions:	http://www.infanttoddler.com/faq/
Newsletter Archive:	www.infanttoddler.com/media/
Change Forms:	www.infanttoddler.com/forms/
Making Changes:	Please send forms to: changes@infanttoddler.com

Policies and Procedures

For the latest program basics, please review the Infant Toddler Family Day Care Policies and Procedures (<http://www.infanttoddler.com/itfdc-main/program-basics/>).

Holidays and Closing

Holiday Policies

Our office and family child care homes are closed for the following holidays:

- Christmas Day through New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day (and 2 additional days)
- Labor Day
- Columbus Day



- Veteran's Day
- Thanksgiving (Thursday and Friday)

Emergency Closings

Our office and family child care homes will be CLOSED when the Federal Government is CLOSED for the full/entire day due to inclement weather or other emergencies.

Our office and family child care homes will OPEN on time if the Federal Government has a delayed opening.

Our office and family child care homes will not close early if the Federal Government is closing early for the day.

When an individual jurisdiction closes, i.e. Fairfax County, Arlington County, Falls Church City etc., our homes will remain open. All closures will be posted on the web site and on our [Facebook page](#).

Child Care Specialist

Role of the Child Care Specialist

The highest priority of Infant Toddler Family Day Care and our child care specialists is to meet the unique needs and interests of each child and his or her family. Research now documents that the first three years in a child's life represent a critical time in a child's development. A child's early experiences serve as the foundation for all future learning. Infants and toddlers learn about themselves, others, and the world around them through their daily experiences. Please view the staff at ITFDC as your partners. Each early child care educator works closely with one of our child care specialists. The role of the child care specialist is:

- Parents' primary contact.
- Assists in finding substitute care.
- Conducts parent information sessions and helps parents in the enrollment process.
- Provides technical assistance, support and oversight to the early child care educator.
- Visits new early child care educators monthly and completes early child care educator and child process notes.
- Teaches training classes and attends training as required including CPR/First Aid.
- Monitors USDA food program.
- Does activities in the home with the children and early child care educator.
- Helps early child care educators to develop educational activities for children.



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- Advises early child care educators on child development, safety, and licensing regulations.
 - Helps early child care educators to develop and market their businesses.
 - Conducts the annual home evaluation.
 - Approves the issuance of annual approval under the ITFDC's license.
 - Helps to organize events and conferences for early child care educators and parents.

Starting Care

Curriculum

Our early child care educators are encouraged to give a daily report of your child's activities. There are two examples of Daily Activity Sheets that are to be used for the curriculum. These are the "Look What I Learned Today" and the "Look What I Did Today". Daily Activity Sheets are to be given each day. Please review the enclosed "How Children Learn" for more information.

Immunization

We are required to keep the latest immunization records on file. Please submit a copy of your child's immunization at the time of enrollment and when your child turns 6 months, 12 months, 18 months, 24 months, and 48 months.

Billing

Payment Policy

Invoices will be emailed to you on the fifteenth of the month prior to the month of service. Payment is due by the first of each month. Payment must be received by our office by the first day of the month or care will be terminated. There will be a \$25.00 late fee charge for payments received after the first of the month. Payment will then be required by cash or money order.

Tax Id

You will need your early child care educator's employee identification number (EIN) for preparing your tax returns and to claim your child care tax credit. Please ask your early child care educator for her EIN or her social security number.



Donate Now

Infant Toddler Family Day Care (ITFDC) has committed itself to raising the standards of professionalism for the early child care and education workforce. **Well-educated, knowledgeable, and nurturing educators are the key to positive outcomes for children.** We encourage our educators to pursue the Infant/Toddler Career Studies Certificate and/or the Child Development Associate credential. We provide coaching, support, and mentoring as they progress. **Research has conclusively documented that the outcomes for children improve as their early child care educators become more educated in early childhood development. To continue this important work we need your help. Your tax-deductible contribution will enable us to expand our professional development programs for both novice and experienced child care educators. There are several ways you can help:**

Support our Amazon Fundraising Program – we get a percentage on orders placed through our Amazon Store Link:

<http://www.amazon.com/?tag=inftodfamdayc-20>

Online Credit Donations: <http://www.razoo.com/story/Itfdc>

Other Online Donation Sites: eScript, Network for Good, Combined Federal Campaign, and the United Way.

Visit our website: <http://www.infanttoddler.com/donate/> for more details.

By cash or check made out to Infant Toddler Family Day Care.

Can't make a financial contribution at this time? You can still help ITFDC to provide quality child care programs by

Joining the Board of Directors or a committee. The board of Directors is looking for expertise in the areas of finance, marketing, fund development, strategic planning and more.

Donating gently used books and developmentally appropriate toys. Books and toys your children have outgrown can still provide fun and stimulation for many years to come.