

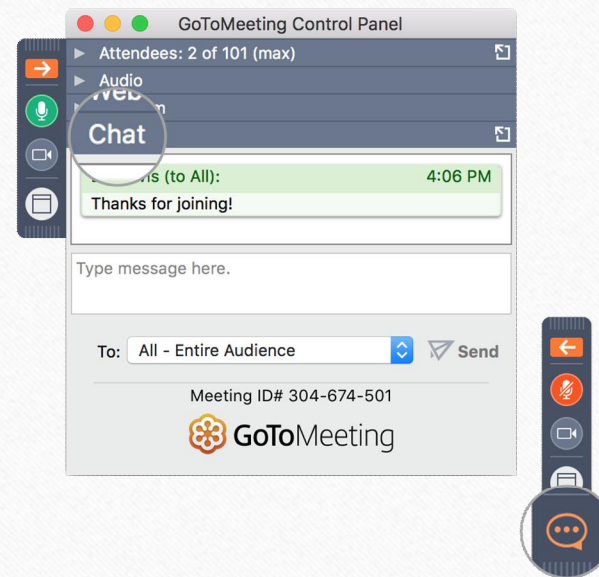


# Agency Agreement

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# Provider Contract

# Webinar Control Panel







# Coronavirus Updates



In order to protect the children and providers in our child care homes as well as our staff, Infant Toddler Family Day Care child care specialists will NOT be making visits to child care homes in-person. Instead, providers will still be supported by other means; ex. phone calls, video calls, webinars and e-mails.

Since Child Care Specialists are not providing home visits, the agency agreement, provider contract and home evaluation will be conducted virtually and signatures will be done electronically.

Providers will receive a copy.

For more updates, please visit <https://www.infanttoddler.com/>

# Agency Agreement

## INFANT TODDLER FAMILY DAY CARE OF NORTHERN VIRGINIA

### AGENCY AGREEMENT

This Agency Agreement is entered into on \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ ("PROVIDER") and Mary Barry, and their successor or assigns (each referred to herein as "AGENT" and either of whom may act).

WHEREAS, PROVIDER is a party to a Family Day Care Referral Services Contract with INFANT TODDLER FAMILY DAY CARE and is, or expects to be, a party to a Child Care Financial Agreement with the parents or guardians of a child or children referred to PROVIDER for day care services by INFANT TODDLER FAMILY DAY CARE and \_\_\_\_\_;

WHEREAS, PROVIDER desires to facilitate her collection of payments from parents or guardians who contract with PROVIDER for day care services pursuant to referrals by INFANT TODDLER FAMILY DAY CARE by causing the payments of such funds to be deposited in a bank account (the "Family Day Care Providers' Account") established for providers who accept referrals for day care services from INFANT TODDLER FAMILY DAY CARE pursuant to a Family Day Care Referral Services Contract and \_\_\_\_\_;

WHEREAS, PROVIDER desires that AGENT act on PROVIDER'S behalf in accepting and depositing funds in the Family Day Care Provider's Account making payments from such account, and AGENT is willing to act on PROVIDER'S behalf.

THEREFORE, PROVIDER and AGENT agree as follows:

1. PROVIDER appoints each of Candelaria Berte and Mary Barry as AGENT, either of whom may act, hereunder and AGENT accepts such appointment and shall act on behalf of PROVIDER as provided hereunder.
2. AGENT shall administer a Family Day Care Provider's Account at BB&T Bank, or such other bank as INFANT TODDLER FAMILY DAY CARE shall deem appropriate.
3. AGENT shall, on behalf of PROVIDER, accept payments made to PROVIDER pursuant to the Child Care Financial Agreement and deposit such payments in the Family Day Care Providers' Account.
4. AGENT may use funds deposited in the Family Day Care Providers' Account on PROVIDER'S behalf to administer the Account, including hiring an accountant to perform such tasks as AGENT may reasonably deem appropriate with respect to the Family Day

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## INFANT TODDLER FAMILY DAY CARE OF NORTHERN VIRGINIA

### AGENCY AGREEMENT

Care Providers' Account and deposits to the payments from such Account, which in all cases shall be subject to the prior approval of INFANT TODDLER FAMILY DAY CARE.

5. PROVIDER shall indemnify, defend and hold INFANT TODDLER FAMILY DAY CARE harmless from all claims, actions, damages, liability and expense (including reasonable attorneys' fees) arising from or out of the services provided by AGENT under this Agreement. PROVIDER shall indemnify, defend and hold AGENT harmless from all claims, actions, damages, liability and expense (including reasonable attorneys' fees) arising from or out of the services provided by AGENT under this Agreement (unless caused by the willful misconduct of AGENT).
6. PROVIDER understands that neither AGENT nor INFANT TODDLER FAMILY DAY CARE guarantees payment of fees to PROVIDER by the parents or guardians of children for whom PROVIDER provides day care services pursuant to the Child Care Financial Agreement, and PROVIDER agrees to look only to such parents or guardians in the event such parents or guardians do not make payments to the Family Day Care Providers' Account on PROVIDER'S behalf as required by the Child Care Financial Agreement.
7. PROVIDER consents to AGENT'S commingling of PROVIDER'S funds deposited in the Family Day Care Providers' Account with the funds of other PROVIDERS of day care services who are parties to a Family Day Care Referral Services Contract with INFANT TODDLER FAMILY DAY CARE.
8. AGENT'S shall use any interest earned on deposits in the Family Day Care Providers' Account for the purpose of defraying the expenses of administering such Account and generally for the benefit of PROVIDER and other PROVIDERS of day care services who are parties to a Family Day Care Referral Services Contract with INFANT TODDLER FAMILY DAY CARE.
9. In the event either AGENT is unable to perform their responsibilities hereunder, the other AGENT shall assume all AGENT'S rights and responsibilities hereunder.
10. INFANT TODDLER FAMILY DAY CARE reserves the right to replace one or more of the AGENTS at anytime.
11. The term of this Agency Agreement shall be one year, which shall be renewed automatically for subsequent one-year terms unless either party shall give notice of termination at least 30 days prior to the end of such term.
12. AGENT reserves the right to terminate this Agency Agreement at any time during the term, including any renewal thereof, with at least 30 days written notice to PROVIDER.

(SIGNATURES ON FOLLOWING PAGE)

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This Agency Agreement is entered into on \_\_\_\_\_, 20 \_\_, by and between \_\_\_\_\_  
( \_\_\_\_\_ and Mary Barry, and their successor or assigns (each referred to herein as  
whom may act).

WHEREAS, PROVIDER is a party to a Family Day Care Referral Services Contract with INFANT TODDLER FAMILY DAY  
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children referred to PROVIDER for day care services by INFANT TODDLER FAMILY DAY CARE and \_\_\_\_\_

WHEREAS, PROVIDER desires to facilitate her collection of payments from parents or guardians who contract with  
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Referral Services Contract and \_\_\_\_\_.

WHEREAS, PROVIDER desires that AGENT act on PROVIDER  
Day Care Provider  
behalf.

THEREFORE, PROVIDER and AGENT agree as follows:

1. PROVIDER appoints each of Candelaria Berte and Mary Barry as AGENT, either of whom may act, hereunder and AGENT accepts such appointment and shall act on behalf of PROVIDER as provided hereunder.
2. AGENT shall administer a Family Day Care Provider FAMILY DAY CARE shall deem appropriate.
3. AGENT shall, on behalf of PROVIDER, accept payments made to PROVIDER pursuant to the Child Care Financial Agreement and deposit such payments in the Family Day Care Providers
4. AGENT may use funds deposited in the Family Day Care Providers Account, including hiring an accountant to perform such tasks as AGENT may reasonably deem appropriate with respect to the Family Day Care Providers shall be subject to the prior approval of INFANT TODDLER FAMILY DAY CARE
5. PROVIDER shall indemnify, defend and hold INFANT TODDLER FAMILY DAY CARE harmless from all claims, actions, damages, liability and expense (including reasonable attorneys AGENT under this Agreement. PROVIDER shall indemnify, defend and hold AGENT harmless from all claims, actions, damages, liability and expense (including reasonable attorneys AGENT under this Agreement (unless caused by the willful misconduct of AGENT).



6. PROVIDER understands that neither AGENT nor INFANT TODDLER FAMILY DAY CARE guarantees payment of fees to PROVIDER by the parents or guardians of children for whom PROVIDER provides day care services pursuant to the Child Care Financial Agreement, and PROVIDER agrees to look only to such parents or guardians in the event such parents or guardians do not make payments to the Family Day Care Providers Child Care Financial Agreement.
7. PROVIDER consents to AGENT with the funds of other PROVIDERS of day care services who are parties to a Family Day Care Referral Services Contract with INFANT TODDLER FAMILY DAY CARE
8. AGENT shall use any interest earned on deposits in the Family Day Care Providers the expenses of administering such Account and generally for the benefit of PROVIDER and other PROVIDERS of day care services who are parties to a Family Day Care Referral Services Contract with INFANT TODDLER FAMILY DAY CARE
9. In the event either AGENT is unable to perform their responsibilities hereunder, the other AGENT shall assume all AGENT rights and responsibilities hereunder.

10. INFANT TODDLER FAMILY DAY CARE reserves the right to replace one or more of the AGENTS at anytime.
11. The term of this Agency Agreement shall be one year, which shall be renewed automatically for subsequent one-year terms unless either party shall give notice of termination at least 30 days prior to the end of such term.
12. AGENT reserves the right to terminate this Agency Agreement at any time during the term, including any renewal thereof, with at least 30 days written notice to PROVIDER.

[SIGNATURES ON THE LINK]

Agency Agreement: <https://www.surveymonkey.com/r/ITFDCAgencyAgreement>



# ITFDC REFERRAL AND SERVICES CONTRACT

This Referral and Services Contract (the  
services is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, between

\_\_\_\_\_ (

residing at \_\_\_\_\_  
and Infant Toddler Family Day Care of Northern Virginia (  
its principal offices at, 11166 Fairfax Blvd., #206, Fairfax, Virginia 22030. Each a  
together, the

## **ITFDC** **REFERRAL AND SERVICES CONTRACT**

This Referral and Services Contract (the "Contract") to provide child care referrals and other services is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between

\_\_\_\_\_, ("Early Child Care Educator" or "ECCE")

residing

at

\_\_\_\_\_ and Infant Toddler Family Day Care of Northern Virginia ("ITFDC"), a Virginia corporation having its principal offices at, 11166 Fairfax Blvd., #206, Fairfax, Virginia 22030. Each a "Party" and together, the "Parties."

### **BACKGROUND**

This Contract defines the rights and responsibilities of ITFDC and the ECCE in connection with the services that ITFDC provides to support the ECCE in obtaining and/or maintaining her state System license.

ECCE is an independent contractor who desires to provide early child care and education services to such children in his or her own home in a safe and nurturing environment.

ITFDC is a duly licensed Family Day Care System under Chapter 10, title 63.1 of the Code of Virginia (the "System"), and desires to support ECCEs and their provision of family early child care & education.

The Parties (i.e., ITFDC and the ECCE) desire to set forth their respective rights and obligations to each other and to the children and Parents to receive the services contemplated hereunder.

The Parties agree as follows:

#### 1. VIRGINIA FAMILY DAY CARE SYSTEM REGULATIONS

This Contract is governed by the MINIMUM STANDARDS FOR LICENSED FAMILY DAY CARE SYSTEMS promulgated by the Virginia State Board of Social Services pursuant to Virginia Code 63.1-202 (the "Day Care Standards"). The Parties agree to comply with the Day Care Standards.

#### 2. ITFDC'S - RIGHTS AND RESPONSIBILITIES

- a. ITFDC will provide all necessary training and process all paperwork to qualify ECCE to receive and maintain a state System license.
- b. ITFDC will provide on-going professional development options to all System ECCEs.
- c. ITFDC will conduct an annual home inspection for purposes of renewing ECCEs approval under the System license.
- d. ITFDC will provide business support services in accordance with ITFDC standard practices for each System home.
- e. ITFDC will seek to recruit and refer families seeking early child care and education services to System ECCEs.
- f. ITFDC will provide periodic Parent Information Sessions to prospective clients.
- g. ITFDC will provide formal financial contracts with program policies to prospective families.
- h. ITFDC will provide each ECCE with an early child care educator handbook describing all System policies.
- i. ITFDC will provide liability insurance for ECCE for each child enrolled by ECCE in an ITFDC System home for claims up to policy limits for bodily injury or property damage arising from ECCE's provision of child care services pursuant to this contract. Notwithstanding anything to the contrary, ITFDC will not assume any liability or obligation of ECCE (or its agents or employees).
- j. The parties acknowledge that ITFDC will have multiple ECCEs from time to time and



ITFDC will determine referrals in its sole discretion. ITFDC will have no express or implied duty regarding the manner in which it distributes referrals among different ECCEs.

### 3. ECCE'S RIGHTS AND RESPONSIBILITIES

- a. ECCE acknowledges receiving and reading a copy of ECCE handbook setting forth ITFDC's policies regarding the provision of early child care and education services. ECCE is in agreement with these policies and will abide by and conform to these policies. ECCE acknowledges that ITFDC may change these policies by giving written notice of such change to ECCE. ECCE will use her best efforts to abide by and conform to any changed policies promptly upon receipt of the notice of the changes or upon a specified date as may be required by law or the Day Care Standards.
- b. ECCE will provide family child care services in compliance with the ITFDC System Standards to children in her care. ITFDC has the right to recommend that Parents remove their child from ECCE's care if ECCE fails to comply with Day Care Standards.
- c. ECCE will permit ITFDC access to ECCE's home for purposes of monitoring, inspecting and evaluating ECCE at least quarterly in accordance with Standards for licensed family early child and education homes. These visits can be made without prior arrangements.
- d. ECCE will only provide early care and education services to children enrolled in the ITFDC System. These children may have been referred to her by ITFDC system or may have been recruited independently by the ECCE. ECCE will not accept or care for any children that are not enrolled in the System. Acceptance of Non-System children shall provide ITFDC with the right to terminate the Contract.
- e. As an independent contractor, ECCE is responsible for the payment of, and will pay, all required federal income, FICA and unemployment taxes, all state or local income and unemployment taxes, and all other taxes that may be incurred with respect to ECCE'S income from the provision of services hereunder. ECCE understands that

ITFDC is not responsible for making any payments with respect to workman's compensation or unemployment benefits, and ECCE agrees not to look to ITFDC for any such workman's compensation or unemployment benefits.

- f. ECCE will be fully responsible for planning each child's daily activities. She may not take a child in her care away from ECCE'S home at any time unless ECCE and the child's Parents have made prior arrangements. ECCE or her approved assistant or substitute (see ECCE handbook for assistant and substitute requirements) will be present at all times when children are in her care.
- g. ECCE will release children only to those persons who have been authorized by the Parents of such children.
- h. ECCE will participate in sixteen (16) hours of professional development training per year. (The training year is August 1 to July 31.)
- i. ECCE covenants and agrees that, except to the extent the use or disclosure of any Confidential Information is required to provide services hereunder, during the term of this Contract and thereafter, ECCE shall keep strictly confidential and not disclose to any third party any Confidential Information and shall not use for ECCE's benefit or for the benefit of any other person or entity any Confidential Information. For the purposes of this Contract, "Confidential Information" shall expressly include, but shall not be limited to, information concerning ITFDC's pricing, costs, written policies, contracts, handbooks, training and marketing material and information relating to child and their families enrolled in the ITFDC system, including child or family lists. At the end of this Contract, or at anytime upon request of ITFDC, ECCE agrees to immediately return to ITFDC all of ITFDC's Confidential Information and any other ITFDC property in ECCE's possession or control including but not limited to training materials, toys, equipment, marketing items, safety equipment, USDA materials, child care contracts and enrollment forms,
- j. ECCE covenants and agrees that during the term of this Contract and for a period of six (6) months following the end of this Contract, ECCE will not, for ECCE's own benefit or for the benefit of another, offer to provide early child care services to the immediate family members of any "Child" or provide early child care services to any "Child." The term "Child" shall mean any child, enrolled in ITFDC's System, to whom

the ECCE provided early child care services to in the ECCE's home at any time during the one (1) year period prior to the end of this Contract.

- k. ECCE covenants and agrees to indemnify and hold harmless ITFDC (and its successors and assigns) from any and all liabilities, claims and expenses (including reasonable attorneys' fees) that ITFDC may suffer or incur as a result of or relating to ECCE's actions or omissions.

#### 4. FINANCIAL TERMS

- a. As an independent contractor, the ECCE will set child care fees with Parents. (Attachment #1 is a suggested fee schedule, which ECCE shall use only as a guideline.) ECCE will notify ITFDC of their child care fees and all changes thereto promptly in writing. (See the ECCE handbook for further information on negotiating fees and for fees for less than 16 hours and drop in care.)
- b. ECCE will inform ITFDC of its child care fees promptly after execution of this Contract. ECCE will also promptly notify ITFDC in writing of any changes to such fees.
- c. ECCE will pay ITFDC for all services listed and benefits provided by ITFDC at the monthly rate of seventeen and a half percent (17 1/2%) of the child care fees that ECCE charges to Parents (the "Fees"). ITFDC may change this administrative percentage upon thirty (30) days prior written notice to ECCE.
- d. ITFDC will bill Parents and collect the child care fees from Parents. ECCE shall not bill any Parents directly or otherwise collect any fees or payments for child care provided to a child referred to ECCE by ITFDC except solely as disbursed by ITFDC as described below. ITFDC will disburse the child care fees, less all amounts due to ITFDC, to ECCE on the Sixteenth (16th) and the first (1<sup>st</sup>) of the following month.

#### 5. TERM OF CONTRACT

The term of this Contract is one (1) year, which shall be renewed automatically for subsequent one-year terms unless either party shall give notice of at least two weeks prior to the end of such term.

#### 6. TERMINATION

- a. ITFDC may terminate this Contract upon five (5) days prior written notice if ECCE fails to comply with this Contract or ITFDC policies and procedures. ITFDC shall notify ECCE in writing of the reason(s) for termination within two (2) weeks of such termination.
- b. ECCE may terminate this Contract upon five (5) days written notice if she has not received any referrals from ITFDC within sixty (60) days of the execution of this Contract.
- c. Either Party may terminate this Contract upon two weeks written notice to the other Party.

#### 7. SEVERABILITY

Any clause of this Contract which does not comply with the Day Care Standards, or is found otherwise unenforceable, shall be severed. The Parties agree to comply with the remaining Contract provisions.

#### 8. DEFINITIONS

As used in this Contract:

- a. "Parent" or "Parents" shall mean the individual(s) having legal responsibility for a child.
- b. Feminine pronouns or other terms shall include both the feminine and the masculine.
- c. Singular terms shall include both the singular and the plural. Plural terms shall include both the singular and the plural.
- d. "And" means "and/or".
- e. "Or" means "and /or".

#### 9. MISCELLANEOUS.

- a. This Contract contains the entire understanding of the parties relating to the subject matter contained herein and supersedes all other contracts and agreements, oral or written, made between the Parties regarding the subject matter hereof.



- b. This Contract, and the rights and obligations hereunder, may not be assigned by ECCE (whether by merger, operation of law or otherwise) or assumed, in whole or part, without the prior written consent of ITFDC, which consent shall be in ITFDC's sole discretion. ECCE shall not delegate or subcontract any or all of its duties or obligations under this Contract without the prior written consent of ITFDC, which consent shall be in ITFDC's sole discretion. If ITFDC consents to such subcontracting or delegation, ECCE shall remain liable to ITFDC for any breaches of this Contract.
- c. This Contract will be governed and construed in accordance with the laws of the Commonwealth of Virginia as applied to transactions taking place wholly within Virginia between Virginia residents. Each party hereby expressly consents to the personal jurisdiction of the state courts located in Fairfax, Virginia for any lawsuit arising from or related to this Contract.
- d. This Contract cannot be modified or amended except in writing signed by the party against whom enforcement is sought. No waiver of any term or condition of this Contract shall be deemed or construed to be a waiver of such term or condition in the future, or of any subsequent breach of said term or any other terms of this Contract. This Contract may be executed in one or more counterparts, one or all of which shall be one in the same agreement and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party. The terms and provisions of this Contract are intended solely for the benefit of each party hereto and the parties' respective successors and permitted assigns, and the parties do not, and do not intend to, confer third-party beneficiary rights upon any other person.

*{Signature page follows}*

The Parties have executed this Contract as of the date set forth above.

Contract: <https://www.surveymonkey.com/r/ITFDCContract>

# HOME EVALUATION CHECKLIST

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- Developmentally Appropriate Learning Environment
- Child Care Area Interior
- Sleep and Resting Areas
- Kitchen and other food areas
- Bathroom
- Window Safety
- Safety Gates
- Fire Safety
- Emergency Preparedness
- Pets
- Exterior of the house and outdoor areas
- Best Business Practices



### Developmentally Appropriate Learning Environment

Daily activities are planned to provide a wide variety of activities each day to promote each child emotional, physical, and intellectual development which include:

- Reading daily
- Music daily
- Outdoor activities (weather permitting)
- Exercise Daily
- Arts & Crafts daily
- Child-themed displays are observed (e.g. posters, stickers, ceiling decor)
- Children artwork and projects are displayed at eye level
- Designated child-care area provides each child with adequate space (recommended 35 square feet per child) to allow free movement and active play indoors & outdoors
- Space is well arranged with two or more play areas clearly defined.
- Space or materials are available for developmental tasks such as crawling, balancing, climbing, swinging, jumping, playing ball, etc.
- A quiet area is accessible and available to comfort children
- Toys are organized to allow and promote independent use by children
- Lids on toy boxes or containers are removed or locked



### EACH FAMILY CHILD CARE HOME HAS AT LEAST THE FOLLOWING:

- 5 Board Books
- 5 Puzzles (one of which may be a shape sorting toy/block shape box)
- Blocks
- Balls
- Art Supplies (crayons, paper, play dough, finger paint)
- Stacking Toys
- Musical Toys (instruments, shakers)
- Cause & Effect Toys (busy box)
- Home Living Area toys/ Other Supplies for Dramatic Play
- Dress up Clothes
- Hand or Finger Puppets
- Infant Toys (rattles, links)
- Child Sized Furniture (i.e.: table and chairs, floor cushions)
- Climbing portions of indoor slides & climbing equipment over 18  
NOT a resilient surface (\* see policies)



over bare floor. If over 18

Viewing of TV & other media is not more than 30 minutes per day and is only with parent permission.  
Only educational/ children



### Child Care Area Interior

- The area is lighted with natural or electric lighting for children's safety and comfort.
- The inside temperature for all areas occupied by children is no lower than 65°F and a cooling system is used when inside temperature exceeds 80°F.
- Walls are clean and there is no evidence of peeling paint
- Floors and rugs are clean and in good repair
- Furniture is clean and in good condition
- No evidence of insects or rodents
- House plants are not accessible to children
- All electrical outlets are covered
- Tables, chairs, TVs, equipment, etc. in home are positioned so that they cannot be toppled (OR must be fastened to the wall.)
- All shelves are secured to walls.
- Cabinets that might endanger a child
- Any wires in child care area must be fully blocked or wires are moved far away from children
- Hanging items, including but not limited to, window blinds, curtain cords, appliance cords, and ropes are out of reach of children
- Stair rails/ deck posts have no more than gap of 4
- All personal purses and backpacks are kept out of reach of children
- There is no standing water in reach of children
- There is an appropriate place to change & dispose of diapers (changing pad/ Gloves)
- Latex gloves, balloons, & empty plastic bags are out of reach of children
- All medicines are not accessible to children (kitchen, bathroom, child-care areas)
- All cleaning supplies are not accessible to children
- Bleach Solution in spray bottle or disinfectant wipes is available
- Garbage is removed daily from rooms occupied by children and removed from the premises at least once weekly, or more often as needed

### Window Safety

Windows provide a secondary means of escape from a burning home and children may have to rely on a window to escape in a fire. Falling out of windows is also a very real danger to young children.

- Each room used by children has at least one window which is not painted or nailed shut
- Windows are not opened more than 5 inches from the bottom OR side on high floors
- All windows have secure screens
- If child care is conducted in a basement with no walk-out door and the windows are small, approval from the Fire Dept. will be necessary



### Safety gates

- Gates are used to ensure children cannot access stairs or areas that can endanger safety.
- No accordion expansion gates are used
- Children under age 2 and children over age 2 who are not developmentally ready to climb or descend stairs without supervision shall not have access to stairs.
- Only hardware-mounted gates and hardware-mounted walk-through gates are acceptable at top of stairs. Pressure-mounted gates are not used at the top of stair openings. (see policies)
- If there is NOT a gate at stair openings then stairs are not accessible to children



### Sleep and Resting Areas

- There are age appropriate sleeping accommodations for each child
- Each crib (full size) or 16CFR1220 (non full size) complies with the standards: 16CFR1219
- There is a tightly fitting crib mattress with dimensions to match crib requirements
- There are snug-fitting sheets for each crib/ mattress (no blankets or loose bedding)
- Rest mats are at least 1
- Occupied cribs, cots, rest mats, and beds are at least 12 inches apart
- Children under the age of 2 years do not use pillows, filled comforters or stuffed toys
- If child needs blanket and is under two years old, wearable blanket is used
- Mesh sided cribs (aka: -and-plays)
- No bassinets or playpens
- No crib bumper pads
- No objects can be placed above cribs or lean on cribs when children are inside crib
- The crib sides should cover at least three-fourths of the child's height
- Napping children are visually checked at least every 15 minutes (\* see policies)
- Child who falls asleep in play space other than own crib, cot, mat or bed is moved to their designated sleeping space if the safety or comfort of the child is in question.
- Room used as sleeping area has 2 means of exit (at least 1 directly to the outdoors)
- Provider notifies ITFDC/ CCS if a child needs special sleeping accommodation



### Bathroom

- The bathroom shall be kept clean.
- The bathroom has liquid soap (bar soap is not used) and paper towels
- All cabinets that contain hazardous material are locked.
- Hot water does not exceed 120 F (can be checked w/meat thermometer)
- Storage racks are secured to the wall
- Door cannot be locked from inside or there is a key to unlock it





### Kitchen and other food areas:

#### Kitchen used by children

- ABC fire extinguisher is in the kitchen area & within sight
- All kitchen cabinets that might endanger a child
- Refrigerator at 40 degrees - use of refrigerator thermometer
- All sharp objects, (knives, aluminum foil boxes) are not accessible to children
- Kitchen trash/soiled diapers in foot operated, covered, plastic lined, washable container
- Small electric appliances are unplugged when not in use
- Materials that burn easily are not kept near stove surface
- No excessive grease around stove, oven, exhaust fans
- Large water filters are inaccessible to children



#### Kitchen used by provider (off limits)





### Exterior of the House and Outdoor Areas

#### Child Care Home

- Home exterior has visible house numbers
- Inside doors unlock on both sides
- Deadbolt locks unlocked if key removed, key in place if locked

#### Outdoor Areas

Provider uses only COMMUNITY PLAYGROUND: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ SOMETIMES

- Children are never outside without adult supervision
- All outdoor sheds and storage units are securely locked
- Outside play area has no hazards- including but not limited to machines, tools, tree roots, standing water, trash, animal feces, and construction materials.
- An appropriate fence is installed if yard is on a street with speed limit more than 25 MPH
- Outside play structures are in good repair.
- Stationary play structures are securely anchored (not applicable to portable equipment)
- Stationary play equipment that has a designated play surface more than 18 \_\_\_\_\_ has moving parts that children sit or stand on can be placed on grass, but not placed on concrete, asphalt, dirt, or any other hard surface
- Play equipment is placed at least 6 feet away from the outside edges of other play structures or obstacles such as house/ tree/ pole/ car/ building/ fence/ rocks
- \_\_\_\_\_
- All protruding bolts/ screws on play equipment are covered with plastic caps
- Materials for sand and water play are available (shovel, bucket, kinetic sand)
- Sand boxes are securely covered when not in use
- Wading pools are not permitted for water play sprinklers are permitted
- Providers do not have swimming pools
- No trampolines are used by or accessible to daycare children





### Pets

- Dogs and/or cats in the home have documentation of current rabies vaccinations
- Monkeys, ferrets, reptiles, birds of the parrot family or wild or dangerous animals are not in areas accessible to children.
- Animals that have shown aggressive behavior are not kept in the home or on grounds
- Animal litter boxes, toys, food & water dishes are not accessible to children
- There are no pit bulls, Rottweilers, or a mixed breed dog with one of these breeds



## Emergency Preparedness

- There are appropriate first aid supplies. (Refer to Emergency Preparedness Plan)
- There are emergency preparedness supplies. (Refer to Emergency Preparedness Plan)





EMERGENCY PREPAREDNESS AND RESPONSE PLAN  
(Required by Standards for Licensed Family Day Homes 22 VAC 40-111-800, 810, & 820)

\_\_\_\_\_  
Name of Family Day Home

A. NAME, ADDRESS, AND TELEPHONE NUMBER of Person to Provide Emergency Backup Care  
(must be 18 years of age and be able to arrive at the home within 10 minutes):

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

B. EVACUATION (Due to fire or relocation - relocation may be due to flooding, loss of utilities, etc.)

Primary Route to Exit the Home  
(try to avoid hazardous areas such as furnace room, wooden stairs, and take advantage of fire-walls) \_\_\_\_\_

Secondary Route to Exit the Home: \_\_\_\_\_

Designated Safe Assembly Point *Outside the Home* if due to fire: \_\_\_\_\_

\_\_\_\_\_

Designated *Relocation Site* Away from Area of the home: \_\_\_\_\_

\_\_\_\_\_

Primary Route if going to Relocation Site: \_\_\_\_\_

\_\_\_\_\_

Secondary Route if going to Relocation Site: \_\_\_\_\_

Method Used to Alert Provider of Emergency: Smoke detector for fire//TV &/or battery operated radio for relocation

Method to Alert Children, Caregivers, and Household Members of Emergency:  
Smoke detector and whistle for fire; Whistle for relocation

Methods to Ensure Everyone is Evacuated or Relocated: Head Count and Room Searches and Daily Attendance

Methods to Alert Emergency Responders after Evacuation: Provider calls 911 by cell phone

Methods to Alert Emergency Back-up Caregiver: Emergency back-up caregiver information is on the telephone list and a copy is kept in the emergency backpack which is taken during an evacuation. A cell phone is taken during an evacuation. Call by Emergency Back Up Caregiver by cell phone or home phone

Method to Alert Extra Transportation Provider if Relocation: Cell phone - number is on telephone list

Method to Transport Children & Caregivers if Relocating (prior arrangements made for emergency transportation as needed): \_\_\_\_\_

Methods to Ensure Everyone Arrived Safely at Assembly Point:  
Head counts and attendance sheet is taken during an evacuation and cross-checked.

Methods to Ensure Children's Safety and Supervision at Assembly Point: Provider will supervise children and meet emergency responders. Emergency supplies will be kept in a backpack including a telephone list and will be kept next to the attendance sheet and cell phone. All will be taken during an evacuation

Secondary Route to Safe Location: \_\_\_\_\_

Method Used to Alert Provider of Emergency: TV and/or battery operated radio

Method to Alert Children, Caregivers, and Household Members of Emergency: Whistle

Methods to Ensure Everyone is Moved to Safe Location: Daily attendance sheet, room searches & head counts

Methods to Alert Emergency Responders After Arrival in Safe Location: Provider calls by cell or home phone

Methods to Ensure Everyone Arrived at Safe Location: Check daily attendance sheet, perform room searches, and head counts.

Methods to Ensure Children's Safety and Supervision at Safe Location: Provider will supervise & meet the emergency responders. Emergency supplies are in the backpack & will be taken when evacuating to a safe location. Other supplies will be kept in a rolling bag and will be taken to a safe location. "SEE LIST OF REQUIRED EMERGENCY ITEMS"

Methods to Ensure Children's & Caregiver's Emergency Contact Information is Available After Moving to Safe Location: Copies of emergency information are kept in the backpack & the telephone list will be taken to the safe location

Methods to Contact Parents: Use cell phone or home phone

Methods to Ensure Children are Released Only to Parent or Designated Person: The emergency authorization forms lists parents and designated persons for approved pickup. The form will be referred to when a child is released. Provider will meet designated person for approved pickup in advance.

#### D. LOCKDOWN

A **Lockdown** can be defined as: an emergency measure or condition in which people are temporarily prevented from entering or leaving a restricted area or building (such as a school) during a threat of danger.

##### When to activate a Lockdown:

1. When notified to do so by local police or government;
2. When an armed person (gun/weapon) is identified in the facility or on the grounds;
3. The sound of a discharged firearm is heard;
4. A child has been identified as missing.

##### Prior to an Emergency:

1. Review lockdown and evacuation procedures with any other staff and children;
2. Clearly communicate how parents should respond to the emergency and how their children will be protected.

##### During an Emergency:

1. Activate Lockdown;
2. Notify all concerned;
3. Staff account for all children and occupants;
4. Move to meeting place/room;
5. Wait for further instructions and/or until Lockdown is cleared.

#### Procedures:

Designated Safe Location Within the Home: \_\_\_\_\_

[The interior of the building, away from any glass that may shatter; interior hallways, bathrooms, etc.]

Primary Route to Safe Location: \_\_\_\_\_

Secondary Route to Safe Location: \_\_\_\_\_

Method Used to Alert Provider of Emergency: TV and/or battery operated radio

Method to Alert Children, Caregivers, and Household Members of Emergency: Whistle

Methods to Ensure Everyone is Moved to Safe Location: Daily attendance sheet, room searches & head counts

Methods to Alert Emergency Responders After Arrival in Safe Location: Provider calls by cell or home phone

Methods to Ensure Everyone Arrived at Safe Location: Check daily attendance sheet, perform room searches, and head counts

Methods to Ensure Children's Safety and Supervision at Safe Location: Provider will supervise & meet the emergency responders. Emergency supplies are in the backpack & will be taken when evacuating to a safe location. Other supplies will be kept in a rolling bag and will be taken to a safe location. "SEE LIST OF REQUIRED EMERGENCY ITEMS"

Methods to Ensure Children's & Caregiver's Emergency Contact Information is Available After Moving to Safe Location: Copies of emergency information are kept in the backpack & the telephone list will be taken to the safe location

Methods to Contact Parents: Use cell phone or home phone

Methods to Ensure Children are Released Only to Parent or Designated Person: The emergency authorization forms lists parents and designated persons for approved pickup. The form will be referred to when a child is released. Provider will meet designated person for approved pickup in advance

Describe in clear detail, the exact procedures for Lockdown by age group. Be sure to include the following:

1. Staff member roles;
2. Lockdown code;
3. Directing children during the Lockdown;
4. Family notification;
5. All-clear code and procedures.

Local officials are the best source of information; following their instructions during and after emergencies is the safest choices. Shelter in Place instructions are usually provided for durations of a few hours.

#### E. REUNIFICATION

The provider will remain with the children until the parents arrive.



**F. SUPPLIES REQUIRED FOR SHELTER IN PLACE OR LOCKDOWN**

**Supplies Required for Emergency Kits:**

**Emergency Backpack:**

1. Notepad, pens/pencils, scissors
2. Hand sanitizer and cleaning agent/disinfectant
3. Whistle
4. Disposable cups
5. Wet wipes and tissues
6. Charged cell phone or walkie talkies
7. First Aid Kit which must include: scissors, tweezers, gauze pads, adhesive tape, adhesive bandages of assorted sizes, antiseptic cleansing solution, digital thermometer, triangular bandages, disposable gloves, and a first aid instructional manual.

**Emergency Rolling Bag:**

1. Battery operated AM/FM, weather band/TV band
2. Battery operated flashlight
3. Extra batteries
4. Manual can-opener
5. One gallon of water for every four children and staff
6. Disposable cups
7. Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. (SHOULD BE NUT FREE IN CASE OF ALLERGIES).
8. Each child should have:
  - A change of seasonally appropriate clothing and blanket
  - Extra diapers (one-day supply as space allows)
  - Extra formula (one-day supply as space allows)

In addition to the above items the home has enough food, water and supplies for three days. One gallon of water per person per day is required.

\_\_\_\_\_ Date of Annual Plan Review

Plan Updated? \_\_\_\_ Yes \_\_\_\_ No      If yes, date assistant and substitute provider trained

\_\_\_\_\_  
(Provider's Signature)

\_\_\_\_\_ Parent Initials and \_\_\_\_\_ date

\_\_\_\_\_ Date of Annual Plan Review

Plan Updated? \_\_\_\_ Yes \_\_\_\_ No      If yes, date assistant and substitute provider trained

\_\_\_\_\_  
(Provider's Signature)

\_\_\_\_\_ Parent Initials and \_\_\_\_\_ date

\_\_\_\_\_ Date of Annual Plan Review

Plan Updated? \_\_\_\_ Yes \_\_\_\_ No      If yes, date assistant and substitute provider trained

\_\_\_\_\_  
(Provider's Signature)

\_\_\_\_\_ Parent Initials and \_\_\_\_\_ date

## Fire Safety

- Fire extinguisher in kitchen area is replaced every 6 years
- There are battery smoke detectors on each level in the home
- Batteries in smoke detectors are checked monthly on each level in the home
- Batteries in smoke detectors are changed every 6 months on each level of home
- Carbon Monoxide Detector (if gas heat or appliances) is required.

CPSC recommends that it is located near the sleeping area

- Fireplaces/ wood stoves are not used when children are in the home
- Fireplaces/ wood stoves are inspected annually by a qualified professional & safety certification
- Lint trap is cleaned before/ after using dryer
- Fuse box & circuit breakers are accessible
- Nothing is leaned against electrical panel, water heater, furnace & materials that burn easily (including flammable liquids) are kept at least 3 ft. away from such sources of heat
- Matches and lighters are always kept out of reach of children
- Firearms are kept in secure locked containers and stored unloaded
- Firearm ammunition is locked in a separate container from the firearms
- Portable fans and heaters are out of the reach of children
- Exit routes are free of obstruction





### Best Business Practices

- There is a working landline phone in the home.
- There is an outgoing message that is in English and professional.
- Voice mail messages are answered within 24 hours.



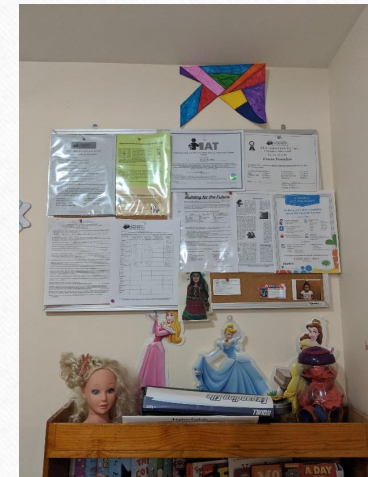
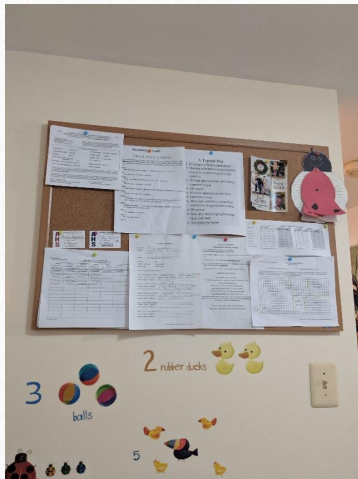
## ITFDC Provider Bulletin Board

Each Provider has and displays:

- Current ITFDC Welcome Letter and/ or Approval Under ITFDC System License Letter \_\_\_\_\_
- Current Fairfax County Business License \_\_\_\_\_
- Record of Daily Attendance (document attendance within 30 minutes of child arrival) \_\_\_\_\_
- Fire Escape Plan (floor plan of home showing Exits) (is practiced monthly) \_\_\_\_\_
- Monthly Fire Drill Log (fire drills are logged in monthly) \_\_\_\_\_
- Emergency Preparedness Plan (review the Emergency Plan) \_\_\_\_\_
- Emergency Telephone Numbers / EMERGENCY TELEPHONE LIST \_\_\_\_\_  
911  
Address and phone number of the Family Child Care Home  
Poison Control  
Emergency Provider Contact Information  
Parent phone numbers & emergency contact information for all, current enrolled children
- EMERGENCIES PROCEDURES ( PROVIDERS) \_\_\_\_\_

If participating in USDA Food Program:

- Building for the Future \_\_\_\_\_
- WIC information \_\_\_\_\_
- FNS forms and USDA training certificate \_\_\_\_\_
- Type of baby formula offered in the home \_\_\_\_\_





IF PARTICIPATING IN USDA FOOD PROGRAM, PROVIDER DISPLAYS:

- USDA poster
- FNS forms and USDA training certificate
- Type of baby formula offered in the home
- The menu for the current week shall be dated and posted in day care area
- accessible to parents

[illegible][illegible]

### **Building for the Future**

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Breakfast	Lunch or Supper	Desserts (Two of the three)
Milk Fruit or Vegetable Grains or Bread Meat/Most Alternate (to replace grain up to 3 times per week)	Milk Meat or most alternate Grains or Bread Fruit Vegetable	Milk Meat or most alternate Grains or Bread Fruit Vegetable

Participating Facilities	Many different homes and centers operate CACFP and share the common goal of bringing
--------------------------	--

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **All Day After-school Care Programs:** Centers in low-income areas provide free snacks and meals to school-age children and youth.
- **Storewide Shelves:** Grocers' shelves provide free snacks to homeless children.

**Eligibility** State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under.

- Migrant children age 15 and younger, and
  - Youths through age 18 in afterschool care programs in needy areas.
- If you have question about the CACFP, please contact your

Information Center/Sponsoring Organization: or State Administering Agency:

Sponsor Name: **INFANT TODDLER FAMILY DAY CARE** Special Nutrition Programs: **CACFP**  
Virginia Department of Health

Revised July 2017; Previous Versions Obsolete



As a participant in the USDA Child and Adult Care Food Program, I will supply the following meals and snacks for your child, according to the meal pattern chart on the enclosed "Building for the

For infants, I must also supply one brand of iron-fortified infant formula. I will provide \_\_\_\_\_ if your infant does not drink this formula or you wish to supply \_\_\_\_\_.

Parent/Guardian completes: \_\_\_\_\_  
Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Day 8: Hours of Care: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ S  
Time dropped off: \_\_\_\_\_, picked up: \_\_\_\_\_  
Times may vary because: \_\_\_\_\_

Check one or more racial/ethnic category: ☐ Black ☐ White ☐ Hispanic  
☐ Asian or Pacific Islander ☐ Am. Indian or Alaska Native  
Sex: ☐ Male ☐ Female

Parent's name: \_\_\_\_\_  
Parent's address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Parents, please sign the Parent's Name field above Date: \_\_\_\_\_  
 Please complete this section for infants: ☐ Parent Supplies Additional Food/Infant Provider's Food

☐ I will supply formula for my child, I am supplying \_\_\_\_\_  
(If formula is a specialty formula, a medical statement will be requested.)

☐ I will supply breast milk for the provider to feed my child.

Child Enrollment Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

I have given the parent their copy of this enrolment for with the "Building the Future" Flyer.  
 Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Send Copy to Infant Toddler Family Day Care    Send Copy to Provider    Send Copy to Parent

11166 Fairfax Blvd., Suite 206, Fairfax, VA 22030 703-352-3440 Fax: 703-352-7730 [www.infantstoddler.org](http://www.infantstoddler.org)

# VIRGINIA WIC PROGRAM

**Building a brighter, healthier future for Virginia families**

**WIC Offers:**

- Healthy Pregnancies**
  - Prenatal education and healthy foods
- Breastfeeding Support**
  - Lactation classes
  - Peer groups
  - Breastfeeding support hotline
- Nutrition Education**
  - Home Registered Dietitians (RDs)
- Healthy Foods**
  - Supplement
  - Choice Cards
  - Specialized Infant/Toddler Food Packages
  - Baby-Friendly Family Pack
  - Family Pack
- Referrals**
  - Referral network for guidance for food safety, child care, dental, vision, etc.

**To Enroll:**

- Apply on behalf of a child under 6 years of age if you are a:
  - Mother • Foster Parent • Sister • Legal Guardian
- Apply if you are:
  - Pregnant
  - Breastfeeding
  - Within 6 weeks up to 6 months after birth

**WIC has income guidelines too! SNAP, EBT, Food Stamp or Medicaid!**

**1-888-942-3663**

wicva.org

**VDH** VIRGINIA DEPARTMENT OF HEALTH

**WIC** WOMEN, INFANTS & CHILDREN

Plaintiff: <b>Wendell D. Smith II</b> 8000 Peachtree Dr. Atlanta, GA 30326	Phone: (404) 351-1111 Fax: (404) 351-1111 E-Mail: <b>Wendell.D.Smith@att.net</b>	<b>CHILD ENFORCEMENT REPORT</b>	Plaintiff's Attorney: <b>Stephen R. Smith</b> 100 Peachtree Dunwoody, Suite 100 Atlanta, GA 30328 Phone: (404) 438-0000
<b>Case # 00-00000</b> Date Filed: <b>01/01/01</b>	Last Name: <b>Smith</b> First Name: <b>Wendell D.</b> Middle Name: <b>II</b>	Date of Birth: <b>01/01/01</b> Sex: <b>M</b>	Ethnicity: <b>White</b>
<b>PLAINT TYPE</b>			
Cause of Action: <b>Child Support</b> Sub Cause of Action: <b>Child Support</b>	Case No.: <b>00-00000</b> Sub Case No.: <b>00-00000</b>	Case Name: <b>Smith</b> Plaintiff: <b>Wendell D. Smith II</b> Defendant: <b>Wendell D. Smith II</b>	Case Status: <b>Settled</b>
<b>Settlement Confirmed</b>			
Settlement Date: <b>01/01/01</b> Settlement Amount: <b>\$0.00</b> Settlement Type: <b>Settlement</b>	Settlement Date: <b>01/01/01</b> Settlement Amount: <b>\$0.00</b> Settlement Type: <b>Settlement</b>	Settlement Date: <b>01/01/01</b> Settlement Amount: <b>\$0.00</b> Settlement Type: <b>Settlement</b>	Settlement Date: <b>01/01/01</b> Settlement Amount: <b>\$0.00</b> Settlement Type: <b>Settlement</b>
<b>CLAIMS</b>			
Claim Number: <b>00000001</b> Claim Description: <b>Child Support</b> Claim Status: <b>Settled</b>	Claim Number: <b>00000002</b> Claim Description: <b>Child Support</b> Claim Status: <b>Settled</b>	Claim Number: <b>00000003</b> Claim Description: <b>Child Support</b> Claim Status: <b>Settled</b>	Claim Number: <b>00000004</b> Claim Description: <b>Child Support</b> Claim Status: <b>Settled</b>
Relation to Plaintiff: <b>Plaintiff - Defendant</b>			
Plaintiff's Attorney: <b>Stephen R. Smith</b> Defendant's Attorney: <b>Stephen R. Smith</b>			
Case Status: <b>Settled</b>			
Case Notes: <b>Settlement confirmed on 01/01/01.</b>			

- EOCCE must have on file a record of their current liability insurance (NOT displayed)
- EOCCE must maintain up-to-date records for each enrolled child.
- EOCCE must complete and sign demographic form
- EOCCE must complete and sign a current, blank MAT form
- Sign New Provider Contract
- Sign New Agency Agreement
- Sign Provider Handbook Acknowledgement Form (if changes)
- 16 hours of professional development provider & substitute)
- Current CPR and First Aid trainings (every 2 years for all caregivers)
- Current MAT training (every 3 years )(recommended)
- Current TB (every 2 years ) for all household members & caregivers
- Current Fingerprinting, CPS, SD for all household members/ caregivers over 18 (every 5 years)
- Complete a CPS for all household members over age 14
- Complete a telephone interview for household member turning 18
- Complete a reference when a household member turns 18





### ITFDC Program Policies

Children eat, play and sleep only in safe areas, as reviewed and approved by ITFDC. Any changes or additions to rooms used for child care must be inspected by Child Care Specialist.

Children are cared for by ITFDC approved providers and/or approved assistants/ substitutes **ONLY**

Providers can care for no more than 3 children under the age of 12 month at a time

Provider/ Assistant/ Substitute understands and follows ITFDC Point System (\* see approval letter)

Children must always be within your sight or sound supervision

When provider answers the door, uses the bathroom, prepares a meal, etc. children are **NOT** left unattended (i.e.: **BRING** children with you and/or place children in safe, separate cribs)

Children are not held by provider while provider is using stove

Children do not have access to high decks, porches, lofts, or balconies

No small items (choking size) are in reach of infants and toddlers

Infant walkers are not to be used

Door jumpers are not to be used

Infant carriers, when occupied, are not left on high surfaces such as counter tops or tables, beds, etc.

Infant carrier seats, swings, and high chairs are used according to the manufacturer's instructions and when occupied by a child, a safety strap shall be used and securely fastened.

Napping children must be visually checked at least every 15 minutes.

A baby monitor is used if the caregiver is not in the room with the child or in a room adjacent to where the child is sleeping.

Nothing but the baby is in the crib (no blankets, bottles, toys, quilts, pillows, bumper pads, etc.) Only if over age two years child may have blanket.

Swaddling is not permitted.



Bottle propping is not permitted (if child cannot hold their own bottle, provider will hold for them.)

Breast milk and/or formula is not heated in the microwave.

If providing nighttime care, caregivers remain awake until all children are asleep and sleep on the same floor level as the children in care.

Children do not wear coats or hats with strings

Children do not wear jewelry (If pierced ears, then only small (i.e. stud) earrings.

Pit bulls, Rottweilers, or dogs with mixed breed of one of these breeds are not permitted in the home.

No person smokes around children indoors or outdoors

E-cigarettes are not accessible to children

Laundry and dishwasher pods are kept out of reach of children

When children are present, providers are NOT allowed to use any objects/ equipment/ machinery (such as, but not limited to, treadmills, irons, sewing machines, mowing machines or any objects that can cause a burn if touched by a child) that can endanger children.

Gates or walk-through gates must be hardware mounted to walls/ banisters at top of stair openings and open toward the landing (not the stairs.)

Providers MUST ensure that young children do NOT have access to stairs.

Balloons are not permitted in the child care

When tricycles, scooters, 2-wheelers, rollerblades are used children wear helmets

If indoor slide or climber is over 18 -absorbing padding.

If required repairs are indicated in a fireplace inspection, provider is responsible for correcting any safety issues and following up with a fire marshal, county fire safety division or building code offices, if needed

If a parent does not bring their child to child care and does not notify you, please give them an hour to show up beyond the scheduled time, and then call them to determine why the child is not in care. If the parent or emergency person cannot be reached, leave a voicemail, send a text and/or email. If you are not able to reach anyone, call the office and we will check further.

Subs/assistants have MAT training if provider has MAT training if staying alone with children

Sworn Statements and Fingerprinting are required PRIOR to new family members moving into the home

Safety check list is used each morning before the children come to care (Check list document, as distributed in Safety class, will be reviewed and provided with Home Evaluation.)



Provider reviews & follows the Standards for Licensed Family Day Homes with the Interpretation Guidelines found at [http://www.dss.virginia.gov/facility/child\\_care/licensed/fdh/index.cgi](http://www.dss.virginia.gov/facility/child_care/licensed/fdh/index.cgi)

PLEASE NOTE THAT ITFDC EXCEEDS SOME OF THE STANDARDS FOR LICENSED FAMILY DAY HOMES

Provider Signature \_\_\_\_\_ Date Home Evaluation Completed \_\_\_\_\_

# Documents and Forms

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Emergency Telephone List



Microsoft Word  
Document

Fire Escape Plan



Microsoft Word  
Document

Fire Drill Practice



Microsoft Word  
Document

Daily Check in list



Microsoft Excel  
Worksheet