

# ***Infant Toddler Family Day Care (ITFDC) Early Child Care Educator (ECCE) Handbook August 2024***

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## **MESSAGE FROM THE DIRECTOR**

### *Become Part of Our Family!*

Child care is a very special career—its highest priority is to meet the unique needs and interests of every child and family. Child care will provide each of you, in your own way, the opportunity to make a positive, lifelong impact on many lives. Caring for infants, toddlers, and preschool age children is one of the most important and rewarding professions in society today. Research supports that the first three years in a child’s life represents a critical time in a child’s development. These early years are the foundation for all future learning. Young children learn about themselves, others, and the world around them through their daily experiences. As an early child care educator/teacher you will have the opportunity to provide the children in your care with the early experiences that will impact them the rest of their lives. The inevitable challenges and frustrations that you will face will be rewarded many times over as you watch the growth and development of the children you care for. Please view the staff at Infant Toddler as your partners, personal consultants, and technical advisors as you begin your new career. We congratulate you and wish you much success. The policies and procedures outlined in this manual are the result of many years of experience.

## **MISSION STATEMENT**

Infant Toddler Family Day Care (ITFDC) 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.

## **PHILOSOPHY**

It is our philosophy that a child begins learning at birth, if not before. Each child comes into this world with her own unique temperament, which effects how she interacts with the people and world around her. Cutting edge research has confirmed what wise caregivers have always known instinctively—young children need lots of time and attention from the significant adults in their lives. Babies are learning machines; everything is interesting to them. Shadows on the sidewalk, the distant barking of a dog, a voice on the telephone, these are very fascinating to an infant. Educators need to take advantage of a child’s natural curiosity. If we share a baby’s wonder and laughter, children will grow up feeling that their observations and responses are valid and that people listen to them. Simple activities like cuddling and rocking a baby stimulate growth. Babies who are hugged often and feel loved and cared for, are much more likely to grow up confident and optimistic.

## **PROGRAM DESCRIPTION**

Infant Toddler Family Day Care is a private, non-profit corporation. It was founded in 1983. Our governing Board of Directors ensures effective organizational planning by determining, monitoring, and strengthening the organization’s programs and services. The board also ensures legal and ethical integrity and maintains system accountability. The Executive Director and the office staff manage the day-to-day operations of the system. System membership is open to all interested, qualified applicants. Our family child-care homes provide care for children from six weeks of age.

## **SERVICES TO EDUCATORS**

Infant Toddler Family Day Care provides comprehensive services and technical assistance to support and promote the professional development of early child care educators. Our services are designed to assist the educator in all aspects of the business.

### **Approval Under the System License**

ITFDC will assist with the entire approval process which will assure compliance with the Minimum Standards for Licensed Family Day Care Systems.

- Complete all required background screening (Child Protective Services, Fingerprint-based Criminal Background Check) for all household members.
- Conduct pre-operational training classes focusing on the knowledge and skills to succeed in a family child care business. These courses include:
  - CPR/First Aid
  - Medical Administration Training
  - Child Development
  - Best Professional Practices
  - Safety
  - Interview Skills/Parent Communications
  - Licensing Regulations
  - Child Abuse & Neglect
- Mentoring with an experienced Early Child Care Educator (ECCE)
- A minimum of two visits to the home to assist with setting up a safe, well designed family child care home.

### **Business Development Services**

- Market the family day home on the ITFDC web site and other advertisements.
- Offer an orientation to all families before referrals are sent.
- Develop an individual web page for each Early Child Care Educator.
- Develop a personal profile to share with parents looking for care.
- Provide business contracts and policies for use with parents.
- Provide professional liability insurance.
- Bill parents for the child care fees and disperse the payment twice a month via direct deposit.
- Work on collection of bad debts.
- Preparation of 1099 tax forms.

### **On-going Support**

- Each Early Child Care Educator (Educator) is assigned an experienced Child Care Specialist. The Child Care Specialist (CCS) assists the Educator with the continuing growth and advancement of the child care business. The CCS will typically visit once a month. She will assist the Educator with navigating the challenges of starting a new career - working with parents, curriculum for children etc.
- Policies in place to protect the health and safety of children in the care.
- Substitute System
- USDA Child Care Food Program

### **Professional Development Support**

- Work with the Early Child Care Educator to select a professional development career track that best fits each individual's needs and learning style.
- Offer various professional development options. At a minimum, 16 hours of professional development training each year will be provided. Educators will participate in minimum of 16 hours of professional development to maintain approval under the ITFDC License. (\*with at least 4 hrs. completed quarterly, e.g.: Aug. 1- Oct. 31 and Nov.1-Jan.31)
- Opportunity for career advancement by becoming a mentor or teaching a workshop.
- Assistance in pursuing an Infant Toddler Career Studies certificate from Northern Virginia Community College, or a Child Development Associate (CDA), or an associate's degree. Scholarships are frequently available to fund these courses.
- Annual Early Child Care Educator Appreciation
- Annual training requirements include the following topics:
  1. Child development including physical, cognitive, social, and emotional development, behavior management, and positive guidance techniques
  2. Prevention and control of infectious diseases
  3. Prevention of sudden infant death syndrome and use of safe sleep practices
  4. Prevention of and response to emergencies due to food and other allergic reactions including recognizing the symptoms of an allergic reaction, responding to allergic reactions, preventing exposure to the specific food and other substances to which the child is allergic, and preventing cross contamination
  5. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards bodies of water and vehicular traffic
  6. Prevention of shaken baby syndrome and abusive head trauma including procedure to cope with crying babies or distraught children
  7. Signs and symptoms of child abuse and neglect & requirements for mandated reporters
  8. Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event such as violence at a family day home and the home's specific emergency preparedness plan as required. Review of the home's emergency plan shall be completed annually and each time the plan is updated.
  9. Handling and storage of hazardous materials and the appropriate disposal of diapers and other items contaminated by body fluids
  10. Precautions in transporting children, if applicable
  11. Providing care and support to children with special needs
  12. Oral health basics
  13. Nutrition
  14. Physical activity

### **PURPOSE AND SCOPE OF THIS HANDBOOK**

The information in this handbook updates and replaces all information in prior handbooks. This handbook is intended to serve as a source of information about the policies and procedures of the ITFDC System. Every effort will be made to ensure that the information in this handbook is accurate and up-to-date. The policies and procedures contained in this handbook may be modified, amended, or annulled by ITFDC at any time, with or without notice.

***Each Early Child Care Educator is self-employed and is not an employee of ITFDC.***

## POLICIES AND PROCEDURES

### Enrollment Policies

Children six weeks of age and older are eligible for enrollment in the ITFDC system.

### Identity Documentation

Parents or legal guardians must provide ITFDC with their child's proof of identity as required by Virginia State Law.

### Scheduling

Arrival and departure times are set by the individual needs of families and Educators.

### Absences

If a parent does not bring their child for child care and does not notify the provider, please give them an hour to show up beyond the scheduled time, then call them to determine why the child is not in care. If you cannot reach the parent or emergency person, leave a voice mail, send an email, and/or send a text. If you are not able to reach anyone, call the Infant Toddler Family Day Care office for further assistance.

### Equipment

Parents are responsible for providing the following:

1. Disposable Diapers
2. Disposable Wipes
3. Linens
4. Car Seat
5. Washable Changing Pad (recommended)
6. At least one complete change of clothing including shoes, socks, and seasonally appropriate clothing.

### Nutrition Policies

Infant Toddler Family Day Care is a sponsoring organization for the United States Department of Agriculture (USDA) Food Program. This program will provide Educators with monthly reimbursements for food served to the children in your home. Participation in the USDA Food Program is optional and Educators may elect not to participate in the program. If an Educator elects not to participate, she is still responsible for providing every child in care: breakfast, morning snack, lunch, afternoon snack, and supper according to each child's schedule. **These meals are served at no additional cost to the parents.** In addition, Educators **may not** ask parents to bring food for their children for health and safety reasons. Parents, of course, will supply breast milk and may supply formula if the Educator's offered formula choice is not acceptable to them. There may be exceptional situations where the parents are insistent on providing their child's food. These situations will be handled on a case by case basis.

**Food expense records** - Educators should keep records and receipts of meal expenses and include them as a business expense when filing for annual tax returns.

## HEALTH POLICIES

Children must have, on file at the ITFDC office, a current immunization record and physical examination signed by a physician. Immunization records are updated regularly. It is the responsibility of the Educator to keep on file the immunization records and physical exam form for all children in care.

Children cannot be brought to the family day care home when:

- Their temperature is in excess of 100.5 degrees.
- They are vomiting and/or have diarrhea.
- They have a fresh cold.
- They have a contagious infection.
- They are in discomfort and require one-to-one care.

In the event that a child becomes ill in the family child-care home, call the parent to pick up the child.

Children must be symptom free for 24 hours before returning to the day care home.

### **Medication Administration**

- Prescription Drugs -Educators are required to have a current Medication Administration Training (MAT) certificate in order to administer any prescription or oral non-prescription medication
- ITFDC will comply with all provisions of the Americans with Disability Act - If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, we will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the Educator will follow the steps required to have her program approved to administer medication.
- Educators must obtain written authorization before giving or using any topical ointments, sunscreen and insect repellent, prescription medication and non-prescription medication. All items used for children must be labeled with the child's name and may only be used with the parents' written authorization.

### **Diapering**

Diapering surfaces in ITFDC family day homes shall be:

1. Separate from the kitchen, food preparation areas, or surfaces used for children's activities;
2. Nonabsorbent and washable; and
3. Cleaned and sanitized after each use.

Washable or disposable changing pads are recommended.

ITFDC Educators shall purchase disposable gloves to be worn while changing diapers, assisting older children with toilet needs, etc. Educators are trained in proper use of gloves and universal health precautions.

### **Holiday Policies**

System homes are closed for the following paid holidays:

- |  |                                      |
|--|--------------------------------------|
| Martin Luther King Day                 | Labor Day                            |
| Presidents' Day                        | Indigenous Peoples Day               |
| Memorial Day                           | Veterans' Day                        |
| Juneteenth                             | Thanksgiving (Thursday & Friday)     |
| Independence Day (+ 2 Additional Days) | Christmas Day through New Year's Day |



### **Snow & Emergency Policies**

Family child care homes will be **CLOSED** only when the **Federal Government is CLOSED for the full/entire day to the public due to inclement weather or other emergencies.** (There will be no reimbursements for care missed in this situation.)

If parents arrive at Educator's home during a federal government closure, we encourage the Educator to be flexible and accept the child. When individual jurisdictions close (Fairfax County, Arlington County, Falls Church City, etc.) **our homes will remain open.**

Family child-care homes will **OPEN** on time if Federal Government has a delayed opening.

Family child-care homes will not close early when the Federal Government closes early.

### **Outings**

Educators are encouraged to plan outdoor activities near the family home. Outings are an important enrichment experience for a young child and provide children with an opportunity to explore their environment. ALL outings require parents' permission and could include local trips (i.e. community playgrounds and libraries.) The Emergency Medical Authorization Form gives permission for trips by car or by walking unless it is changed by the parents. Any trip that is outside of walking distance can only be planned with the parent's discretion for the Educator to transport the child. While driving, children are required to be transported in an age-appropriate, federally approved infant or child car seat. Educators must ensure they have adequate auto insurance to transport day care children. Liability insurance provided by ITFDC does not include coverage to transport children by car.

### **Communication**

Parents, Educators and staff work together as a team to serve the best interest of the child. Respectful, open, and honest communication between parents, educators, and staff is crucial to a child's well-being. Educators should complete daily activity sheets for each child in care and have the parents complete the check in form each morning.

Educators are responsible for reviewing and responding to ITFDC and/or parent email and phone communication.

Educators are responsible for obtaining written permission for any photos they post or share with ITFDC to post on social media. Written permission should be in child's file.

### **New Children**

Educators must let the office know when a new or returning child is going to start in care. It is important to have all the child's documents prior to the first day of care. If Educators or Parents have not received a final, signed copy of the enrollment forms, please contact the ITFDC office.

### **Resignation**

Educators are required to notify ITFDC and the parents in their home two weeks prior to resigning.

### **Parent Termination**

Parents are required to notify the Educator and ITFDC two weeks prior to a child's withdrawal from the system.



## Early Child Care Educator Guidelines for Substitute Care

ITFDC substitute system is considered a benefit and support service to ITFDC Educators in the event they need to close for any reason (illness, vacation, house guests) and are unable to work. It is the responsibility of the Educator to offer to make substitute care arrangements for each child enrolled in their day care using an approved ITFDC Early Child Care Educator (ECCE) for back up substitute care.

If the Educator does not offer substitute ECCE for their enrolled day care children than the alternative is direct reimbursement by the Educator. The Educator can offer to reimburse parents for the full child care fees received for the dates of the closure.

If parents are offered ITFDC substitute care and decline to use a program substitute, they will not receive any reimbursements of child care fees from ITFDC.

1. Discuss Substitute Care Guidelines and arrangements with the parents and be familiar with their expectations of substitute ECCE. Discuss this with the parents during the initial interview process, and the ECCE should review with the parents that payment is made to the substitute by the ECCE.
2. Use substitute ECCE's only when necessary. Parents are counting on consistent care for their child. Plan vacations as far in advance as possible.
3. When you need a substitute always offer the parents an ITFDC approved ECCE.
4. Use telephone list to determine a suitable substitute for the family's location.
5. Call the Substitute ECCE and inform her of the child's name, age, schedule, and dates of care.
6. Discuss payment when making substitute arrangements. Let substitute ECCE know what you get paid for each child and confirm that you will pay the substitute at the same rate. If there is a holiday during the period of substitute care, talk about who will get paid for the holiday (the provider or the substitute.) Also, talk about who gets paid if the parents do not bring the child to substitute's home during the arrangement.
7. Communicate to parents that they need to submit a "Family Change Form" when they select a substitute. ECCE can provide them with the form or they can submit from ITFDC website (Resources - Forms.)
8. Both Provider and Substitute are required to confirm substitute arrangements with ITFDC staff member as soon as the "Family Change Form" has been submitted and processed. Confirm with ITFDC staff that payment has been discussed with substitute ECCE and that you will pay the substitute at the same rate you are paid for the child.
9. Parents need to complete the "Emergency and Medical Authorization and Parent/Guardian Authorization Form for Substitute Provider" (available by ECCE or ITFDC staff) to take with them to give to the substitute ECCE when they take their child to the substitute ECCE's home.
10. PAY THE SUBSTITUTE ECCE PROMPTLY. No one will substitute if they are not paid on time. (\*Note that if payment of over \$600 is made to a substitute in a year, a 1099 must be issued to the substitute. Provisions may be made from the Provider Trust Account to pay the substitute directly so that a 1099 doesn't have to be issued.)
11. If a substitute ECCE is needed for more than 2 weeks, provisions may be made for the Provider Trust Account to pay the substitute directly. If an ECCE uses a substitute ECCE for less than 2 weeks, the Educator will pay the substitute.

When providing substitute care always:

1. Be within 16 points/ratios as required by licensing.
2. Have required sleeping accommodations.
3. Make sure the child has a complete “Emergency and Medical Authorization and Parent/Guardian Authorization Form for Substitute Provider”  
*\*\*If parents do NOT bring a completed Authorization form, have them complete one upon arrival, keep extras in your home\*\**
4. Have all paperwork for a child that you are substituting for (physical, financial agreement, emergency authorization form, developmental history, MAT form, USDA enrollment if claiming for USDA)
5. Be in compliance with the Minimum Standards for Licensed Family Day Care Systems.
6. Do not substitute if ill. Your safety and the safety of the children will be in jeopardy.
7. Call the office if you need assistance during the day.
8. Never underestimate the tremendous responsibility demanded by substituting. Parents and children will need lots of reassurance.
9. Plan your day so that the children will not be under extra stress.

### **Child/Family Leave of Absence**

A child’s long term leave of absence (i.e., parent is teacher off for the summer) must be agreed upon between the Educator and the parent. The ITFDC office must be notified **in writing** with the date the leave of absence begins and the last day of the leave of absence. Educators may negotiate with parents fees to hold a place for the child in their Family Child Care Home. The Educator needs to discuss this with the parents.

### **REQUIREMENTS FOR EDUCATORS**

- Security Clearance Requirements
  1. Fingerprint-based Criminal Background Checks are required for all household members over the age of 18 every five years.
  2. Child Protective Services clearances are required for all household members over the age of 14 every five years. The cost is \$10.00 per person. Make check payable to Infant Toddler Family Day Care.
  3. Sworn Disclosure Statements are required for all household members over the age of 18 every five years.
- College students living at home during summer and/or vacations must complete all background checks including Fingerprint-based Criminal Background Check, CPS, Sworn Disclosure, TB screening, reference check, phone interview.
- Health Requirements
  1. A tuberculosis (TB) screening is required for all household members over the age of 18 every 2 years. The cost of TB screening is the responsibility of the Educator;
  2. All children under the age of 18 must have an immunization record on file
- Professional Development Requirements
  1. Educators must be 18 years of age or older
  2. Educators must have a high school diploma or the equivalent
  3. Educators must be current with their CPR/First Aid Training
  4. Educators must complete sixteen hours of training annually
  5. Educators must complete all requirements of the annual home evaluation

- Business Requirements
  1. Educators are required to set up an email address for communication purposes.
  2. Educators are required to use direct deposit for dispersal of payment of child care fees.
  3. Obtain a business license through the Educator's own jurisdiction, if applicable. Display with the Welcome Letter.
  4. Follow all local zoning ordinances for operating a home day care.
- ITFDC will not approve more than one educator per home.
- Educators must do childcare in their legal residence.
- Any adults living in the home and working with the ITFDC-approved educator will be considered Assistants and must meet training and paperwork requirements.
- All payments from the Provider Trust Account will be made to the educator.
- It is the responsibility of each Early Child Care Educator to be familiar with the Virginia State Family Day Home Licensing Regulations.

### **REQUIREMENTS FOR SUBSTITUTES**

A Substitute is an individual who meets the qualifications of an Educator; designated by the Educator; and who provides care, protection, supervision, and guidance for the children in the family day home when the Educator is absent from the home for more than two hours. Use of a Substitute is limited to 240 hours per calendar year.

- Substitutes must be a high school graduate or have the equivalent.
- Substitutes must be 18 years of age or older.
- Must be able to handle an emergency (call 911) and communicate with parents
- Substitutes must complete an interview with ITFDC staff.
- Substitutes must have the following information on file:
  1. A completed application
  2. Three personal references
  3. Emergency Contact Person
  4. Fingerprint-based Criminal Background Check every five years
  5. Child Protective Services Report every five years
  6. Sworn Disclosure Statement every five years
  7. TB test every two years
  8. A current Pediatric CPR/First Aid certificate
  9. Complete initial training: Safety, Child Development, Professionalism, Parent Communication/Interview Skills
  10. Complete 16 hours of training each year

\* Substitutes may only do child care in a system approved home.

\* Parents must be informed that there is a Substitute in the home and the role of the Substitute must be discussed with the parent.

### **REQUIREMENTS FOR ASSISTANTS**

An Assistant is an individual who helps the Educator or Substitute provider in the care, protection, supervision, and guidance to the children in the home. Approved Assistants (18 years of age and older) may only be left alone with children for short periods of time (no more than 2 hours) while the Educator is not present at the home (provided the Assistant does not exceed the maximum point allowance of the family day care home.)

- Assistants must be a high school graduate or have the equivalent.
- Assistants must be 18 years of age or older.
- Assistants must be able to handle an emergency (call 911) and communicate with parents.
- Assistants must have the following information on file:
  1. A completed application
  2. Three personal references
  3. Interview with ITFDC staff.
  4. Emergency Contact Person
  5. Fingerprint-based Criminal Background Check every five years
  6. Child Protective Services Report every five years
  7. Sworn Disclosure Statement every five years
  8. TB Test every two years
  9. A current Pediatric CPR/First Aid certificate
  10. Complete initial training: Safety, Child Development, Professionalism, Parent Communication/Interview Skills

\* Parents must be informed that there is an Assistant in the home and the role of the assistant must be discussed with the parent.

### **HEALTH AND SAFETY**

In accordance with State System Licensing Standards, Educators and household members must have current health and TB screening records on file with office before children can begin care. Household members over 18 years of age must update the TB screening every two years.

Immunization and physical forms must be on file for child care children, the educator's own children, and any other children in the family home.

Educators may not accept sick children into their home for care. When an educator or their own child is sick, arrangements for substitute care must be made. (See: policies)

When an Educator has been ill a note from the doctor is required giving the Educator medical permission to return to work following an illness of more than five days, surgery, or the birth of a child.

### **DIVERSITY, INCLUSIVITY, AND NON-DISCRIMINATION**

As an organization, Infant Toddler Family Day Care (ITFDC) promotes diversity and has embraced working with a diverse population since we were founded in 1983. In return, ITFDC expects our family day care educators, assistants/substitutes, and new provider applicants to:

- Promote equity in childcare by creating an environment where all children and families feel free from biases and inequality
- Treat all children and families with just, fair, kind, and respectful treatment
- Create a nurturing environment full of diversity, respect, and family connection
- Follow United States laws that prohibit discrimination. Title VII of the Civil Rights Act of 1964 makes it illegal to discriminate based on race, color, religion, national origin, or sex.
- ITFDC providers cannot exclude or attempt to exclude individuals including the LGBTQ+ population because of customer or client preferences

Per the [Non-Discrimination Statement | USDA](#):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA. USDA is an equal opportunity provider, employer, and lender.

ITFDC condemns discrimination. If we determine that a provider is practicing any discrimination in their business operations, these actions will be cause for termination.

### **APPROPRIATE DISCIPLINE**

- Always model respectful, professional behavior.
- Use praise and positive feedback.
- Think ahead and try to avoid problems.
- Handle minor problems before they become serious (ex. Help children share toys before they quarrel by using a timer, or directing children to other activities; keep adequate supplies of developmentally appropriate toys.)
- Help children find positive solutions to problems through discussion.
- Appropriate discipline teaches children. It is not punishment. Consistency is crucial to setting limits. Parents and educators must work cooperatively when discipline concerns arise.
- ITFDC does not permit any form of physical punishment or negative labeling. Such punishment is detrimental to the development of a child's positive self-esteem and is inappropriate. It is inconsistent with the provision of successful, nurturing. Use of physical punishment will result in immediate termination from the system.

### **OPEN DOOR POLICY**

ITFDC has an open door policy for all of our homes. Parents are encouraged to visit the home at any time while their child is in care. ITFDC staff members also visit the homes on an unannounced basis.

### **CAPACITY**

ITFDC Educators will be approved for no more than five children. Capacity for Educators in Arlington will be determined on a case by case basis. Educators must have at least their CDA and/or college certificate in order to increase capacity. To apply for a capacity increase, the Educator must complete an application for approval by the Management Team.

### **FEES**

Fees are reviewed annually by staff and educators. Educators determine a ballot of proposed new fees for parents. This ballot will be given to each educator so that they may vote on rate changes as well as new co-agents for the Family Day Care Provider Account. Educators receive reimbursements from the providers' trust account on the 1<sup>st</sup> and the 16<sup>th</sup> of each month. See the contract for details.

## **INDEPENDENT CONTRACTORS AND TAX REQUIREMENTS**

- Each ITFDC Educator is an Independent Contractor conducting an independent business and, therefore, is required to file taxes as a self-employed individual. Educators are required to file federal, state, and social security forms annually. The Family Day Care Provider Account will submit a 1099 form to the Federal Government, which reflects the Educator's annual income. A separate statement reflecting income from the USDA food program will be issued annually. The 1099s are sent by January 31<sup>st</sup> each year. All reimbursements received for the USDA Child and Adult Care Food program must also be claimed as income.
- As an independent contractor each ITFDC Educator agrees to give their day care families their Tax Identification Number (Tax ID/ EIN) or Social Security Number so that parents may claim the child and dependent care credit on their tax return.
- Educators may also be required to file for a local business license.
- Educators are encouraged to seek tax advice from a qualified tax professional.

## **SETTING FEES**

Educators may negotiate the fees that are charged to the families in their care by adjusting the payment category.

The rates that ITFDC has posted are the 'suggested rates' for the area. The Educator always has the right to adjust or set rates to meet the needs of the family they are working with or interviewing with. If the Educator decides to make an adjustment or change to the suggested/recommended rates, the Educator must choose one of the listed fee categories and let the ITFDC bookkeeper know in writing so that the family can be billed correctly. ITFDC will continue to charge the 18.5% fee. Educators must follow all IRS regulations concerning paid employees (i.e. assistants, substitutes).

## **DELINQUENT ACCOUNTS**

Monthly invoices are sent to parents prior to the month of service. Payment is due by the first of each month. There will be a \$25.00 late fee charge to parents for payments received after the first of the month. Dishonored payments will incur penalty charges. Payments will then be required by cash, money order or PayPal.

If a family is on a payment plan and has not paid for the entire month, the ITFDC bookkeeper will notify the Educator that the family is on a payment plan and that the Educator will be paid only what the parent has paid to ITFDC.

## **CHILD CARE PLUS/DROP IN CARE**

Families who use drop in care must complete all enrollment documents for the Child Care Plus program. The Educator must turn in a request for payment form to ITFDC stating the child's name, the days and hours used for childcare, the signature of the Educator and the signature of the parent. ITFDC will bill the parent for the care used and the Educator will receive payment when fees are received by ITFDC.

## **RELATIVE CARE**

Educators who are caring for a relative and/or household member at no charge must enroll the child in ITFDC. If the Educator receives pay for a relative and/or household member, ITFDC will bill the family for the care.



## CO-AGENTS

Two Early Child Care Educators serve as co-agents for the Family Day Care Provider Account and sign the Agency Agreement and all tax forms related to this account. The Agency Agreement gives ITFDC staff signatory power for early child care educator checks as well as the co-agents. Educators vote to choose co-agents each year.

## LIABILITY INSURANCE

Each Educator who is a member of ITFDC is provided with liability insurance by ITFDC. To the extent not covered by any Accident or Liability Insurance, the Educator shall indemnify and hold ITFDC harmless from any costs, damages, expenses, claims, etc., arising out of an educator's care of any child including but not limited to, intentional or negligent acts (or failure to act) of the Educator, all agents including assistants and/or substitutes, or members of her household. Educators must check with their own auto insurance about driving with the children as this is not covered by our liability insurance. In addition, use of a swimming pool and any contact with any type of pet is not covered by our liability insurance. Educators are not permitted to have a pit bull, Rottweiler, or any combination of these two breeds in their childcare home as this will not be covered by the liability insurance.

## DEFINITION OF NEGLIGENCE

There are four elements which must be proven to support a claim against an Educator for negligence as an Early Child Care Educator:

- The existence of a duty on the Educator's part to conform to a specific standard of conduct for the protection of the children in care;
- Educator must have broken that duty;
- The breaking of that duty was the actual and proximate cause of the injury to the children under the Educator's care; and
- The Educator has caused damage to the child or children under your care.

A duty of care is imposed on all human activity. When an Educator engages in an activity, she is obligated to act as an ordinary, prudent, reasonable person, not the least of which is common sense. The Educator cannot be held accountable for something that was not reasonably foreseeable in your line of work. However, the Educator must take a common sense approach to determine what a foreseeable danger is. The home must be childproofed, developmentally appropriate to the ages of children in your care, and clean. Each Educator must be thoroughly knowledgeable in child development to fully prepare herself for predictable developmental perils, i.e., walking, climbing, etc.

## ACCIDENT REPORTS

If a child has any type of accident, **NO MATTER HOW MINOR**, while under an Educator's supervision, contact the parents as soon as possible. Describe accurately and honestly what happened and the Educator will tell the parents:

- The type of injury.
- What you have done so far.
- What your assessment of the injury is, i.e. a minor bruise, a bite, or a burn.
- Always ask for parent input on what they would like to do next.



Complete the accident/incident form and document in personal records. Call the ITFDC administrative office (703-352-3449).

In an emergency call 911 and then the parents immediately. Call the ITFDC office as soon as possible.

### **REPORTING SERIOUS INJURY/ INJURY REQUIRING OUTSIDE MEDICAL TREATMENT/ DEATH TO LICENSING DEPARTMENT**

The link to the online form for *Reporting Serious Injury/Injury Requiring Outside Medical Treatment/Death* is : <https://www.childcare.virginia.gov/reports-resources/administrative-program-manuals-reports-and-data/deaths-injuries-and-abuse-in-child-care-settings> . You may contact our office for assistance.

### **CHILD PHYSICAL AND SEXUAL ABUSE AND NEGLECT**

The Code of Virginia defines an “abused or neglected child” as meaning any child:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248;
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. Whose parents or other person responsible for his care abandons such child;
4. Whose parents or other person responsible for his care commits or allows to be committed any sexual act upon a child in violation of the law;
5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian, or other person standing in loco parentis;
6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2 , with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902; or
7. Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000, 22 U.S.C § 7102 et seq., and in the Justice for Victims of Trafficking Act of 2015, 42 U.S.C. § 5101 et seq.

If a civil proceeding under this chapter is based solely on the parent having left the child at a hospital or emergency medical services agency, it shall be an affirmative defense that such parent safely delivered the child to a hospital that provides 24-hour emergency services or to an attended emergency medical services agency that employs emergency medical services personnel, within 14 days of the child's birth. For purposes of terminating parental rights pursuant to § 16.1-283 and placement for adoption, the court may find such a child is a neglected child upon the ground of abandonment.

#### **REPORTING ABUSE OR NEGLECT**

Any person providing full-time or part-time care for pay on a regularly planned or substitute basis, who, in their professional capacity, has reason to suspect that a child is an abused or neglected child, must report the matter immediately to their local Department of Social Services, or to the Virginia Department of Social Services' toll-free child abuse and neglect hotline at 1-800-552-7096. Reporting must be done immediately or within 24 hours. System educators are also required to notify the system director or their child care specialist.

The Educator making the report must disclose all information that is the basis for their suspicion of abuse or neglect of the child and, upon request, make available any records or reports to the child protective services coordinator and the local department investigating the reported case of child abuse or neglect, which document the basis for the report.

Failure of an Educator to report suspicion of child abuse within 72 hours of the first suspicion shall be fined not more than \$500 for the first failure and for not less than \$1000 for subsequent failures.

Any person making a report or who participates in a judicial proceeding resulting from the report of child abuse shall be immune from any civil or criminal liability in connection with the report, unless it is proven that such person acted in bad faith or with malicious intent.

#### **WHEN AN EDUCATOR IS SUSPECTED OF ABUSE OR NEGLECT**

If an Educator is the subject of an investigation, you have the right to tape record any communications between you and Child Protective Service (CPS) personnel and what takes place during the course of the investigation, provided all parties to the conversation, are aware the conversation is to be recorded. The parties' knowledge of the recording shall be demonstrated by a declaration at the beginning of the recorded portion of the conversation that the recording is to be made.

A CPS worker will interview the alleged abuser or neglecter. At the onset of the initial interview with the alleged abuser or neglecter, the CPS worker shall provide written notification of the general nature of the complaint and the identity of the alleged victim child to avoid any confusion regarding the purpose of the contacts.

The alleged abuser or neglecter has the right to have a representative of her/his choice present during the interviews.

If an Educator is the subject of a CPS investigation, the Educator's name will be taken off the opening list until the investigation is complete. If a CPS case is founded, the Educator can request an appeal and will be given information about this process by CPS.

### **EDUCATOR TERMINATION/SUSPENSION**

Educators may be terminated or suspended for failure to comply with 8VAC20-810 the Minimum Standards for Licensed Family Day Care Systems established by the Virginia Department of Education. According to these standards, termination or suspension of an early childcare educator may be warranted as a result of:

- Failure to properly restrain children in car seats and/or seat belts.
- Failure to leave children with a system approved substitute.
- Admittance of a sick child to the home.
- Failure to comply with safety regulations.
- Failure to provide a crib meeting the Virginia State licensing requirements for a non-full size crib (NO MESH-SIDED CRIBS).

*Standard 270.A of the Minimum Standards for Licensed Child Day Centers and Standard 240.A of the minimum Standards for Licensed Family Day Homes require that cribs used for sleeping meet the Consumer Product Safety Commission (CPSC) standards. Mesh sided cribs do not meet CPSC standards for full-size and non-full-size cribs and, therefore, may not be used in licensed child day centers or family day homes for sleeping.*

*The use of mesh sided cribs for sleeping is a violation of the minimum standards for licensed childcare programs.*

*Refer to the US Consumer Product Safety Commission's website for details:*

<https://www.cpsc.gov/SafeSleep>

- Abuse or neglect of a child—During a Child Protective Services investigation, the executive director will decide whether to close the home on a case-by-case basis. A home may be closed or a parent may be given the option of remaining in the home or using a substitute during the period of the investigation. A founded CPS abuse investigation will be cause for termination.
- Failure to complete a minimum of sixteen hours of training in child development and related skills each year.
- Failure to maintain system approved ratios.
- Refusal to admit ITFDC staff members, State Licensing representatives, or USDA personnel in to the home.
- Use of any discrimination in your business operations
- Failure to provide ITFDC with current health forms for all household members/tenants, as well as health forms and applications for all children in care.
- Failure to update the TB tests every two years for educator and all household members and tenants over age 18.
- Failure to update the Fingerprint-based Criminal Background Check for all household members/tenants over age 18 every five years.
- Failure to maintain a current CPR/First Aid certificate.

- Failure to update the Sworn Disclosure Statement for all household members/tenants over age 18 every five years.
- Failure to obtain a Child Protective Services Record for all household members/tenants over age 14 and update every five years.
- Failure to report new household members/tenants to ITFDC.
- Failure to provide proof of identity documents for all children in care.
- Any fraud or misrepresentation relating to policies and ITFDC and the USDA Food Program.
- Negotiating independent arrangements with those families referred to you by ITFDC.
- Accepting payment directly from a family.
- Caring for a child not enrolled in ITFDC.
- Administering prescription medication without Medication Administration Training (MAT) certification. Over the counter non-prescription medication (such as Tylenol) also may not be administered without MAT certification. All laws concerning medication administration must be followed including requirements for topical medications.
- Failure to adhere to licensing standards. Standards can be found at <https://www.childcare.virginia.gov/home/showpublisheddocument/36015/638107787209170000>
- Failure to follow ITFDC policies listed on the home evaluation.
- Nothing but the baby is in the crib (no blankets, bottles, toys, quilts, pillows, bumper pads, etc.) A child who is two years or older can have a blanket.
- Swaddling is not permitted
- 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.

**\*NOTICE OF TERMINATION/SUSPENSION WILL BE IN WRITING\***

**COMPLAINTS**

Calls received by ITFDC staff from parents who have a problem in the home will be considered as complaints as required by licensing. ITFDC staff will document, investigate, and file the complaint with the Virginia Department of Social Services State Licensing as required by family day system licensing regulations. Complaints will be determined as valid or invalid

**CORRECTIVE ACTION PLANS**

- An Educator will be notified in writing when she is out of compliance with System Day Care Standards.
- An Educator will be instructed verbally and in writing concerning corrective procedures to be taken.
- System administrators will be available for consultation concerning corrective procedures.
- The Educator must show evidence of taking action to comply with the Day Care Standards within two weeks of written notification of non-compliance notification.
- The Child Care Specialist will contact the Educator at the end of the two-week period to determine that corrective procedures have occurred.

- If, after the specified time, the Educator has failed to come into compliance, she will be suspended until compliance requirements are met. The educator will be terminated if she does not comply with standards within one month of suspension.

#### **PROVISIONAL APPROVAL DOCUMENT**

A 30 day provisional approval will be issued if an Educator does not complete all of the annual home evaluation, training, and clearance requirements. Parents of children in the home will be notified that the Educator is operating under a provisional approval and the Educator will be removed from the opening list. Per USDA policies, the seriously deficient procedure for the food program will also be initiated. If corrections have not been completed by the end of the term of the provisional approval, the system approval will be revoked and parents will be notified.

#### **EARLY CHILD CARE EDUCATOR STATUS**

If there are no children in the home, the Educator may remain on the opening list if all compliance requirements have been met.

#### **PUBLIC ACCESS TO EARLY CHILD CARE EDUCATOR RECORDS**

The family day system will make the information available for public review as required by the Freedom of Information Act including but not limited to:

- Correspondence between the Family Day Care System and the Educator in matters pertaining to the Family Day Care System's approval or monitoring of the Educator;
- Forms and other standard documents used to collect routine data;
- Evaluation and monitoring reports reflecting the results of the system's evaluation and monitoring of the Educator;
- Enforcement letters from the system in response to a founded complaint describing corrective actions needed;
- Completed complaint investigation reports; and
- Forms and other standard documents used to collect routine data

Parents may review the educator's main file, family member file, and complaint file.

Both founded and unfounded complaints (including reports and violation notices) will be found in the complaint file and are available for parents to review.

Parents must make an appointment to see the file. A member of the Management Team must review a provider file with complaints before parents see it.

Copies of incident forms and violation notices may be reviewed by parents. Children's and parent's names, addresses, phone numbers, etc. will be blacked out.

A staff member must sit with the parent while the file is being reviewed.

The parent may also review provider process notes and training on ITFDC database.

#### **CONFIDENTIALITY**

The Family Day Care System will keep the following confidential:

- Records, reports, and correspondence that pertain to child abuse or neglect investigations involving enrolled children, any other information pertaining to children, and parents that are restricted from public access under state law.

- Any items that deal with reports of inspection or complaint investigations that are still in progress.

### **WORKING WITH PARENTS**

It is important for Educators to view parents as partners in working with their children. Keeping open lines of communication is essential to the success of your relationship with the families you work with.

Talk everyday with each parent and give him or her the opportunity to stay a few minutes at both drop off and pick up times. Have them complete the Weekly Check-In form (see forms). This helps the child make the transition and help the Educator and the parent work as a team. Use methods of communication such as Daily Activity Sheets, a bulletin board, and conferences. Always schedule conferences when children are not present. If there is a behavior problem, describe the problem in a non-judgmental manner. Never make judgmental comments about parents because that will only make them defensive and communication will break down.

Always remember that the child care relationship is a partnership that must be based on mutual respect.

### **CURRICULUM**

There are two examples of Daily Activity Sheets that are to be used for the daily curriculum. These are the “Look What I Learned Today” and the ‘Look What I Did Today sheets. Daily Activity Sheets are to be given to the parents each day.

### **CAREER OPPORTUNITIES**

ITFDC believes that the experience and lessons learned as an Educator serve as a valuable foundation for career advancement both within the system and outside. Several former educators and staff members have served as members of our Board of Directors.

### **Become a Mentor**

Experienced educators have the opportunity to train new Early Child Care Educators and receive a stipend for their services.

To become a mentor the following qualifications must be met:

- Ability to explain ITFDC's Provider Handbook for Early Child Care Educators (ECCEs)
- Two years of experience with ITFDC or approval by ITFDC Associate Director and Child Care Specialist
- Completed the Infant Toddler Certificate or CDA
- Interview with Associate Director
- Current MAT training and certification kept up to date
- Participates in the USDA program with ITFDC
- Completes mentor training as required by Associate Director
- Mentors must be in good standing with their approval under ITFDC license. If a mentor receives provisional approval they will not be permitted to continue as mentor until they are in good standing with their approval under the ITFDC license
- Teaching a workshop or assisting with new provider training is strongly suggested
- Follows all policies, procedures, and guidelines including but not limited the ITFDC contract
- Keep the Associate Director up to date on new provider schedules, issues, etc.
- If the mentor is under a CPS or licensing investigation they will stop mentoring during the investigation. If after the investigation the complaint is determined to be founded the provider will not be able to continue as a mentor.

### **Other Opportunities**

- Present at a conference
- Serve as co-agent to the family day care provider trust account

### **EMERGENCY STAFF CONTACTS**

Lisa Farinholt-O'Brien, Executive Director  
703-352-3449 extension #112  
571-888-6115 (cell)  
[lfarinholt@infanttoddler.com](mailto:lfarinholt@infanttoddler.com)

Priscilla Kostick, Associate Director  
703-489-4984 (cell)  
[pkostick@infanttoddler.com](mailto:pkostick@infanttoddler.com)

Please contact the above staff only in case of emergency. Please contact the office or your Child Care Specialist for general issues. Your Child Care Specialist will also provide a cell phone number for your emergency use.

Visit ITFDC website at <http://www.infanttoddler.com> for the latest staff listing.



## PROVIDERS AS RESOURCE PERSONS

In your role as a professional Early Child Care Educator you may be asked a variety of questions concerning counseling, employment, emergency services, etc. Some of the resources for families and children in the Northern Virginia area are listed below to help you answer parent inquiries. Please call your Child Care Specialist to get additional information.

### EMERGENCY NUMBERS

Emergency Telephone System 911  
 For all emergency situations: Crime in progress, automobile accidents, serious injuries, or medical problems in the Northern Virginia jurisdictions.

### HEALTH DEPARTMENTS

City of Alexandria	<a href="https://www.alexandriava.gov/Health">https://www.alexandriava.gov/Health</a>	703-746-4996
Arlington County	<a href="https://www.arlingtonva.us/Government/Programs/Health/Public-Health">https://www.arlingtonva.us/Government/Programs/Health/Public-Health</a>	703-228-7400
Fairfax County	<a href="https://www.fairfaxcounty.gov/health/">https://www.fairfaxcounty.gov/health/</a>	703-246-2411
Loudoun County	<a href="https://www.loudoun.gov/health">https://www.loudoun.gov/health</a>	703-777-0234
Prince William County	<a href="http://www.vdh.virginia.gov/Prince-William">http://www.vdh.virginia.gov/Prince-William</a>	703-792-6300
Manassas		703-792-6301
Woodbridge		703-792-7300

### CHILD PROTECTIVE SERVICES

Arlington County	<a href="https://www.arlingtonva.us/Government/Departments/DHS/Child-Family-Services/Child-Protective-Services">https://www.arlingtonva.us/Government/Departments/DHS/Child-Family-Services/Child-Protective-Services</a>	703-228-1500
City of Alexandria	<a href="https://www.alexandriava.gov/ChildAbuse">https://www.alexandriava.gov/ChildAbuse</a>	703-746-5800
Fairfax County (24 hour emergency service)	<a href="https://www.fairfaxcounty.gov/familyservices/children-youth">https://www.fairfaxcounty.gov/familyservices/children-youth</a>	703-324-7400
Mandated Reporter Portal :	<a href="https://vacps.dss.virginia.gov/VACPSWeb/">https://vacps.dss.virginia.gov/VACPSWeb/</a>	OR
Loudoun County	<a href="https://www.loudoun.gov/990/Child-Protective-Services">https://www.loudoun.gov/990/Child-Protective-Services</a>	703-771-5437
Prince William County	<a href="https://www.pwcva.gov/department/social-services/child-protective-services">https://www.pwcva.gov/department/social-services/child-protective-services</a>	703-792-4200
Commonwealth of Virginia (Child Abuse & Neglect Hotline)	<a href="https://www.dss.virginia.gov/family/cps/index.cgi">https://www.dss.virginia.gov/family/cps/index.cgi</a>	804-786-8536

### POISON CONTROL

National Hotline                      [www.poison.org](http://www.poison.org)                      800-222-1222

### **FAMILIES IN CRISIS**

Fairfax County Department of Family Services                      703-324-7500

<https://www.fairfaxcounty.gov/familyservices/>

Dept. of Family Services-Domestic & Sexual Violence Services                      703-324-5730

<https://www.fairfaxcounty.gov/familyservices/domestic-sexual-violence>

City of Alexandria Department of Human Services                      703-746-5700

<https://www.alexandriava.gov/DCHS>

Arlington County - Department of Human Services                      703-228-1300

<https://www.arlingtonva.us/Government/Departments/DHS>                      703-228-3500

Crisis Link Hotline                      1-800-273-8255

<http://crisislink.org/>                      or 703-527-4077

Loudoun County Department of Social Services                      703-777-0353

<https://www.loudoun.gov/107/Family-Services>

Prince William County Department of Social Services                      703-792-7500

<https://www.pwcva.gov/department/social-services>

### **DIAGNOSTIC SERVICES**

**Infant Toddler Connection (ages 0-36 mos)                      800-234-1448**

Virginia's early intervention system for infants and toddlers with disabilities and their families. Referrals are made through local central points of entry found here:

<https://www.itcva.online/central-directory>

**Fairfax County Infant Toddler Connection Office- 703-246-7180**

<https://www.fairfaxcounty.gov/office-for-children/infant-and-toddler-connection>

**Child Find/Preschool Home Resource Program                      (Ages 20 mos.-5 yrs)**

Screening of children for developmental delays and services for parents and providers to work with children with delays.

Fairfax County: <https://www.fcps.edu/registration/child-find>                      571-423-4121

Alexandria: <https://www.acps.k12.va.us/departments/teaching-learning-leadership/office-of-specialized-instruction/child-find-and-early-childhood-special-education-services>

703-578-8217

Loudon: <https://www.lcps.org/PreschoolChildFind>                      571-252-1200

Additional Child Find Offices:

Arlington: <https://www.apsva.us/special-education/child-find/> 703-228-2550

Prince William County 703-791-8857  
[https://www.pwcs.edu/academics\\_programs/special\\_education/child\\_find/index](https://www.pwcs.edu/academics_programs/special_education/child_find/index)

Fairfax County Health Department—Child Evaluation Clinic 703-246-2411  
<https://www.fairfaxcounty.gov/health/speech-hearing>  
Services include screening and evaluation, group and individual speech therapy, teletherapy, a stroke club, and reading program for children.

Professional Hearing Services (Falls Church) 703-536-1666  
<https://virgininavigator.org/program/30767/hearing-health-care-falls-church>

**FAIRFAX COUNTY HEALTH DEPARTMENTS 703-246-7100**

<https://www.fairfaxcounty.gov/health/clinics>

Routine immunization, TB Testing, Maternity Care, WIC, and other services. Fees and eligibility for services vary by program.

**Call 703-246-7100** for appointments at all Fairfax County Health Department Clinics:

Herndon/Reston Area : 1850 Cameron Glen Dr., Suite 100, Reston, VA, 20190-3310

Annandale Area : 7611 Little River Tpk., Suite 400E, Annandale, VA, 22003

Springfield Area : The Cary Building - 8136 Old Keene Mill Rd. A100 Springfield, VA, 22152

Mt. Vernon Area : 8350 Richmond Hwy., Suite 233, Alexandria, VA 22309

Fairfax City Area : Joseph Willard: 3750 Blenheim Blvd., Fairfax, VA 22030

**LEGAL**

Legal Services of Northern Virginia 703-778-6800  
<http://www.lsnv.org/>

Virginia Lawyer Referral Services 800-552-7977  
<https://vlrs.community.lawyer/>

## Addendum 1: State Agency Web Sites for Child Care Providers April 2023

The Virginia Department of Social Services (VDSS) - <https://www.dss.virginia.gov>

### Child Abuse and Neglect Information

- <https://www.dss.virginia.gov/abuse/cps.cgi> free online training for mandated reporters for child abuse and neglect (Recognizing, Reporting, and Responding for Educators)
- The Family and Children’s Trust Fund of Virginia - <https://www.fact.virginia.gov/>  
View data as well as other events and resources for Virginia.

### Early Learning Standards for Virginia (Pre-kindergarten)

- Virginia Department of Education - <https://www.doe.virginia.gov/teaching-learning-assessment/early-childhood-care-education/standards-curriculum-instruction>

### Financial Assistance For Child Care Businesses

- Virginia Department of Business Assistance - Guide to starting a business in Virginia: <https://www.virginia.gov/state-government/business/> or call (804) 786-6585.

### Health and Safety for Children

- Asbestos Inspector or Planner - <http://www.dpor.virginia.gov/Boards/ALHI/>
- State Police - <https://vsp.virginia.gov/>
- Virginia Department of Health (VDH) - <https://www.vdh.virginia.gov/>
  - See “DASHBOARD” for topical information on communicable diseases, child health, more

### Professional Development or Training for Child Care Practitioners

- GED Classes through Virginia Adult Learning Resource Center at Virginia Commonwealth University, Join Virginia’s race to GED - <https://gedva.vcu.edu/> (Search by city or county). Includes information about online classes, televised classes, test schedules and registration, and FAQs.
- State Council of Higher Education for Virginia - <http://www.schev.edu/>. (Click on “Students”.) Includes information on financial aid, choosing a college, and 2-year and 4-year public and private colleges.
- Virginia Community College System - <http://www.vccs.edu/>

### Regulations for Child Care

- Virginia General Assembly - <http://virginiageneralassembly.gov/> - comprehensive source of regulatory information. Includes current bills, the Code of Virginia, The Virginia Administrative Code (current state regulations), and The Register of Regulations (may not be final regulation.)

### Special Education for Children with Special Needs

- Virginia Department of Education - <https://www.doe.virginia.gov/programs-services/special-education>
- Virginia Department of Behavioral Health- <https://dbhds.virginia.gov/> See Getting Help tab for services for Early Intervention, Mental Health, Substance Abuse and more. Note: Early Intervention supports and services are for children age 0 - 2 who are not developing as expected.

Fairfax Futures - School Readiness Network - <http://www.fairfax-futures.org/>

The provider handbook is a resource for information on Infant Toddler Family Day Care policies and procedures, licensing requirements, and contains various agency contacts for resource information.

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***The policies and procedures contained in this handbook may be modified, amended, or annulled by ITFDC at any time, with or without notice.***

I acknowledge that I am responsible for staying informed about any changes in the handbook and that I have ***received, read and understand*** the Provider Handbook.

**Provider Name:** \_\_\_\_\_

**Provider Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_