

INFANT TODDLER FAMILY DAY CARE (ITFDC)
POLICIES AND PROCEDURES
July 2025

Our Mission

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-aged children in safe, nurturing high-quality child care environments.

Enrollment Policies

Children 6 weeks of age and older are eligible for enrollment in the Infant Toddler Family Day Care program. ITFDC requires that all enrollment documents are complete prior to starting care. Virginia State law requires that proof of identity for your child (for example, their birth certificate) be documented within 7 days of starting care.

Scheduling

General daily schedule that is appropriate for the age of the enrolling child (i.e., usual routine for meals and snacks, naps, indoor/outdoor play, etc.) will be posted in the child care home.

Arrival and departure times are determined by the individual needs of families and providers.

With your provider's approval, any changes in hours/ schedule must be submitted on line <https://www.infanttoddler.com/resources/forms/family-change-schedule-form/> or by contacting our office at 703-352-3449 or email to changes@infanttoddler.com, a month in advance of the change. ITFDC will not charge for the first change of schedule, but subsequent submissions will incur a \$25.00 change of schedule fee.

Supplies and Equipment

Parents are responsible for providing their child's provider with the following equipment:

- Disposable diapers
- Disposable wipes
- Linens
- Car Seat
- Washable Changing Pad (recommended)
- At least one complete change of clothing including shoes, socks and seasonally appropriate clothing

CRIBS: Effective December 28, 2012, any crib provided by child care facilities and family child care homes must meet federal safety standards. A full-size crib must be in compliance with federal standard 16 CFR 1219 and a non-full-size crib must be in compliance with federal standard 16 CFR 1220. For more information about the mandatory crib standards refer to Consumer Product Safety Commission (CPSC) Crib Standards & Guidance section here: <https://www.cpsc.gov/SafeSleep>

If a child needs a blanket and is under two years of age, only wearable sleep blankets are allowed. Parents should supply the provider with a wearable sleep blanket (e.g., HALO sleepsack wearable blanket or HALO early walker sleepsack wearable blanket.)

Health Policies

Children must have a current immunization record and physical examination signed by a physician on file. Immunization records and physicals are to be updated regularly. Every child must be adequately immunized prior to enrollment and must receive additional immunizations as required by state law (unless parent provides proper documentation of medical or religious exemption).

Parents may ask providers to disclose if there are children in the home that are unvaccinated. The name(s) of any unvaccinated child will remain confidential.

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

1. Their temperature is 100.4 F (38°C) or higher.
2. They are vomiting, have diarrhea, and/or have been vomiting or had diarrhea in the last 24 hours.
3. They have a fresh cold.
4. They have a rash with a fever or behavior change which has not been seen by a healthcare provider.
5. They have a contagious infection.
6. They are in discomfort and require one to one care.

When a child becomes ill in the family child care home, their parent(s) will be called for pick up. For most illnesses, children can return to child care after they have been symptom free for 24 hours. If a child has Hand/Foot/Mouth (HFMD), Conjunctivitis (Pink Eye), strep throat, or another condition that requires antibiotic treatment, a healthcare provider will need to determine the timeline for their return.

The parent must inform the child care home within 24 hours or the next business day after the child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

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 providers use disposable gloves while changing diapers, assisting older children with toilet needs, etc. Providers are trained to properly abide by universal health precautions with the use of gloves.

Nutrition Policies

Infant Toddler Family Day Care is an approved USDA Child Care Food Program Sponsor. Providers serve breakfast, morning snack, lunch, afternoon snack and supper according to each child's schedule. If parents opt to supply their child's formula and/or infant food then parents will discuss this with the provider and indicate the information in the USDA enrollment form. Reasonable accommodations for special diets will be handled on an individual basis to best meet the needs of the child and family. Children requiring meal substitutions due to medical or special dietary needs must complete the Special Dietary form with doctor's statement with the child's special diet recommendations.

Assistants

Provider must notify the parents if an adult assistant or substitute provider instead of the provider is regularly scheduled to care for the child.

Substitute Care

When an ITFDC provider needs to close their day care and will be unable to care for child(ren) in a given day or time period, arrangements can be made for the child to use an approved ITFDC substitute provider. Parents can choose the substitute that they use. Parents who will not be using ITFDC substitute care are asked to notify their provider and substitute provider (if arranged.) There is no additional charge for substitute care and ITFDC Providers pay their Substitutes. Parents that choose not to use a substitute are still responsible for the full fee. Submit confirmation of substitute care arrangements here:

<https://www.infanttoddler.com/resources/forms/family-change-schedule-form/>. Substitute providers will also require a complete "Emergency and Medical Authorization and Parent/Guardian Authorization Form" for substitute care, found here: <https://www.infanttoddler.com/wp-content/uploads/2017/07/Substitute-Provider-Form.pdf>

Holiday Policies

Our homes are closed for the following paid holidays:

- Christmas Day through New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day (+ 2 Additional Days)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)

Emergency Closings

The ITFDC office and 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.)

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

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

When an individual jurisdiction closes, i.e., Fairfax County, Arlington County, Falls Church City etc., our homes will remain open. In the event of closure, ITFDC status will typically be updated on our Facebook, Instagram, and/or ITFDC website www.infanttoddler.com.

Closures are subject to change due to unexpected emergencies. Please keep in mind that providers are self-employed and, therefore, can make an individual decision to open or close their family child care homes.

Family Vacations

Please notify your provider as soon as you schedule your vacation. (Please note - there are no refunds for days missed for vacations.)

Absences

Please notify the provider at least one hour before scheduled arrival time if your child is not going to be present that day. It is our policy to contact you if your child is absent from care without notice. If we cannot reach you, we will contact your emergency contacts.

Emergency Procedures

To gauge preparedness for unforeseen events, the following emergency procedures are in place to prioritize the safety and security of all children in ITFDC child care homes. Please discuss and put in writing emergency procedures with your provider. Please be sure to address the following issues in your plan:

- Where does the provider plan to go in the event of necessary evacuation?
- How would your provider communicate the necessary evacuation with parents?
- Provide a list of all numbers where you can be reached.
- Who should the provider contact in an emergency if you or another family member are not available?
- For emergency preparedness, consider leaving an extra car seat with your provider. Make sure the provider knows how to properly install the car seat.
- Be sure that your provider has at least a three day supply of formula, food, diapers and drinking water in case of an emergency.

Outings

Family child care providers and parents are encouraged to plan and participate in field trips. Outings are an important enrichment experience for the young child. They provide children with an opportunity to explore their environment. Children are required to be transported in an age-appropriate, federally approved infant or child car seat. Transportation to and from family child care homes will be the responsibility of the parents.

General Information Changes

Please notify provider and ITFDC office immediately in writing of any changes in emergency information, telephone number, job change, address change, or any other pertinent changes. Notification can be made on line here: <https://www.infanttoddler.com/resources/forms/family-contacts-change-form/>

Communication

Parents, providers and staff work together as a team to serve the best interest of the child. Respectful, open, honest communication between parents, provider and staff is crucial to your child's well being. To facilitate effective communication:

- Daily activity sheets will be provided to parents.
- Parents and providers may establish a mutually convenient conference time.
- Child Care Specialists are available to assist via phone or email.

Providers must report suspected child abuse or neglect, per the Code of Virginia § 63.2 – 1509.

Providers must notify parents (required by 8VAC20-800-650 of the Standards):

- In writing, within 10 business days after the effective date of the change when there is no longer liability insurance in force on the family day home operation.
- Daily about the child's health, development, behavior, adjustment, or needs.
- Prior to when a substitute provider will be caring for the children (for provider's vacation, appointments, etc.).
- When persistent behavioral problems are identified and such notification shall include any disciplinary steps taken in response.
- The same day whenever first aid is administered to the child.
- Within 24 hours or the next business day of the home's having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. The provider shall consult the local health department if there is a question about the communicability of a disease.
- In writing, whenever there are changes in the home's emergency preparedness and response plan (that is, any changes to the Provisions of the Emergency Preparedness and Response Plan) given to parents prior to the child's first day of attendance.
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situations) and the provider will have written parental permission.
- As soon as possible of the child's whereabouts if an emergency evacuation or relocation is necessary.

Child Care Fees

Effective October 1, 2025, the following is the fee schedule for child care fees. Child care fees are due the first of each month, payable in advance of care.

Fairfax-Alexandria-Prince William (NON-Arlington Rates)	
Less than 16 hours/week	\$ 883.05
16 – 20 hours/week	\$ 1005.71
21 – 25 hours/week	\$ 1206.83
26 – 30 hours/week	\$ 1407.96
31 – 40 hours/week	\$ 1508.52
41 – 50 hours/week	\$ 1609.09
Arlington County	
Less than 16 hours/week	\$ 925.52
16 – 20 hours/week	\$ 1054.07
21 – 25 hours/week	\$ 1264.87
26 – 30 hours/week	\$ 1475.68
31 – 40 hours/week	\$ 1581.07
41 – 50 hours/week	\$ 1686.49

One-Time, Non-Refundable Enrollment Fee: \$400

Please note that rates are evaluated annually by the providers.

Late Fee:

Late fees will be billed at \$15 every 15 minutes. This fee is only charged if a family is consistently arriving after or before contracted hours.

Billing

ITFDC will send out a monthly invoice by email prior to the month of service. Payment is due by the first of each month. When completing a child's initial enrollment forms it is necessary to provide our office with the email address(es) where you want to receive the invoice when you complete and submit ITFDC's Billing Form.

Payments may be made automatically by using our automatic payment plan. To utilize this system, please complete and submit ITFDC's Billing Form. If child care payments are sent by mail, the payment must be received by our office by the first day of the month. If billing arrangements are not otherwise communicated with ITFDC office in advance, payments not received in full may lead to a termination of care. There is a \$25.00 late fee for payments received after the fifth of the month. Dishonored payments will incur penalty charges including insufficient funds fee of \$35. Payment will then be required by cash or money order.

Vacation/Illness

There are no reimbursements for absences from the family child care home due to vacations or illness.

Withdrawal

Please notify your provider and ITFDC office in writing **two weeks** (minimum) in advance of your child's last day. Notice to end care can be submitted on our website here: <https://www.infanttoddler.com/resources/forms/family-termination-notice/> .

Adjustment

Your child will miss you. To help your child adjust to the provider and family child care homes, please take time to become acquainted with the provider and the environment prior to the start of child care. In the morning, help your child to settle in – take off coat, change diaper, etc. but try not to stay too long. Remember, the crying usually stops a few minutes after you leave.

Occasionally a child is unable to adjust to the child care home. If after a reasonable period of time a child is unable to adjust, we reserve the right to request withdrawal of the child. If your provider is unable to care for your child, every effort will be made to place your child with another provider.

Discipline Policy

Redirection, positive role modeling, and a safe environment are tools used for discipline. Discipline means teaching. Spanking is not permitted in any ITFDC child care homes.

Complaints

Calls or messages received by ITFDC staff from parents who have a problem in the child care home will be considered a complaint as required by licensing. ITFDC staff will document, investigate, and file the complaint with the Virginia Department of Education, Department of State Licensing as required by family day system licensing standards.

Open Door Policy

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

Phone: 703 - 352-3449

Website: <https://www.infanttoddler.com>

E Mail info@infanttoddler.com

FAX# 703 - 352-7730

Facebook: <https://www.facebook.com/InfantToddlerFamilyDayCare>

Instagram: [@infanttoddler_family](https://www.instagram.com/infanttoddler_family)