Infant Toddler Family Day Care (ITFDC) Early Child Care Educator (ECCE) Handbook September 2026

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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

To enrich the lives of diverse, entrepreneurial educators, children, and families through high-quality training and professional support that enhances the care, safety, and education of children in small group home settings.

PHILOSOPHY

It is our philosophy that a child begins learning at birth, if not before. Each child comes into this world with their own unique temperament, which effects how they interact with the people and world around them. Research confirms that young children need consistent engagement and responsive relationships with the primary caregivers in their lives. Babies are ready to learn; 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 encourage a child's natural desire to explore. 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.

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Approval Under the System License

ITFDC will assist with the entire approval process which will assure compliance with the Minimum Standards for Licensed Home-Based Child Care Systems.

- Ensure completion of all required background screening (Child Protective Services, Fingerprint-based Criminal Background Check, etc.) 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:
    - Child Development
    - Best Professional Practices
    - Safety
    - Interview Skills/Parent Communications
    - Licensing Regulations
    - Child Abuse & Neglect
    - CPR/First Aid certification (at cost)
    - Referrals for MAT - Medication Administration Training (at cost)
    - 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 home based child care 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 all child care fees and disperse the payment to ECCEs 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. CCS will typically visit once a month. CCS will assist the Educator with any challenges with their child care career – working with parents, curriculum for children, etc.
- Policies in place to protect the health and safety of children in the child care.
- Substitute System
- USDA Child Care Food Program

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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 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 human-caused event such as violence at a child care home.
    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.

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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 care and has not provided notification, educators should call the parents to determine child's whereabouts. If parents do not respond within one hour of their scheduled arrival, leave a voice mail, send an email, and/or send a text to parents and/ or emergency contact. If you are not able to reach anyone, call ITFDC 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 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). Educators should speak with enrolling families about the child's vaccination schedule. When Parents remit documentation of medical or religious exemption with their health forms, Educators must inform all families in the home based child care that there is a child without vaccinations due to medical or religious exemption.

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

- Their temperature is 100.4 F (38˚C) or higher.
- They are vomiting, have diarrhea, and/or have been vomiting or had diarrhea in last 24 hrs.
- They have a fresh cold.
- They have a rash with a fever or behavior change which has not been seen by a healthcare provider.
- They have a contagious infection.
- They are in discomfort and require one-to-one care.

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

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.

Medication Administration

- Prescription and Nonprescription Drug Administration : Educators are required to have a current MAT (Medication Administration Training) certificate to administer any medication (prescription or non-prescription) to children
- 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 repellant, 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 home based child care approved by ITFDC 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
Presidents' Day
Memorial Day
Juneteenth
Independence Day (+ 2 Additional Days)
Labor Day
Indigenous Peoples Day
Veterans' Day
Thanksgiving (Thursday & Friday)
Christmas Day through New Year's Day

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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 emergency. (There will be no reimbursements for care missed in this situation.)

ITFDC will post Federal Government Closures. Providers should speak with parents enrolled in child care regarding both closure and reopening status. When reopening, Providers will discuss any individual situations related to their home, including their area road conditions, parking, sidewalks, and power outages.

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.

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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 Substitute ECCE. 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.

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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 Minimum Standards for Licensed Home-Based Child 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

A. Security Clearance Requirements
- Fingerprint-based Criminal Background Checks are required for Provider and all household members over the age of 18 every 5 years. The cost is $63.25 per person
- Child Protective Services clearances are required for Provider and all household members over the age of 14 every 5 years. The cost is $12.30 per person. Make check payable to Infant Toddler Family Day Care.
- Sworn Disclosure Statements are required for all household members over the age of 18 every 5 years.
- Any individual that uses the residence as their legal address or lives in the home for a period of more than 30 days is required to complete all background checks including Fingerprinting, CPS, Sworn Disclosure, TB screening, phone interview, and a reference.

B. Health Requirements
- 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;
- All children under the age of 18 must have an immunization record on file

C. 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 16 hours of training annually
5. Educators must complete all requirements of the annual home evaluation

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D. Business Requirements

1. Educators are required to have and respond to e-mail 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 ITFDC Approval 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 Home Based Child Care 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 ITFDC home based child care 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. Current Pediatric CPR/First Aid certification
  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 ITFDC child care home.)

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REQUIREMENTS FOR ASSISTANTS *(Continued)*

- 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, and Parent Communication and 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 their doctor is required giving medical permission to return to work following an illness of more than five days, surgery, or the birth of a child.

The Emergency Preparedness & Response Plan (for emergencies resulting from a natural disaster or human-caused event) is to be posted and reviewed annually or each time the plan is updated.

Provider will have a variety of safe and developmentally appropriate materials available for children. Provider will not use swimming pool, wading pool, or trampoline with day care children.

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 home-based child 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

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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 to increase capacity. To apply for capacity increase, the Educator must complete an application for approval by the Management Team. Educator and any Approved Assistant/ Substitute in the home will understand and follow ITFDC Point System and Capacity. Educators will care for no more than three children under the age of twelve months at a time.

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 1st and the 16th of each month. See the contract for details.

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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 31st 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.

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CO-AGENTS
Two Early Child Care Educators serve as co-agents for the Family Day Care Provider Account (FDCPA) and sign the Agency Agreement and all tax forms as Partner/Representative of FDCPA. 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.

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. Educators 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 ITFDC: 703-352-3449

In an emergency call 911 and then the parents immediately. Call 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.

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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 CPS.

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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.

CPS will interview the alleged abuser or neglector. At the onset of the initial interview with the alleged abuser or neglector, CPS 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 neglector 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.

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.

COMPLAINTS

A "complaint" is a report received either orally or in writing that an ITFDC child care home is not meeting expectations of standards, is not in compliance with one or more system requirement(s), and/ or that a parent is dissatisfied with the care/ treatment their child receives in the home.

ITFDC staff will document, investigate, and file the complaint with the Virginia Department of Education Office of Child Care Health and Safety as required by licensed home-based child care system regulations. The department may also investigate complaints against individual homes.

CORRECTIVE ACTION PLANS

- An Educator will be notified in writing when not in compliance with system requirements.
- An Educator will be instructed verbally and in writing about their needed corrective action.
- System administrators will be available for consultation about the corrective action plan.
- The Educator must show evidence of any action they have taken to comply with the Day Care Standards and System requirements within two weeks of receiving the Complaint and required corrective action.
- The Child Care Specialist will contact the Educator at the end of the two-week period to determine that the corrective action plan has been complete.
- If, after the specified time, the Educator has failed to come into compliance, ITFDC will suspend the child care business. If compliance requirements are still not met, the Educator will be terminated if not in compliance with standards within one month of suspension.

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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.

EDUCATOR TERMINATION/SUSPENSION

An Educator may be terminated or suspended for failure to comply with the Policies included in ITFDC Provider Handbook, ITFDC Policies & Procedures, and 8VAC20-810 Minimum Standards for Licensed Home-Based Child Care Systems established by the Virginia Department of Education. The termination or suspension of an early childcare educator may be warranted as a result of:

- 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 in the home evaluation.
- Failure to comply with safety regulations.
- Failure to maintain system approved ratios.
- Failure to complete a minimum of 16 hours of training in child development and related skills each year.
- Failure to maintain a current CPR/First Aid certificate.
- Failure to obtain a Fingerprint-based Criminal Background Check for Provider and all household members over the age of 18 every 5 years.
- Failure to obtain a Child Protective Services (CPS) Background Check for Provider and all household members over age 14 every 5 years.
- Failure to obtain a tuberculosis examination and report (TB test) for Provider and all household members over age 18 every 2 years.
- Failure to complete a Sworn Statement or affirmation for Provider and all household members over the age of 18 every 5 years.
- Failure to provide ITFDC with current health forms for all household members under the age of 18, as well as health forms and applications for all children in care.
- Failure to report new household members/tenants to ITFDC.
- 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.
- Abuse or neglect of a child. In the event of a Child Protective Services investigation, the Executive Director may close a home on a case-by-case basis. A home may be closed or parents may be given the option to remain in the home or use a substitute during an investigation. A founded CPS determination will be cause for termination.
- Failure to comply with ITFDC Communication Policies in the Handbook
- Refusal to admit ITFDC staff members, State Licensing representatives, or USDA personnel into the home.
- Use of any discrimination in your business operations
- Failure to provide proof of identity documents for all children in care.
- Any fraud or misrepresentation related to policies, ITFDC, & 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.

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EDUCATOR TERMINATION/SUSPENSION (Continued)

- Administering prescription or non-prescription medication without MAT/ Medication Administration Training. Any medication administration will observe 8VAC20-800-700-750 ("General requirements for medication administration" through "Topical skin products")
- Use of a swimming pool, wading pool, or trampoline
- Swaddling is not permitted
- 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.
- 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.
- 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 Home Based Child Care 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 home based child care 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

NOTICE OF TERMINATION/SUSPENSION WILL BE IN WRITING

PUBLIC ACCESS TO EARLY CHILD CARE EDUCATOR RECORDS

The Home-Based Child Care 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 home-based child care system and the Educator in matters pertaining to the 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 an Educator's 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.

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CONFIDENTIALITY
The Home-Based Child 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. Keep open lines of communication for successful relationships 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.

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 CCS
- Completed the Infant Toddler Certificate or CDA or Higher
- Current MAT training or approval by ITFDC Associate Director
- Participates in the USDA program with ITFDC
- Completes interview and 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
- Follows ITFDC contract and all ITFDC policies, procedures, and guidelines
- Keeps 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.

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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

Priscilla Kostick, Associate Director
703-489-4984 (cell)
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

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.

POISON CONTROL
National Hotline www.poison.org 800-222-1222

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 answer parent inquiries. Your Child Care Specialist can provide additional information.

HEALTH DEPARTMENTS

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

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CHILD PROTECTIVE SERVICES

Fairfax County (24 hour emergency service) **703-324-7400**
https://www.fairfaxcounty.gov/familyservices/children-youth OR
Mandated Reporter Portal : https://vacps.dss.virginia.gov/VACPSWeb/

Arlington County 703-228 1500
https://www.arlingtonva.us/Government/Departments/DHS/Child-Family-Services/Child-Protective-Services

City of Alexandria 703-746-5800
https://www.alexandriava.gov/ChildAbuse

Loudoun County 703-771-5437
https://www.loudoun.gov/990/Child-Protective-Services

Prince William County 703-792-4200
https://www.pwcva.gov/department/social-services/child-protective-services

Commonwealth of Virginia (Child Abuse & Neglect Hotline) 804-786-8536
https://www.dss.virginia.gov/family/cps/index.cgi

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 703-228-1550
https://www.arlingtonva.us/Government/Departments/DHS

Crisis Link Hotline Call or Text 988
Lifeline Chat: https://988lifeline.org/chat

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

Early Childhood Screening and Assesment **800-234-1448**

Virginia Department of Education –
https://www.doe.virginia.gov/teaching-learning-assessment/early-childhood-care-education/school-readiness-and-early-childhood-assessment/school-readiness

Infant Toddler Connection (ages 0-36 mos)
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

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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

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://virginianavigator.org/program/30767/hearing-health-care-falls-church

FAIRFAX COUNTY HEALTH DEPARTMENT CLINICS 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:

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

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

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

Franconia-Springfield: 6564 Loisdale Ct., 4th Floor, Springfield, VA, 22150

LEGAL

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

Virginia Lawyer Referral Service (800) 552-7977
https://vsb.org/Site/Site/legal-help/vlrs.aspx

ADDITIONAL STATE AGENCY WEB SITES FOR CHILD CARE PROVIDERS

Virginia Department of Social Services (VDSS) – https://www.dss.virginia.gov

Child Abuse and Neglect Information
https://www.dss.virginia.gov/supporting-families/child-protective-services/report-abuse/
Child Abuse and Neglect for mandated reporters (Recognizing, Reporting, and Responding)

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.

Financial Assistance For Child Care Businesses: Virginia Department of Business Assistance
https://www.virginia.gov/state-government/business/ or call (804) 786-6585

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Health and Safety for Children

- Guidance for Area Health Concerns: https://www.cdc.gov/index.html
- Virginia Department of Health (VDH) – https://www.vdh.virginia.gov/
  - See "DASHBOARD" for topical information on communicable diseases, child health, more
- Asbestos Inspector or Planner – http://www.dpor.virginia.gov/Boards/ALHI/
- Virginia State Police https://vsp.virginia.gov/

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 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/

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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.

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:_____

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