Lifeskills Montessori Daycare

"A place where kids learn, play and grow..."

Daycare Protocol for Covid-19

Following are the safety measures which have been implemented (subject to change):

1. Daily temperature taken for staff and children upon arrival. 100 F will be a reason to refuse entry.
2. Parents expected to be wearing masks at pickup and drop-off
3. Social distancing to be maintained outdoors by markings so that there is no crowding at pickup or drop off
4. Parents will drop off outside the main entrance to the daycare (green door) without stepping inside
5. Pickups can be done from the playground if the kids are playing outdoors maintaining a 6ft distance from the staff
6. Indoor arrangements will be organized in a way that teachers are able to maintain 6ft distance from each other
7. Handwashing implemented throughout the day multiple times a day
8. Cleaning and sanitizing measures to be carried out multiple times a day

Standard protocol for staff:

1. We have briefed staff to lookout for and report any symptoms associated with Covid-19, including fever, muscle pain, and coughs.
2. Staff must report if they have been exposed to any person tested positive for Covid-19.
3. They will not be coming to work with any of the above.
4. Staff will be provided with masks and screens for all day use. Disposable gloves, head scarves, hairnets, and scrubs maybe used as well.

In order to abide by licensing requirement, it is necessary to maintain the staff-to-student ratio, which may be affected by the above-mentioned protocol. Please be prepared to pick up your child if this happens or if the daycare operations need to be closed temporarily.

Please Sign and Return

✂ ……

I have received the Daycare Protocol for Covid-19

Name of Child: _____

Parent's Signature: _____ Date: _____

Lifeskills Montessori Daycare

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Welcome Letter

Dear Parents,

Welcome to Lifeskills Montessori and Daycare! Your child is very precious to me and I will take utmost care to provide a loving, safe, and healthy environment. Please feel free to give your suggestions and feedback so together we can improve and enhance your child's experience.

Following is a list of items that will be needed prior to your child's first day. All items need to be marked with the child's name.

Infants

1. Prepared bottles of formula/milk/baby food for the day packed in a cooler/lunchbox
2. Two sets of clothes with a pair of socks, hat, and bibs
3. Blanket/swaddle sheet and nap sack
4. Diapers
5. Wipes
6. Lotion, creams, or power (if needed)

Preschoolers

1. Two sets of clothes with a set of undergarments, socks, etc.
2. Light sweater/sweatshirt
3. Any one soft toy that the child is attached to (optional)
4. Diapers, wipes, creams, sunblock, bug repellant

Thank you for choosing Lifeskills Montessori and Daycare

Sincerely,

Maliha Mahmood

Lifeskills Montessori Daycare

"A place where kids learn, play and grow..."

General Policies

These policies are established to provide a safe and nurturing environment for the care and education of your children and to give you an opportunity to make choices that are suitable for your specific needs. It is expected that the parents/guardians will read and follow these policies while their children are in the care of Lifeskills Montessori Daycare.

Hours of Operation

The daycare will open at 7:30 A.M. and close at 6:00 P.M. Monday through Friday.

Fees

Fees must be paid in advance on each Friday (or last day of attendance) for the subsequent week. Payments can be made weekly or biweekly, according to the schedule discussed at the time of enrollment.

Overtime Policy

Overtime charges at the rate of $10 for each 15-minute increment past 6PM may apply for frequent delays in picking up the child. These charges are expected to be paid on the next scheduled payment date.

Sick and Absent Policy

Full payment is expected if a child is absent due to being sick, or is absent during a regularly scheduled day. Under no circumstances should the parent/guardian bring a sick child to the daycare if the illness could threaten the health of other children. The Health Department's regulations concerning periods of infection must be followed. If the child develops a sickness while at the daycare, such as but not limited to diarrhea or vomiting, the parent/guardian must make immediate arrangements to pick up the child after notification from the provider. A fever of 100 F and up will be a reason for the child to be picked up as well. The child must be fever free for 24 hours with no incidence of diarrhea or vomiting before they return to daycare. A doctor's note with a waiver to the above time period will be acceptable.

Withdrawal Policy

Four weeks advance notice is required in writing for withdrawal or four weeks of tuition in lieu of notice. Lifeskills reserves the right to withdraw any student with a minimum of four weeks' notice.

Holidays

The list of holidays observed can be found under Parent Resources on the website. Payment in full is required.

Communication

Parents/guardians are encouraged to keep lines of communication open with the provider. The provider should be notified immediately of address, telephone number and emergency contact changes. Parents/guardians are also encouraged to set up individual conference time to discuss their child's progress.

Traffic/Parking

Parents/guardians must observe a 20 MPH speed limit within the neighborhood. Please **only** use the driveway for pickup and drop off. This is a zoning requirement. Drive up to the garage door on either side of the driveway so we can fit four cars at a given time, if need be. Please keep pickup and drop off time as swift/short as possible so we can avoid a car "stuck" ahead of you or behind you for more than five minutes. I appreciate your cooperation and will be happy to assist you with loading or unloading your child, especially if you have child carriers and siblings. I appreciate your cooperation in this regard.

_____

Parent Signature Date

Lifeskills Montessori Daycare

"A place where kids learn, play and grow..."

Happy 2022!

Monday February 21.....Presidents' Day

Monday May 30.....Memorial Day

Monday June 20.....Juneteenth (Observed)

Monday July 4.....Independence Day

Monday September 5.....Labor Day

Thurs Nov 24 – Fri Nov 25.....Thanksgiving Break

Mon Dec 26 – Fri Dec 30.....Winter Break

Note: We will remain open on Martin Luther King Jr. Day, Columbus Day, and Veteran's Day.

Please Sign and Return

✂ .....

I have received The Holiday Schedule for 2022!

Name of Child:

Parent's signature:

Date:

Lifeskills Montessori Daycare

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Daily Schedule

7:30 – 8:00	Manipulatives
8:00 – 8:30	Breakfast
9:00 – 9:15	Circle Time: Pledge, Calendar, Weather, Jobs
9:30 – 10:45	Montessori lessons for 2 $\frac{1}{2}$ and up and developmentally necessary games and activities for all other ages
10:00 – 11:00	Nap for babies
10:30 – 11:15	Outdoor play
11:30 – 12:00	Lunch
12:00 – 12:30	Story-time; quiet reading
12:30 – 2:30	Nap time
3:00 – 3:15	Snack time
3:30 – 4:30	Art and Music; Drama/Creative Pay
4:30 – 5:30	Outdoor play

Note: Diapers are changed when needed or approximately at 10, 12, 2:30, and 4:15.

Lifeskills Montessori Daycare

"A place where kids learn, play and grow..."

Preferred schedule for: _____

Feeds:

1. _____
2. _____
3. _____
4. _____

Nap:

AM _____

_____

PM _____

_____

Comments _____

_____

_____

_____

Parent's Signature _____

Parent's Name _____

Date: _____

Lifeskills Montessori Daycare

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Inclement Weather Policy

There will be a two-hour delay on the day of each snowfall to give ourselves time to clear the driveway and pathways. It will be our endeavor to keep the daycare open but the decision will be based on the availability of staff, road conditions and snow removal efforts in and around the facility. The decision to close will be communicated through our website, Facebook page, email, or phone. We will make every effort to ensure that our driveway and pathway are cleared of snow but would request caution while transporting children.

Please sign and return

I have received the inclement weather policy

Name of Child:

Signature:

Date:

Lifeskills Montessori Daycare
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Waiver (optional)

I hereby consent to allow the use of voice, video, image, or likeness in photographs and/or video for my child(ren): (enter each child's name)

1. _____
2. _____
3. _____

in connection with **Lifeskills Montessori Daycare (operated by Maliha Mahmood).**

The permission for use of any of the media above is allowed for the following:

- Newsletters
- Business flyers
- Facebook
- Website
- Photo and video by a third party (such as filming for a television commercial)
- Outgoing messages on answering machines and/or voicemail

I understand this Waiver is in effect until I provide, in writing, a cease order. I also agree to forego any right or entitlement I might have to any compensation or fees.

Finally, I agree that I am the legal guardian of the above named children.

_____	_____	_____
Parent Name	Signature	Date

CHILD'S RECORD

- **INDICATE "N/A" IF THE INFORMATION IS NOT APPLICABLE.**
- **THE COMPLETED FORM MUST BE KEPT IN THE CHILD'S RECORD AND THE FIRST PAGE UPDATED ANNUALLY.**
- **THE INFORMATION IN THIS FORM IS REQUIRED BY FAMILY DAY HOME STANDARD 22 VAC 40-111-60.**

Child's Full Name	Nickname	Sex	Birth date
Street Address City State Zip		First Day of Attendance Last Day of Attendance	
If Child Attends School, Give Name of School			Grade

EMERGENCY INFORMATION

Allergies and intolerance to food, medications, or other substances. Actions to take in emergency situation.
Chronic Physical Problems/Diseases; Pertinent Development Information; Special Accommodations Needed; Special Instructions to Provider

Father's Full Name	Phone	Employer	
Father's Employer's Address (Street Address)			Father's Work Phone
Father's Home Address (Street Address) (enter "Same" if address is the same as the child's)			
Mother's Full Name	Phone	Employer	
Mother's Employer's Address (Street Address)			Mother's Work Phone
Mother's Home Address (Street Address) (enter "Same" if address is the same as the child's)			
Child's Physician	Office Address (Street Address) City State Zip		Phone
Name of Child's Medical Insurance			Policy Number
Name of Emergency Contact if Parent(s) Cannot Be Reached	Street Address City State Zip		Phone
Name of Emergency Contact if Parent(s) Cannot Be Reached	Street Address City State Zip		Phone

Person(s) Authorized to Pick Up Child (Appropriate custodial paperwork (custody order or other court order) shall be attached if a parent is not allowed to pick up the child)

_____ _____ **(Valid for One Year)**

Parent Signature Date

1st yr. review _____ _____ _____

Parent Signature Date

2nd yr. review _____ _____ _____

Parent Signature Date

3rd yr. review _____ _____ _____

Parent Signature Date

CHILD'S RECORD

PROOF OF AGE AND IDENTITY (must be obtained from parent within 7 business days of child's first day of attendance)			
Names & Locations (City and State) of Previous Child Day Care Programs & Schools Attended			
Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Proof of Age Other Than Birth Certificate*		Date Documentation Viewed	Person Viewing Documentation

NOTIFICATION OF LOCAL LAW ENFORCEMENT AGENCY (if parent does not provide proof of child's age and identity within 7 business days of child's first day of attendance)		
Date of Notification	Name of Agency Notified	Name of Individual Notified

*Proof of age and identity may be verified by viewing one of the following: certified birth certificate; birth registration card; notification of birth, i.e., hospital, physician, or midwife record; passport; copy of the placement agreement or other proof of the child's identity from a child placing agency; original or copy of a record or report card from a public school in Virginia; signed statement on letterhead stationery from a public school principal or other designated official that assures the child is or was enrolled in the school; or child identification card issued by the Virginia Department of Motor Vehicles.

EMERGENCY MEDICAL AUTHORIZATION

I authorize _____ to obtain immediate care and consent to emergency medical
Name of Licensed Provider
procedures upon, the hospitalization of, the performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of drugs to _____ if an emergency occurs and I cannot be located immediately.
Name of Child

It is also understood that this agreement covers only those situations which are true emergencies and only when I cannot be reached. Otherwise I expect to be notified immediately.

_____ _____
Signature of Parent Date

The child's Emergency Information and the Emergency Medical Authorization must be made available to a physician, hospital, or emergency responders in the event of a child's illness or injury.

ADDITIONAL DOCUMENTS REQUIRED FOR CHILD'S RECORD

____ Immunization and Physical Examination Record Form MCH213 F (signed by physician, physician's designee, or health official)

____ Information for Parents (signed by parent)

____ Policy for the Administration of Medications (signed by parent)

____ Liability Insurance Declaration (signed by parent)

____Provisions of the Home's Emergency Preparedness and Response Plan (signed by parent)

As Applicable:

____ General Permission for Regularly Scheduled Trips (signed by parent)

____ Special Field Trip Permission (signed by parent)

____ Medication Consent (signed by parent) ***Valid for 10 days unless also signed by physician**

____ Permission to Participate in Swimming or Wading Activities (signed by parent) ***Valid for one year**

____ Injury Record(s)

If Child with Special Needs is in Care:

____ Staffing Recommendation for a Child with Special Needs (signed by parent, provider, and Licensing representative)

____ Individual Health Care/Special Needs (signed by licensed health care professional)

COMMONWEALTH OF VIRGINIA
SCHOOL ENTRANCE HEALTH FORM
Health Information Form/Comprehensive Physical Examination Report/Certification of Immunization

Part I – HEALTH INFORMATION FORM

State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school. **The parent or guardian completes this page (Part I) of the form.** The Medical Provider completes Part II and Part III of the form. This form must be completed no longer than one year before your child's entry into school.

Name of School: _____ Current Grade: _____

Student's Name: _____
Last First Middle

Student's Date of Birth: _____/_____/_____ Sex: _____ State or Country of Birth: _____ Main Language Spoken: _____

Student's Address: _____ City: _____ State: _____ Zip: _____

Name of Parent or Legal Guardian 1: _____ Phone: _____-_____-_____ Work or Cell: _____-_____-_____

Name of Parent or Legal Guardian 2: _____ Phone: _____-_____-_____ Work or Cell: _____-_____-_____

Emergency Contact: _____ Phone: _____-_____-_____ Work or Cell: _____-_____-_____

Condition	Yes	Comments	Condition	Yes	Comments
Allergies (food, insects, drugs, latex)			Diabetes		
Allergies (seasonal)			Head injury, concussions		
Asthma or breathing problems			Hearing problems or deafness		
Attention-Deficit/Hyperactivity Disorder			Heart problems		
Behavioral problems			Lead poisoning		
Developmental problems			Muscle problems		
Bladder problem			Seizures		
Bleeding problem			Sickle Cell Disease (not trait)		
Bowel problem			Speech problems		
Cerebral Palsy			Spinal injury		
Cystic fibrosis			Surgery		
Dental problems			Vision problems		

Describe any other important health-related information about your child (for example; feeding tube, hospitalizations, oxygen support, hearing aid, dental appliance, etc.):_____

_____

List all prescription, over-the-counter, and herbal medications your child takes regularly:

_____

Check here if you want to discuss confidential information with the school nurse or other school authority. ☐ Yes ☐ No

Please provide the following information:

	Name	Phone	Date of Last Appointment
Pediatrician/primary care provider			
Specialist			
Dentist			
Case Worker (if applicable)			

Child's Health Insurance: ____ None ____ FAMIS Plus (Medicaid) _____ FAMIS _____ Private/Commercial/Employer sponsored

I, _____ (do___) (do not___) authorize my child's health care provider and designated provider of health care in the school setting to discuss my child's health concerns and/or exchange information pertaining to this form. *This authorization will be in place until or unless you withdraw it.* ***You may withdraw your authorization at any time by contacting your child's school****. When information is released from your child's record, documentation of the disclosure is maintained in your child's health or scholastic record.*

Signature of Parent or Legal Guardian: _____Date: _____/_____/ _____

Signature of person completing this form: _____Date:_____/_____/_____

Signature of Interpreter: _____Date: _____/_____/_____

COMMONWEALTH OF VIRGINIA
SCHOOL ENTRANCE HEALTH FORM

Part II - Certification of Immunization

Section I

To be completed by a physician or his designee, registered nurse, or health department official.
See Section II for conditional enrollment and exemptions.

A copy of the immunization record signed or stamped by a physician or designee, registered nurse, or health department official indicating the dates of administration including month, day, and year of the required vaccines shall be acceptable in lieu of recording these dates on this form as long as the record is attached to this form.
Only vaccines marked with an asterisk are currently required for school entry. Form must be signed and dated by the Medical Provider or Health Department Official in the appropriate box.

Student's Name:_____ Date of Birth: |____|____|____|
Last *First* *Middle* *Mo. Day Yr.*

IMMUNIZATION	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN				
*Diphtheria, Tetanus, Pertussis (DTP, DTaP)	**1**	**2**	**3**	**4**	**5**
*Diphtheria, Tetanus (DT) or Td (given after 7 years of age)	**1**	**2**	**3**	**4**	**5**
*Tdap booster (6th grade entry)	**1**				
*Poliomyelitis (IPV, OPV)	**1**	**2**	**3**	**4**	
*Haemophilus influenzae Type b (Hib conjugate) *only for children <60 months of age	**1**	**2**	**3**	**4**	
*Pneumococcal (PCV conjugate) *only for children <60 months of age	**1**	**2**	**3**	**4**	
Measles, Mumps, Rubella (MMR vaccine)	**1**	**2**			
*Measles (Rubeola)	**1**	**2**	Serological Confirmation of Measles Immunity:		
*Rubella	**1**		Serological Confirmation of Rubella Immunity:		
*Mumps	**1**	**2**			
*Hepatitis B Vaccine (HBV) ❑ Merck adult formulation used	**1**	**2**	**3**		
*Varicella Vaccine	**1**	**2**	Date of Varicella Disease OR Serological Confirmation of Varicella Immunity:		
Hepatitis A Vaccine	**1**	**2**			
Meningococcal Vaccine	**1**				
Human Papillomavirus Vaccine	**1**	**2**	**3**		
Other	**1**	**2**	**3**	**4**	**5**
Other	**1**	**2**	**3**	**4**	**5**

I certify that this child is **ADEQUATELY OR AGE APPROPRIATELY IMMUNIZED** in accordance with the MINIMUM requirements for attending school, child care or preschool prescribed by the State Board of Health's *Regulations for the Immunization of School Children* (Reference Section III).

Signature of Medical Provider or Health Department Official:_____ **Date (*Mo., Day, Yr.*):**___/___/____

Student's Name:_____Date of Birth: |____ |_ ___|___ _|

Section II
Conditional Enrollment and Exemptions

Complete the medical exemption or conditional enrollment section as appropriate to include signature and date.

MEDICAL EXEMPTION: As specified in the *Code of Virginia* § 22.1-271.2, C (ii), I certify that administration of the vaccine(s) designated below would be detrimental to this student's health. The vaccine(s) is (are) specifically contraindicated because (please specify):

_____
_____
_____.

DTP/DTaP/Tdap:[___]; DT/Td:[___]; OPV/IPV:[___]; Hib:[___]; Pneum:[___]; Measles:[___]; Rubella:[___]; Mumps:[____]; HBV:[___]; Varicella:[___]

This contraindication is permanent: [___], or temporary [___] and expected to preclude immunizations until: Date (*Mo., Day, Yr.*): |___|___|___|.

Signature of Medical Provider or Health Department Official:_____ Date (*Mo., Day, Yr.*):|___|___|___|

RELIGIOUS EXEMPTION: The *Code of Virginia* allows a child an exemption from receiving immunizations required for school attendance if the student or the student's parent/guardian submits an affidavit to the school's admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. Any student entering school must submit this affidavit on a CERTIFICATE OF RELIGIOUS EXEMPTION (Form CRE-1), which may be obtained at any local health department, school division superintendent's office or local department of social services. Ref. *Code of Virginia* § 22.1-271.2, C (i).

CONDITIONAL ENROLLMENT: As specified in the *Code of Virginia* § 22.1-271.2, B, I certify that this child has received at least one dose of each of the vaccines required by the State Board of Health for attending school and that this child has a plan for the completion of his/her requirements within the next 90 calendar days. Next immunization due on _____.

Signature of Medical Provider or Health Department Official:_____ Date (*Mo., Day, Yr.*):|___|___|___|

Section III
Requirements

For Minimum Immunization Requirements for Entry into School and Day Care, consult the Division of Immunization web site at http://www.vdh.virginia.gov/epidemiology/immunization

Children shall be immunized in accordance with the Immunization Schedule developed and published by the Centers for Disease Control (CDC), Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP), otherwise known as ACIP recommendations (Ref. *Code of Virginia* § 32.1-46(a)).
(Requirements are subject to change.)

Part III -- COMPREHENSIVE PHYSICAL EXAMINATION REPORT

A qualified licensed physician, nurse practitioner, or physician assistant must complete Part III. The exam must be done no longer than one year before entry into kindergarten or elementary school (Ref. Code of Virginia § 22.1-270). Instructions for completing this form can be found at www.vahealth.org/schoolhealth.

Student's Name: _____ Date of Birth: _____/_____/_____ Sex: ☐ M ☐ F

Health Assessment

Date of Assessment: _____/_____/_____

Weight: _____lbs. Height: _____ ft. _____ in.

Body Mass Index (BMI): _____ BP_____

❑ Age / gender appropriate history completed

❑ Anticipatory guidance provided

Physical Examination

1 = Within normal 2 = Abnormal finding 3 = Referred for evaluation or treatment

	1	2	3		1	2	3		1	2	3
HEENT	□	□	□	Neurological	□	□	□	Skin	□	□	□
Lungs	□	□	□	Abdomen	□	□	□	Genital	□	□	□
Heart	□	□	□	Extremities	□	□	□	Urinary	□	□	□

TB Screening: □ No risk for TB infection identified □ No symptoms compatible with active TB disease
□ Risk for TB infection or symptoms identified
Test for TB Infection: TST IGRA Date:_____ TST Reading _____mm TST/IGRA Result: □ Positive □ Negative
CXR required if positive test for TB infection or TB symptoms. CXR Date: _____ □ Normal □ Abnormal

EPSDT Screens Required for Head Start – include specific results and date:
Blood Lead:_____ Hct/Hgb _____

Developmental Screen

Assessed for:	*Assessment Method:*	*Within normal*	*Concern identified:*	*Referred for Evaluation*
Emotional/Social				
Problem Solving				
Language/Communication				
Fine Motor Skills				
Gross Motor Skills				

Hearing Screen

❑ Screened at 20dB: Indicate Pass (P) or Refer (R) in each box.

	1000	2000	4000
R			
L			

❑ Screened by OAE (Otoacoustic Emissions): □ Pass □ Refer

□ Referred to Audiologist/ENT □ **Unable to test – needs rescreen**

□ Permanent Hearing Loss Previously identified: ___Left ___Right

□ Hearing aid or other assistive device

Vision Screen

❑ With Corrective Lenses (check if yes)

Stereopsis	❑ Pass	❑ Fail		❑ Not tested
Distance	Both	R	L	Test used:
	20/	20/	20/	

❑ Pass ❑ Referred to eye doctor ❑ **Unable to test – needs rescreen**

Dental Screen

❑ Problem Identified: Referred for treatment

❑ No Problem: Referred for prevention

❑ No Referral: Already receiving dental care

Recommendations to (Pre) School , Child Care, or Early Intervention Personnel

Summary of Findings (check one):
□ **Well child; no conditions identified of concern to school program activities**
□ **Conditions identified that are important to schooling or physical activity** (complete sections below and/or explain here): _____
_____

___ **Allergy** □ food: _____ □ insect: _____ □ medicine: _____ □ other: _____
Type of allergic reaction: □ anaphylaxis □ local reaction Response required: □ none □ epinephrine auto-injector □ other: _____

___**Individualized Health Care Plan needed** (e.g., asthma, diabetes, seizure disorder, severe allergy, etc)

___ **Restricted Activity** Specify: _____

___ **Developmental Evaluation** □ Has IEP □ Further evaluation needed for: _____

___ **Medication**. Child takes medicine for specific health condition(s). □ Medication must be given and/or available at school.

___ **Special Diet** Specify: _____

___ **Special Needs** Specify: _____

Other Comments: _____

Health Care Professional's Certification (Write legibly or stamp) **□ By checking this box, I certify with an electronic signature that all of the information entered above is accurate (enter name and date on signature and date lines below).**

Name: _____ **Signature:** _____ Date: ____/_____/_____

Practice/Clinic Name: _____ **Address**: _____

Phone: _____-_____-_____ **Fax**: _____-_____-_____ **Email:** _____

Name of Child

INFORMATION FOR PARENTS

Before the child's first day of attendance, parents shall be provided in writing the following information about the family day home (as required by 22 VAC 40-111-70 of the Standards for Licensed Family Day Homes):

Hours and Days of Operation: 7:30AM - 6:00 PM

Holidays or other scheduled times closed: POSTED AND PROVIDED

Telephone number where a message can be left for a caregiver: 703-577-2516

Fees for care (including regular rate for care of this child, late fees, activity fees, returned check fees, etc.):
Fee for care: discussed with parent; Late pick-up fee: $15/15 min; activity fee: included in tuition; returned check fee: $35

Payment of fees due on: In advance on Friday or before

Check in and check out procedures (to include where and when provider will assume care such as at her home, at the school, at the bus stop; acceptable drop off/pick up procedures, etc.)

DISCUSSED WITH PARENT

The family day home must notify the parent when the child becomes ill and the parent must arrange to have the child picked up as soon as possible if so requested by the home.

The parent must inform the family day home within 24 hours or the next business day after his 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.

The child must be adequately immunized prior to admission and must receive additional immunizations as required by state law (unless parent provides proper documentation of medical or religious exemption).

Paid caregivers must report suspected child abuse or neglect according to § 63.2-1509 of the Code of Virginia;

Custodial parents have the right to be admitted to the family day home any time their child is in care (required by § 63.2-1813 of the Code of Virginia)

A pet or animal is present in the home: _____Yes ___X__No

Family day home will provide meals and snacks: ___X__Yes _____No (For 12 months and up)

Other Information:
For 12 months and under will provide Gerber/Beechnut products and fresh fruit when baby is ready

General daily schedule that is appropriate for the age of the enrolling child: (usual routine for provision of meals and snacks, naps, indoor play, outdoor play, etc.):

POSTED

Discipline policies including acceptable and unacceptable discipline measures:

- Corporal punishment such as spanking is prohibited
- Is time out used with children other than infants and toddlers? ___X___Yes _____No (minimal - e.g. 3 mins for a 3-year-old)

Other:
Separating child from the situation and talking about consequences is done and emphasized on

The following attachments signed by parent:

- Liability Insurance Declaration
- Policies for the Administration of Medication
- Provisions of the Emergency Preparedness and Response Plan

INFORMATION FOR PARENTS

Amount of time per week that an adult assistant or substitute provider instead of the provider is regularly scheduled to care for the child (such as when provider leaves each day to transport children): N/A

Name of the adult assistant or substitute provider: Ms. Sabi, Ms. Helen, or Ms. Shanti

Policies for termination of care (to include any requirements for prior notice; fees if prior notice is not given by parents; general reasons for termination such as non-payment of fees, age of child, behavior of child, etc.):

30 days written notice or 4 weeks of tuition in lieu of notice. Lifeskills reserves the right to terminate enrollment due to behavior of child or inability to adjust with a 4 week notice

A copy of the regulation, *Standards for Licensed Family Day Homes*, and additional information about the family day home, including compliance history that includes information after July 1, 2003 may be obtained from the following website: http://www.dss.virginia.gov/facility/search/licensed.cgi

Providers must notify parents (required by 22 VAC 40-111-650):

- 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 (may use Liability Insurance Declaration Form);
- 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.
- Immediately when the child:
  - Has a head injury or any serious injury that requires emergency medical or dental treatment;
  - Has an adverse reaction to medication administered;
  - Has been administered medication incorrectly;
  - Is lost or missing; or
  - Has died.
- 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. Life-threatening diseases must be reported to parents immediately. 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.

_____ _____

Parent Signature Date

MODEL FORM

Child's Name _____

LIABILITY INSURANCE DECLARATION

THIS FORM COMPLIES WITH THE REQUIREMENTS OF § 63.2-1809.1 OF THE CODE OF VIRGINIA AND MUST BE MAINTAINED ON FILE IN THE FAMILY DAY HOME AT ALL TIMES WHILE THE CHILD IS IN ATTENDANCE AND FOR 12 MONTHS AFTER THE CHILD'S LAST DAY OF ATTENDANCE.

I have liability insurance coverage in force on my family day home business in an amount that meets or exceeds the minimum amount established by the Virginia Department of Social Services ($100,000 per occurrence and $300,000 aggregate).
___X____ Yes _____ No

I, _____, acknowledge having received the
(Signature of parent or guardian)
above-referenced notification on _____.
(Date)

☐ **I no longer have liability insurance coverage in force on my family day home business in an amount that meets or exceeds the minimum amount established by the Virginia Department of Social Services effective _____.**
(Date)

I, _____, acknowledge having received the
(Signature of parent or guardian)
above-referenced notification on _____.
(Date)

Medication Administration – Decision to Administer

(Required by Standards for Licensed Family Day Homes 22 VAC 40-111-60 B 8)

Provider's Name (please print):	Name of Family Day Home:
Maliha Mahmood	Lifeskills Montessori Daycare

I have made the following decision regarding the administration of medications to a child in my family day home:

- ☐ I (or other caregivers) **WILL NOT** administer any medications – prescription or non-prescription medication.
- ☐ I (or other caregivers) **WILL** administer **ONLY** prescription medication.
- ☒ I (or other caregivers) **WILL** administer **ONLY** EpiPens and non-prescription topical creams and ointments.
- ☐ I (or other caregivers) **WILL** administer **ONLY** non-prescription medication.
- ☐ I (or other caregivers) **WILL** administer **BOTH** prescription and non-prescription medication.
- ☐ I (or other caregivers) **WILL** administer **ONLY** non-prescription topical skin products such as sunscreen, diaper ointment and lotion, oral teething medicine, and insect repellant.

Authorized Caregivers to Administer Prescription and Non-Prescription Medications

Only a caregiver who has a current Medication Administration Training (MAT) certificate or has appropriate licensure to administer prescription medications and is listed as a medication administrator in this document will be permitted to administer prescription medications and non-prescription medication (except non-prescription topical skin products such as sunscreen, diaper ointment and lotion, oral teething medicine, and insect repellant) in my family day home.

Medication administrators will administer prescription medications in accordance with the physician's or other prescriber's instructions and in accordance with the standards of practice in the MAT training.

Medication administrators will administer non-prescription medications at the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child.

I understand that any individual listed in this section as a medication administrator is approved to administer prescription medications using the following routes: topical, oral, inhaled, eye, and ear, medication patches and epinephrine using an auto-injector device.

I understand that if a child in my family day home requires prescription medication to be administered rectally, vaginally, by injection or by another route not listed above, I will follow the procedures outlined in the MAT training for children with special health care needs.

Medication Administrator(s)

Current MAT certificates (or documentation of licensure to administer prescription medications), current age-appropriate first aid certificates, and current CPR certificates for the caregivers listed below will be kept in the caregivers' records and be available upon request.

Caregiver Name: _____

Caregiver Name: _____

Caregiver Name: _____

Confidentiality Statement

Information about any child in my family day home is confidential and will not be given to anyone except VDSS' designees or other persons authorized by law unless the child's parent gives written permission. Information about a child in my family day home will be given to the local department of social services if I receive a day care subsidy for the child or if the child has been named in a report of suspected child abuse or neglect or as otherwise allowed by law.

ADA Statement

I understand the provisions of the Americans with Disabilities Act. If any child enrolled in my family day home now or in the future is identified as having a disability covered under the Americans with Disabilities Act, I will assess the ability of the family day home to meet the needs of the child (for further information on ADA seek legal counsel and/or go to the following website: www.usdoj.gov/crt/ada/chcaflyr.htm). If my family day home can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, I will ensure that I have a caregiver in my family day home who has a current Medication Administration Training (MAT) certificate or has appropriate licensure to administer prescription medications.

Provider Statement

I understand that it is my responsibility to follow my *POLICY FOR THE ADMINISTRATION OF MEDICATION* and all health and infection control regulations applicable to my family day home.

I will verify and document the credentials for all new caregivers before the caregiver is allowed to administer prescription or non-prescription medications (except non-prescription topical skin products) to any child in my family day home.

My *POLICY FOR THE ADMINISTRATION OF MEDICATION* will be made available to parents at enrollment, whenever changes are made and upon request.

Provider and the parent of each enrolled child must sign below. The provider must maintain a copy of this form in each child's individual record.

Provider's Signature:	Date:
Parent's Signature:	Date:

VDOE MODEL FORM – FDH

AUTHORIZATION TO APPLY A NON-PRESCRIPTION TOPICAL SKIN PRODUCT

(Such as Sunscreen, Diaper Ointment and Lotion, Oral Teething Medicine and Insect Repellant as required by 8VAC20-800-750of the Standards for Licensed Family Day Homes)

_____ has my permission to apply the following
(Name of Provider) non-prescription topical skin product to my child,

_____.
(Name of Child))

Product Name: _____

Known Adverse Reactions (if any): _____

_____

- The product must be in the original container and, if provided by the parent, labeled with the child's name
- Manufacturer's instructions for application must be followed
- Parents must be informed immediately of any adverse reaction
- The product must not be used beyond the expiration date of the product
- Sunscreen must have a minimum sunburn protection factor (SPF) of 15

This authorization is effective until: _____ (the effective period must not exceed one calendar year from the date of the parent's signature below).

Parent's Signature: _____ Date: _____

PROVISIONS OF THE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Before the child's first day of attendance, parents must be informed of the provisions in the home's Emergency Preparedness and Response Plan (Standards for Licensed Family Day Home 22 VAC 40-111-70 A 16).

To the Parent (s) of _____ *(child's name)*:

This letter is to assure you of our concern for the safety and welfare of children attending Lifeskills Montessori Daycare *(insert name of family day home).*

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation* Children are evacuated to a safe area near the home in the event of a fire, etc.

- *In-place sheltering* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the home is the best immediate response.

- *Relocation* Total evacuation of the home may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at 2201 Huntermill Road, Vienna, VA 22181

_____

(insert name/physical address of relocation site)

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We will have your contact information with us and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and you child to be safely reunited.

In your child's record at this home are the names of persons you have authorized to pick up your child if you not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please let us know.

_____ _____

Parent Signature Date