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## Welcome

Commonwealth Family Childcare, Inc. services children and families throughout Southern Massachusetts. As a Family Child Care System our office provides referrals to a network of Licensed Family Child Care Educators who offer childcare services to infants, toddlers, pre-school, and school aged children in Licensed Family Child Care programs. CFC Inc. works to support and connect children, families, and Family Child Care Educators by providing them with tools and resources that sustain valuable outcomes.

Each family comes with a unique set of needs and goals including the healthy development of their child(ren). Commonwealth Family Childcare, Inc. works to support families in finding a FCC program that fits the goals and needs of each family seeking child care through our agency.

Each Family Child Care Educator brings her own unique experience, education and philosophy to her individual program. CFC strives to link families with those early childhood programs that will best fit their family's own philosophies and specific needs, so that their early learner will benefit from the most appropriate Family Child Care program.

### What makes Family Child Care unique?

#### Family Child Care programs:

- have a small educator/child ratio - no more than 6 to 10 children of a *mixed* aged group.
- with more than six children work with an EEC approved assistant.
- offer a home-like environment for young children
- offer opportunities for children to interact with other members of the educator's family

### How can Family Child Care be of benefit to a family with a young child?

- Child to Educator ratio allows for increased opportunities for individual attention
- Educators have the ability to be flexible in responding to the changing needs of families and children

This packet is designed to acquaint families with CFC services, policies, and procedures. Our agency has an open-door policy and we welcome all questions and concerns - we encourage both parents and caregivers to visit or call our office, as needed.



Dear Parents and Caregivers,

CFC looks forward to assisting you with your individual child care needs. Young children are eager learners, and we believe early education programs can foster a child's development by offering opportunities for early learners to explore, create, discover, and succeed.

Our common goal for your child is for him or her to acquire developmentally appropriate skills that will ultimately prepare him or her for school. Keep in mind, though, that the best educational programs do more than just teach children how to count and say the alphabet. Early childhood programs should not only foster a child's growth and development, but also offer a warm and nurturing environment where your child feels welcome and is encouraged to development at his or her own pace.

Our office supports our FCC Educators in obtaining the necessary skills, learning environment, daily schedule, and curriculum required to make a difference in your child's life. FCC programs work towards helping children with their cognitive, physical, social, emotional, and gross motor skills, while they develop children's coping and self-help skills needed to give them social competence and self-esteem.

An effective partnership between your home, the child care environment and our office will contribute to your family's ability to have a successful relationship with your FCC educator. Family Childcare Educators should keep you informed of your child's progress and should suggest activities you can do at home to provide continuity with what they are doing in the childcare program. Agency staff will keep you abreast of your eligibility status, assist you in evaluating your immediate and long-term childcare needs, or remind you when documents need updating. We are eager to hear of your concerns as well. Let us know what is important to you. We care deeply about quality programming for young children. We strongly support partnerships between Family Child Care programs and the families they serve, and look forward to assisting you in accessing care that best meets the needs of your family.

Sincerely,  
The Staff and Educators of Commonwealth Family Childcare Inc.



## PARENT SERVICES

**Educator Referrals:** Parents are offered referrals to FCC programs based on family and child needs. Parents are encouraged to interview more than one (1) Educator to compare programs. Agency staff is available to provide you with interviewing assistance and written materials. If your child care situation changes and you need to change Educators, we are available to refer you to another Educator within or outside the agency.

**FCC Educator Visits:** Each contracted Educator is assigned an agency Support Specialist, who visits your Educator and child(ren) on a regular basis.

**Initial Thirty (30) Day Assessment:** The first month or so is an adjustment period for your family, your child(ren), and your FCC Educator. During this time, you and your Educator will be evaluating your child's participation to be sure s/he is adjusting to the new environment. We recommend that you and your Educator set aside time each day to discuss your child's behavior, eating/napping schedule, peer relationships, and Educator policies and procedures, so that you and your child's adjustment runs smoothly. CFC, Inc. Support Specialists make regular visits to the Educator's home, where they will also observe your child's participation. Parents are encouraged to contact your Support Specialist with comments, questions, and concerns.

**Substitute Care:** Educators support each other by offering substitute care when the regular program is closed. We strongly encourage you to contact our office for substitute care when your regular program is closed. We recommend that you meet and interview the educator beforehand and will do our best to connect you with an educator who can accommodate your temporary child care needs. (Note: Parents of children attending substitute care must complete required substitute care enrollment forms).

**Education & Support:** We are available to discuss your child's development, your FCC Educator's program, licensing regulations, or any other topics relevant to your childcare arrangement or eligibility.

**Child Progress Reports:** The Department of Early Education and Care requires that each child have a **Progress Report** completed on the following basis:

- Once every three months for infants and children with special needs
- Once every six months for toddlers and preschool aged children
- Once every twelve months for school aged children

Results of progress reports should be given to parents on a regular basis. Parents are encouraged to conference with their Educator, so that you have the opportunity to discuss your child's learning environment, developmental needs and goals, and to learn about your child's readiness for Kindergarten before your child enters public school.



**Curriculum/Assessment Tools:** CFC links Educators with **Creative Curriculum for Family Child Care**, and **Teaching Strategies GOLD Assessment tool**. The purpose of the assessment is to identify how children are progressing developmentally and to establish daily activities and learning experiences that will foster emerging skills.

**Screening Tools:** CFC Educators are also linked to the **Teaching Strategies Ages and Stages Questionnaire** which serves as a screening tool where Educators and Parents can determine if a referral for additional services is required.

Parents are encouraged to speak with your child's Educator to learn more about the program's curriculum, assessment methods and tools, and to discuss how your child is developing and acquiring new skills. Parents should be offered a conference with your child's Educator to discuss assessment and screening results, including age appropriate goals that have been established for your early learner.

**Field Trips/Outings:** Educators may take field trips with their children and may use the assistance of staff to accompany them on the outing. Parents are notified and are always welcome to participate. (Note: Children may only partake in Field Trip events with a signed consent from home)

**Parent Announcements:** CFC, Inc. occasionally forwards announcements to all parents. These include information on child care eligibility, child growth & development, safety & health, agency closures, policies & procedures, and information relevant to early childhood education.

**Subsidy Information:** Our office is able to connect families with subsidized child care options that fit each household's need. Subsidized child care is accessible to qualifying families based on family/child eligibility and available slots within our agency. Parents seeking to enroll their child through the use of a subsidized slot are placed on a centralized waitlist. If no slot through CFC is available, CFC will work with parents of children on the waitlist by referring that family to another subsidized program.

**Screenings/Referrals:** CFC encourages and works with FCC Educators to complete screenings on children enrolled through CFC. Referrals may be made to an outside agency based on the child's development and screening results. No referral shall be made without sharing information about the referral process, concerns, and written consent from a parent or guardian.

**Transportation:** CFC, Inc. offers transportation to eligible families through contracts with our funding agencies. In limited circumstances, we may be able to offer transportation to other families based on specific need and space on vans. This service is not guaranteed and could end at any time.



## LIST OF FINANCIAL ASSISTANCE PROGRAMS AVAILABLE TO ELIGIBLE FAMILIES

- **Income Eligible:** Financial assistance for full-time child care may be available to families who meet eligibility requirements established by the Commonwealth of Massachusetts Department of Early Education and Care. Eligibility is determined by our office. Parents who are employed, attending school, seeking employment, have a child with a special need, or are incapacitated as specified by a health professional may qualify based on income and family size.
- **DTA Voucher:** Parents who are currently receiving AFDC, or who have received AFDC within the past year, and who meet all other DTA voucher requirements, can access child care through CFC, Inc., as long as they are authorized by their area Voucher Management Agency. In some instances, sliding fees apply.
- **DCF Referred:** Children and families who have authorization from the Department of Children and Families can receive child care through CFC, Inc. Commonwealth Family Childcare employs a Social Service Coordinator who works to assist families in finding childcare, accessing community resources, and participating in their child's program.
- **Young Parent:** CFC provides child care services to Young Parents age 19 or younger who have or are working towards their high school diploma or GED and who are either employed and/or attending school. The Young Parent Case Manager works closely with Young Parent families in finding an appropriate FCC Program, accessing community resources, and maintaining participation in their child's early education.
- **Kid's Net:** This service offers foster families short-term childcare in licensed family child care programs in the Taunton, Brockton, and New Bedford areas. The service is available 7 days per week, from 7:30 a.m. to 10:00 p.m. For more information, foster parents can call MSPCC at 1-508-586-2660, or ask our Parent Intake Specialist, who can be reached by calling CFC, Inc. and dialing ext. 16.



## CFC, Inc. EDUCATOR SERVICES

**Technical Assistance & Support:** Educator Support Specialists conduct regular visits to each child care program. Family Child Care Educators work closely with our office to receive technical assistance and direct support around professional development, state regulations, early education initiatives, developmentally appropriate practice, and strengthening families. In addition, CFC assists educators in operating their businesses, which may include record keeping, tracking attendance, and parent communications.

**Referrals:** Families seeking child care are referred to FCC homes based on family needs and the educator's enrollment capacity. Our office works with families in completing required paperwork, maintaining eligibility, and obtaining information and resources that work to support parents and children in becoming an active part of the FCC program.

**Curriculum Support:** Educators are connected to professional development opportunities and support in implementing developmentally appropriate activities for a mixed-age group. CFC understands that each child develops at his or her own pace. Planning and implementing a day that fosters each child's development and emerging skills are necessary in supporting successful outcomes for early learners. Since parents are their child's first teacher, we encourage families to speak with their Educator regarding their own goals for their child as it pertains to their child's FCC program curriculum.

**Training:** CFC, Inc. offers training and connects FCC Educators to training opportunities focusing on child growth and development, health and safety, licensing and regulations, early childhood initiatives, and any and all topics relevant in promoting quality care for children and families.

**Children's Records:** CFC, Inc. maintains records on each enrolled family. We regularly notify parents when records need updating. Parents may obtain information in their child's file. The contents of children's file remain confidential and will not be shared with an outside agency without written parental consent.

**Newsletter:** Commonwealth FCC distributes a monthly newsletter for Educators, which informs and updates programs on such topics as child development, professional development, EEC regulations, curriculum and planning, and resources. Copies of newsletters are posted to the CFC website on a monthly basis.

Your **Support Specialist** is assigned to your FCC program for the purpose of supporting, educating and training the FCC Educator. She regularly visits your FCC Educator and is available to answer any question, and to discuss your child's development, the FCC program, your family needs, subsidy requirements and any other information relevant to child care services.



## YOUR INDIVIDUAL FAMILY CHILD CARE ARRANGEMENT

Below are topics that parents and caregivers should discuss on a regular basis.

1. **Activities:** Early education programs offer small and large group activities that should be designed to strengthen a child's cognitive and social abilities. Individual learning experiences should be based on a child's ability and needs. Parents are encouraged to speak to Educators about their daily activities and group time, including suggested activities for you to do at home.
2. **Meals/Snacks:** Most Educators who contract with CFC, Inc. are enrolled in a federally funded food program. This allows them to be reimbursed for a portion of the meals served to children at no cost to the parent. All meals must be nutritionally balanced in accordance with the Bureau of Nutrition. Parents are encouraged to discuss this program in more detail with your individual Educator. Although this service is not through CFC, we encourage and support Educator participation in a food program.

To ensure that children's nutritional needs are being met and mealtimes are coordinated, parents and Educators must discuss feeding schedules, food restrictions, allergies, and special diets. If the Educator is a member of a U.S.D.A Food Program, she should have posted a monthly menu of approved meals.

3. **Clothing:** Children need to be dressed in clothes that give them the freedom to move and play without the fear of getting dirty, that keep them warm in the cold weather, and that keep them cool when it's hot. They should also have shoes that protect their feet when outside. They should have a complete change of clothing on hand at the child care home for when accidents, spills, etc. occur, including a regular supply of diapers and wipes.
4. **Toilet Learning:** As is the case with so many of the child's milestones, he will accomplish toilet learning when he is ready. Parent and Educator should both watch for each child's readiness signs, and discuss how and when they can each best support this learning process.
5. **Naptimes/Bedtimes:** It is often tempting for parents to let the child stay up late so they can spend more time together in the evening. Most children, however, really need a good night's rest in order to keep up with the next day's activities. Also, children benefit from a rest period each day in the form of a quiet time or nap. This helps to prevent them from being too tired to enjoy their families in the evening. It is important to review your child's napping schedule with your Educator, as well as her expectation for rest time and nap routine. The length of the sleep, rest or quiet activity period must be appropriate to the needs of the children.





Reducing the risk of SIDS in childcare: CFC, Inc. has on file a plan for meeting EEC requirements around reducing the risk of SIDS in child care, including regular Educator training in safe sleep practices for infants.

6. **Illness Policies:** Parents and Educators must discuss the FCC program's procedures to be followed in case of illness, injury or emergency, including method of transportation, notification of parents, and procedures when parent(s) cannot be reached. Children who are mildly ill may remain in care at the Educators discretion; this decision should be based on the needs of the children. Educators should share information that defines mild symptoms with which ill children may remain in care, and more severe symptoms that require notification of the parents or back-up contact to pick up the child. We encourage parents to ask Educators about their plans regarding caring for mildly ill children, excluding a child or sending a child home due to illness. Parents must provide written authorization by a licensed health care practitioner for administration of any non-topical, non-prescription medication to their child. Such authorization shall be valid for one year.
7. **Outings/Transportation:** Most Educators take neighborhood walks, gather at a local park, and may even visit a neighborhood library. Enrollment forms require a parent signature, either to authorize or to disallow your child to leave the FCC program. Parents will want to discuss the Educator's safety and supervision procedures for these activities. When a child is being transported to an event or special field trip, Educators must collect written permission from parents/caregivers on a separate Field Trip form.
8. **Planning for Special Needs Children:** All parents hope to find childcare programs that will address the unique needs of their child. Parents must, however, be very clear with the Educator when their child's needs differ from those of the other children in the group. The individual qualities of each child, no matter how different, should be respected by the Educator and other children in the program.
9. **Overtime:** Families need to keep a regular drop-off and pick-up time so the Educator can plan and follow a consistent schedule. This assures the parent that the Educator will be there to receive and deliver the children at agreed upon times.

In order to create a positive foundation for young children, CFC, Inc.'s main objective is to partner with each family and FCC Educator. Building and maintaining such collaboration can be done successfully and will ultimately have lasting and positive impacts for all involved, especially the young child.

- ❖ Open communication
- ❖ Understanding your child's needs.
- ❖ Agreement on terms or arrangements.
- ❖ Honesty and trust.



- ❖ Advance notice of and agreement to any changes.
- ❖ Pick up on time and follow through on all agreements.
- ❖ Respect the needs of your family, your child and the FCC Educator's program.

## Child Care SAMPLE SCHEDULE

7-9:30 Morning arrival, Indoor play, breakfast

9:30-10:00 Music and Movement/ Story Time

10-10:45 Outside Play or Indoor Gross Motor

10:45-11:30 Small and Large Group Activity

11:30-12 Learning Centers and Indoor Play Opportunity

12:00-12:30 Lunch

12:30-12:45 Bathroom, Diaper Changes and Teeth Brushing

12:45-1 Story Time

1-2:00 Rest Time and Quiet Activities for children who don't nap.

2:00-2:30 Bathroom and Diaper Changes/Puzzles and Table Toys

2:30-3 Outdoor play or Indoor Gross Motor

3-3:45 Indoor play and Educator Directed games

3:45-4 Prepare for Pick up

4-4:30 Puzzles and Table Toys

Note: Infant nap and feeding schedules are created based on their schedule at home, as well as the infant's needs while in care.



## POLICIES AND PROCEDURES

### **OFFICE HOURS**

The agency is open Monday through Friday from **7:00** a.m. to **5:30** p.m., except during approved closures listed in your handbook.

Parents are required to give the agency and your Educator a schedule of hours your child will be in care. Hours of care are based on employment and/or school schedules, travel time included. If, due to unforeseen circumstances, you will not be dropping off or picking up at your regularly scheduled time, you are required to call your Educator, in advance.

**Parents who need to permanently change their schedule due to a change of employment, job loss, or school schedule must notify the office before service hours can be officially changed.**

### **REQUIRED FORMS**

All parents are required to update your or your child's information on a regular basis. CFC, Inc. and your Educator may periodically send you reminders.

It is necessary that parents contact the agency when there is a:

- change in your home or work address and telephone number
- change in your service need
- need to have your child's records updated
- need to change your scheduled hours of care
- change in your employment through job loss or change
- change in your family size
- change in family income
- need for substitute care
- need to change FCC Educators

02/19

P.O. Box F



<b>Commonwealth Family Childcare, Inc. FEE PAYMENT POLICIES</b>
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\*Fees are due one (1) week in *advance* of child care services by the last service day of the week prior to care.

\*Fees are payable to CFC, Inc. and must be mailed, dropped off at the office or paid by using VENMO. Upon request, we may set up an automatic weekly ACH from a checking account

\*Fees are due regardless of your child's absence or agency closures.

\*All parents are required to pay an initial deposit equal to one (1) week's fees. This deposit will be adjusted when there are changes to the assessed fee. All initial deposits will be returned to parents when a 2 week termination notice is provided to us.

\***Late Pick Up:** CFC, Inc. recommends that Educators charge a \$5.00 late fee for every 15 minutes of care that extends beyond your scheduled hours. This fee is charged when parents fail to contact their Educator when they expect to be late in dropping off/picking up their child.

\***Delinquency of Fees:** EEC has established strict policies around delinquency of fees. Failure to pay an outstanding balance by the date established by this agency may result in the termination of your child care subsidy. If there are multiple occurrences of non-payment of fees the Department of Early Education & Care may sanction your ability to receive further financial assistance.

A mail slot is located at the entrance to the CFC, Inc. office for parents who wish to drop off payments after hours (NO CASH, only checks or money orders). CFC, Inc. is not liable for payments that are lost or missing due to improper placement of paperwork in mail slot.

Mailing Address: CFC, Inc.  
P.O. Box F  
Raynham, MA 02767

See CFC, Inc for Venmo Instructions or Automatic Payment Authorization

I have read and acknowledge receipt of the agency's Fee Payment Policies.

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Parent/Guardian Signature

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Date



## ***SUBSTITUTE CARE***

FCC Educators operate their businesses at least 10 hours per day, recognize 12 state approved closures, 4 required training days, and generally take up to 10 vacation days per contract year. Parents and Educators should discuss the family child care hours of operation, planned vacation days, and closure policies at the time of enrollment.

FCC Educators are responsible for notifying their parents and CFC, Inc. when they are going to be unavailable to provide care on any given day **OR** when they will be closing early. Educators are required to notify parents and agency one (1) month in advance of extended closings (i.e. vacations) Child absences are counted and excessive absenteeism can be grounds for termination. **Parents are strongly encouraged to request substitute care on days when your regular Educator is unavailable (other than state approved closures).**

Parents **MUST** contact the office at least 48 hours in advance when substitute care is needed for a 1 or 2 day period. Parents **MUST** contact the agency at least 2 weeks in advance when substitute care is needed for a longer period of time. **The agency cannot guarantee a referral to a substitute Educator when we are not given adequate notice**

All contracted FCC Educators are available to offer you substitute care as their program capacity allows. Parents who receive referrals for substitute care are encouraged to meet with substitute Educators beforehand, if at all possible. Your Educator has substitute care information forms for you to complete; we have also provided you with a form in your Parent Handbook.



### ***TERMINATIONS (parent)***

- ◇ Parents are required to give a 2- week notice of termination to CFC, Inc. and to your Educator. This allows time to enroll another child in the program. Less than a 2- week notice will result in a loss of the initial deposit.
- ◇ Parents who choose to transfer their child from one FCC program to another (within the agency) are expected to give a 2- week notice.
- ◇ Parents who are terminating from the program must also notify both the agency and their FCC Educator in advance, giving a specific date of termination. Agency staff will follow up with the Educator to confirm the last day in care.

### ***TERMINATIONS (agency)***

Parents who fail to meet the agency's requirements around:

1. fee payments
2. reassessment of service need
3. excessive absences
4. following program policies

will be mailed a Warning Notice. Repeated failure will result in a Notice of Termination, effective 14 calendar days (2 weeks) from the date of the notice.

### ***TERMINATIONS (FCC Educator)***

- ◇ Educators are required to give a 2-week notice of termination to parents and agency. This allows time for the parent to find alternate arrangements.
- ◇ Parents who are given a 2-week notice should contact CFC, Inc. as soon as possible for additional child care referrals.
- ◇ If both parent and Educator agree to waive the 2-week notice, each must document the agreement in writing and CFC, Inc. will accept the insufficient termination status.

### ***EEC REGULATIONS***

The Department of Early Education and Care is the state agency that licenses all childcare programs. We recommend to parents that you familiarize yourselves with these regulations in order to



understand the minimum requirements for the provision of child care in a licensed Family Child Care program. Copies of regulation can be found at [www.eec.state.ma.us](http://www.eec.state.ma.us).

**Mandated Reporter:** All Educators and CFC, Inc. staff are mandated by EEC to report any suspected incidence of abuse or neglect of children in care. Educators who suspect abuse or neglect of a child will call EEC or DCF with a report, followed by a written report within 24 hours. CFC, Inc. staff is available to assist Educators in following these procedures.

If it has been reported to EEC or DCF that any staff member is suspected of being abusive or neglectful toward children, or that a child has been abused while under the supervision of a staff person, the suspected or alleged employee shall immediately be removed from working directly with children until a full investigation by EEC or DCF has been completed and investigated findings are documented.

If it has been reported to EEC or DCF that any Family Child Care Educator is suspected of being abusive or neglectful toward children, or that a child may have been abused while under the supervision of the Family Child Care Educator, the agency shall:

- \*Require that the FCC Educator notify all families enrolled through CFC, Inc. of the report
- \*Require from enrolled parents, legal guardians, or persons having legal custody of enrolled children, a written statement verifying that s/he is aware of the report but voluntarily wishes to continue receiving services from the FCC Educator while EEC/DCF is conducting its investigation.
- \*Offer substitute care to all parents, legal guardians, or persons having legal custody of enrolled children, if they so choose, while EEC/DCF is conducting their investigation.
- \*Notify EEC that we are aware of the report; use EEC technical assistance and support in handling the allegation.
- \*Continue to uphold our contractual agreement with the FCC Educator, unless EEC's final decision is to close the FCC operation, or, based on EEC's findings and individual circumstances, the Director determines that it would be in the best interests of the agency and families to terminate the agreement.
- \*Assist FCC Educators in following all EEC/DCF recommendations regarding the future operation of the FCC program, as required by the investigation results.



## ***INCIDENT REPORTS***

All FCC Educators are required by EEC to notify parents and the agency when a child has been injured while in the family child care program, or when a child arrives with any unusual bruises or marks. FCC Educators are required to complete an incident report, which is then signed by the parent and kept on file. When injuries require medical care by a physician or hospital, the Educator must complete and forward to EEC an emergency incident report that has been signed by the parent.

## ***CONFIDENTIALITY***

It is the policy of CFC, Inc. to respect the confidentiality of the parents and children we serve. At the time of enrollment parents will be asked to provide written authorization for agency staff and Educators to discuss your child's participation. You will also be asked to sign a Release of Information form giving staff permission to speak with any other agencies you identify on behalf of your child, i.e. child's physician.

## ***POLICIES AROUND INCLEMENT WEATHER***

Agency staff is expected to report to work regardless of weather conditions. All FCC Educators are expected to provide services regardless of weather conditions, since services are performed in their homes. FCC Educators who choose to close their programs due to weather conditions that are not officially declared an emergency, do so with the understanding that parents will be offered substitute care through CFC, Inc., if at all possible.

**Transportation:** All agency transportation must be authorized by the funding agency and CFC, Inc. before services can begin. Parents receiving transportation services through CFC, Inc. will be offered transportation to the FCC program unless weather conditions are considered too severe. It is the agency's policy to cancel transportation services when public schools are closed. Parents are advised to listen for "NO SCHOOL" announcements on your local radio or TV stations. Educators and parents can also call the agency and dial extension **50** for information regarding agency closings or transportation cancellations. Parents may provide their own transportation if they so choose.





## **CFC, INC. HEALTH CARE POLICIES**

CFC, Inc. maintains general health and safety policies that incorporate individual Educator health care policies with agency guidelines. Each Educator is required to keep written health care policies to be kept on file.

Each child in the program will have a written statement from his/her physician indicating that the child has had a complete physical exam, as well as verification of age appropriate immunizations and lead test, upon enrolling in the FCC home. If this is against religious beliefs of parents, or if the child's physician indicates that such a procedure is contra-indicated, written verification from the parent is necessary.

All child health records received by CFC, Inc. are copied and forwarded to the FCC Educator to be kept on file. EEC requires Educators to have up-to-date health records on all children in care.

Any child or employee who has a diagnosed communicable disease shall not come to the FCC program during the time s/he is communicable. If any communicable disease is introduced into a FCC program, Educators are required by law to notify parents, the Dept. of Public Health, and the agency, and shall require a doctor's note before returning to the FCC program.

Each FCC Educator establishes and follows her own individual health care policies in regards to children's illnesses, including documentation required for re-admittance into the FCC home. Parents are encouraged to obtain a copy of your individual Educator's Health Care Policies.

If any health concerns are identified during the referral process, staff will recommend that parents discuss this with the Educator during the interview. Educators are encouraged to maintain on-going child observations and parent communication around possible health problems in children.

All Educators are required to notify the agency when personal injuries or illness may prevent them from providing care for any length of time. When an absence is for an extended period of time, a note from the physician must be forwarded to the agency upon return of the Educator to her normal routine.

The agency and Educator are expected to follow EEC guidelines around reporting an outbreak of infectious diseases to the local DPH.



## AGENCY CLOSURES

**DEPARTMENT OF EARLY EDUCATION AND CARE**  
**Early Education and Care Program/System FY 2018 Closure Schedule**  
 (July 1, 2021 to June 30, 2022)

Program/System Legal Name: Commonwealth Family Childcare, Inc. Vendor Code: 6000169790  
 Program Site (indicate program name and address if schedules are site specific): \_\_\_\_\_

Please list the specific dates (month/day/year), including the day of the week and holiday names (if applicable), for each day your Program/System intends to be closed in Fiscal Year 2020.

### PAID CLOSURES

#	Month/Day/Year	Day of the Week	Holiday Name, if applicable	State if Open or Closed
1	7/5/2021	Monday	Independence Day	Closed
2	9/3/2021	Friday	Professional Development Day	Closed
3	9/6/2021	Monday	Labor Day	Closed
4	10/1/2021	Friday	Professional Development Day	Closed
5	10/11/2021	Monday	Columbus Day	Closed
6	11/11/2021	Thursday	Veterans Day	Closed
7	11/25/2021	Thursday	Thanksgiving	Closed
8	11/26/2021	Friday	Day after Thanksgiving	Closed
9	12/24/2021	Friday	Christmas	Closed
10	12/31/2021	Friday	New Years Day	Closed
11	1/17/2022	Monday	Martin Luther King	Closed
12	2/4/2022	Friday	Professional Development Day	Closed
13	2/21/2022	Monday	Presidents Day	Closed
14	3/18/2022	Friday	Professional Development Day	Closed
15	4/18/2022	Monday	Patriots Day	Closed
16	5/6/2022	Friday	Professional Development Day	Closed
17	5/30/2022	Monday	Memorial Day	Closed



COMMONWEALTH  
FAMILY  
CHILD CARE