



**FAMILY DAY CARE HOME  
INFORMATION FOR PARENTS**

Amount of time per week that an adult assistant or substitute provider instead of the provider is scheduled to care for the child (example: when the provider leaves to transport children, run errands, ect...): \_\_\_\_\_

Name of the adult assistant or substitute provider: \_\_\_\_\_

The family day care home provider must notify parents of the following as required by § 59-40:

- Daily written or oral information about the child's health, development, behavior, adjustments, or needs
- Prior notice when a substitute provider will be caring for the children
- 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
  - Had died.
- The same day whenever first aid is administered to the child.
- When a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, parents must be notified within 24 hours or the next business day of the family day care home having been informed, unless forbidden by law. 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.
- Immediately of any confirmed or suspected allergic reaction and the ingestion of prohibited food even if a reaction did not occur.
- In writing of changes in the family day care home's emergency preparedness and response plan.
- Before such occasion, whenever the child will be taken off the premises of the family day care home (except in emergency evacuation or relocation situations) and the provider must have written parental permission.
- As soon as possible of the child's whereabouts if an emergency evacuations or relocation is necessary.

Policies for termination of care (to include requirements for advance notice, fees if advance notice is not given by parents, termination for non-payment of fees, behavior of child, ect...):

A copy of the regulation, Arlington County Code, Chapter 59 Family Day Care Homes, and additional information about the family day care home may be obtained from the following website:

<http://www.family.arlingtonva.us/child-care/>

The family day care provider shall obtain the parent's signed acknowledgement of the following attachments:

- Liability Insurance Confirmation
- Behavior Management Plan
- Emergency Preparedness and Response Plan
- Decision to Administer Medication
- Medication Administration Policies
- Prevention of Shaken Baby Syndrome Policy

Parent's Signature: \_\_\_\_\_

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