



INDEX

Introduction.....	02
Enrollment/Capacity.....	03
Nutrition and Meal Policy.....	03 and 04
Use of Assistants.....	04
Sick Policy.....	04-07
Plan for Meeting Potential Emergencies.....	07
Children’s Records.....	08
Maintaining a Safe Environment Lead Poisoning Prevention.....	08 and 09
Supervision.....	10
Safe Sleep.....	10
Curriculum and Progress Reports.....	10
Child Guidance.....	10
Medication Administration.....	11 and 12
Oral health.....	12
Parent Notifications.....	12
Mandated Reporting.....	13
Arrival and Departure Policy.....	13
Communication and Daily Reports Policy.....	13 and 14
Transportation Policy.....	14
Daily schedule for child.....	15
What I Need from You.....	15
Helpful Strategies for Transitioning.....	16-18
First Day of School Checklist.....	19 and 20
Program Hours / Closures.....	21
EDUCATOR AGREEMENT.....	22



Department of Early Education and Care

Family Child Care Parent Handbook

Name: Medford Family Daycare

License Number: 9195274

Program Address: 64 Thomas st, Medford MA 02155

Program Phone Number: (339) 242-3054

Program Email: medfordfamilydaycare@gmail.com

Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you on choosing licensed Family Child Care. You have made an important childcare decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high-quality child-care environment. This parent handbook and enrollment packet outlines many of my policies and procedures that relate to the care of your child, as well as the information I am required to give you when you enroll your child in my care. This handbook will also acquaint you with some key EEC standards designed to ensure a safe, healthy, and educational childcare experience.

I encourage you to maintain an open dialogue with me, as communication between parents and Educators is the foundation for a solid working relationship and a good childcare experience. Before filling out your child care enrollment form, please read through the information contained in this parent handbook.

A Word from EEC

EEC is the agency that oversees the early education and care and after-school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC website at: http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf

For information about my regulatory compliance history, you may contact our local EEC regional office, whose contact information is as follows:

360 Merrimack Street, Building 9, 3rd Floor, Lawrence, MA 01843 Phone: (978) 681-9684

Enrollment/Capacity

My current licensed capacity is **6**, which is posted on my license. At any one time, I can only care for the number of children that I've been licensed for, which may include my own children, depending on their ages. In addition, EEC regulations state that I cannot care for more than three (3) children under the age of two (2) without an assistant, with one of those children being at least 15 months old and walking unassisted. If you have concerns or questions about the number of children in my care, please feel free to discuss them with me.

Nutrition and Meal Policy

Medford Family Daycare is committed to providing nutritious, balanced meals that support children's healthy growth and development. Meals are served in a warm, family-style environment that promotes healthy eating habits, independence, and positive social interactions. Our program emphasizes wholesome foods that nourish both the body and mind.

For infants and young toddlers up to **15 months of age**, parents are required to provide all food and milk for their child. This includes breast milk or formula, bottles, infant cereals, purees, and age-appropriate meals. All items must be clearly labeled with the child's name and date. Feeding schedules provided by parents will be followed closely to ensure consistency between home and daycare and to meet each child's individual needs.

Beginning at **16 months of age**, Medford Family Daycare provides nutritious lunches and snacks as part of the daily program, and these are included in tuition. Meals are thoughtfully prepared to meet recommended child nutrition guidelines and typically include a lean protein, whole grains, fresh fruits and vegetables, and dairy or appropriate alternatives. Water is offered throughout the day. Weekly menus are shared with families in advance and may be adjusted based on seasonal availability and nutritional needs.

In alignment with our Montessori-inspired philosophy, mealtimes are designed to foster independence and practical life skills. Children are encouraged to participate in age-appropriate, supervised activities such as serving themselves, setting and clearing the table, and practicing proper table manners. This approach nurtures confidence, responsibility, and a positive relationship with food.

The health and safety of every child are our top priorities. **Parents must provide written documentation of any food allergies or dietary restrictions prior to enrollment.** Reasonable accommodations will be made whenever possible. In certain cases, involving medical, cultural, or religious needs, families may be asked to provide alternative meals.

- **Nut-Free and Healthy Food Policy**

Medford Family Daycare maintains a **nut-aware and peanut-free environment** to protect children with food allergies. To prevent medical emergencies, parents are kindly asked not to bring peanut butter, nuts, peanut oils, or any products containing tree nuts into the daycare.

Approved alternatives include sunflower seed butter, soy-based spreads (such as Wowbutter and IM Healthy), cream cheese, guacamole, and bean-based spreads like hummus. These options provide nutritious substitutes while maintaining a safe environment for all children.

To promote healthy eating habits and ensure safety, parents are also asked not to bring candy, gum, or other unhealthy snacks to the daycare. These items offer limited nutritional value and may pose a choking hazard for young children.

- **Birthdays and Celebrations**

Birthdays and special occasions are joyfully celebrated at Medford Family Daycare in a simple, inclusive, and developmentally appropriate manner. Families who wish to celebrate their child's birthday may coordinate with the provider in advance. To ensure the safety and well-being of all children, any treats must be store-bought, nut-free, and pre-approved. Homemade items are not permitted due to allergy and food safety considerations.

Healthier options such as fruit platters, yogurt, or mini muffins are encouraged. Non-food items such as stickers, books, or small party favors are also welcome. Celebrations are kept brief and respectful of all dietary needs and classroom routines. Participation is voluntary, and all efforts are made to ensure every child feels included and celebrated.

Medford Family Daycare may also recognize cultural and seasonal holidays through age-appropriate activities, stories, crafts, and music. These celebrations are educational, inclusive, and respectful of diverse backgrounds and traditions.

Use of Assistants

I may have an assistant to help care for the child care children, provided they are approved by EEC. When I use an assistant, I will let you know ahead of time, and you will have an opportunity to meet the assistant who will be working in the program. I may also use volunteers from time to time, and although they will not be directly responsible for the care of children in the program, they will be on the premises and assisting me.

☒ I am not currently utilizing an assistant.

☐ The assistant(s) / volunteer(s) I am currently using in my program are: Name

Certificate # (for assistants)

Sick Policy

Medford Family Daycare is able to care for mildly ill children. However, there will be times when children must remain at home to protect their health and the well-being of others in the program. If your child has a fever, diarrhea, or vomiting, **they must be excluded from care until these symptoms have resolved for at least 24 hours without the use of medication.**

Children who exhibit one or more symptoms of illness should be excluded from the childcare setting until at least 24 hours after symptoms have subsided without the use of fever-reducing or symptom-masking medications, or until a physician has certified that the symptoms are not associated with an infectious agent and no longer pose a threat to the health of other children.

The 24-hour exclusion period begins when the child is symptom-free and not receiving medication. For example, if a child becomes ill at 8:00 AM on Monday, the child may return on Wednesday morning, provided they have been symptom-free for a full 24 hours without the use of medication.

Parents are required to promptly notify Medford Family Daycare of any communicable disease. This allows appropriate health and safety measures to be implemented in accordance with the guidelines of the Massachusetts Department of Early Education and Care (EEC).

- My additional policies regarding caring for ill children are as follows:

In case of illness, such as fever or diarrhea, your child may not be brought to the school to limit the spread of illness. If your child stays at home, please notify Medford Family Daycare about it. If your child becomes ill at the school, and we feel it would be better for him/her to be at home or see a doctor, we will contact you or the emergency contact person to come pick him/her up as soon as possible. Until the parent arrives, the ill child will be always and:

1. Continue to assess the child's condition frequently 2. Take his/her temperature every 30-60 minutes if fever is present 3. 911 will be called if the situation appears to be an emergency.

Certain symptoms in children may suggest the presence of communicable diseases. Students who have one or more of the following symptoms should be excluded from the childcare setting until 24 hours after symptoms have subsided or a physician has certified that the symptoms are not associated with an infection agent, or they are no longer a threat to the health of other students.

Parents must report any communicable disease to the school.

Symptoms

Fever: auxiliary temperature of 100 degrees or higher.

Respiratory: difficult or rapid breathing or severe coughing Child makes a high-pitched croup or whooping sound after he/she coughs. The child is unable to rest comfortably due to a continuous cough.

Diarrhea: three or more times since admission on one day. Observe the child for other symptoms such as fever, abdominal pain, or vomiting. The child must be symptom-free for 24 hours before returning to daycare.

Eye/Nose Drainage: thick mucus or pus draining from the eyes and or nose.

Sore Throat: especially when fever or swollen glands are present.

Rash: skin rashes undiagnosed or contagions, drainage, or crust on the skin

- **Illnesses and Exclusion Cont.**

Itching: persistent itching of skin or scalp.

Appearance/Behavior: The child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, and different in walking.

Unusual Color: eyes or skin yellow (Jaundice).

Stool: grey or white.

Urine: dark-tea colored – these symptoms can be found in hepatitis and should be evaluated by a doctor.

Vomiting: one or more times since admission on one day.

- **Specific Disease Exclusion Guidelines**

AIDS: exclude an infected child if he/she exhibits biting behavior, has open skin sores, or any bleeding disorder.

Chicken Pox: until all blisters have dried into scabs about six days after onset of rash.

COVID-19: Quarantine and exclusion guidelines are directed by the Department of Health, CDC, and Licensing body.

Giardiasis: for those with diarrhea only; may return once stools are normal.

Hand, Foot & Mouth: Fever free for 24 hours without the aid of medication, no open sores, and the child is well enough to participate in normal activities.

Hepatitis B: no exclusion is necessary unless the child is biting or has open soars.

Impetigo: until all sores are healed or can be covered with bandages and until the child has been treated with antibiotics for at least 24 hours.

Lice: until first treatment is completed, and no lice are seen. Cannot return with nits or lice.

Measles: until 4 days after the rash appears.

Mumps: until the swelling subsides, usually five days, but may be as long as nine days after the swelling begins.

Oral Herpes: no exclusion necessary.

Pertussis: until five to seven days after antibiotic treatment has been started.

Pink Eye (Conjunctivitis): 24 hours after treatment has started and no discharge is seen.

Pinworms: 24 hours after an antibiotic treatment has been started.

Febrile: 24 hours after an antibiotic treatment has been started.

Ringworms: 24 hours after an antibiotic treatment has been started.

Roseola: must be fever-free for 24 hours.

Rubella: after five days are rash appears.

Scabies: until 24 hours after treatment begins.

Streptococcal Scarlet Fever: 15 MINUTE TEST WILL NOT BE ALLOWED. A 24-hour test is mandatory through the school, the child must be on an antibiotic for 24 hours and be fever-free before returning.

- **Illnesses and Exclusion Cont.**

Cytomegalovirus: no exclusion necessary.

Fifth Disease: no exclusion necessary.

RSV – fever-free for 24 hours and breathing normally.

Parents are encouraged to secure backup care for the time their child is not allowed at the school because of illness. You are still responsible for paying your regular childcare fees if your child is absent because of illness. If there is an epidemic, such as the flu or other illness that is becoming hard to manage with staff and children, Medford family Daycare has the right to close for up to one day for cleaning or recuperation when we do not have enough staff to handle normal operation for the childcare.

Plan for Meeting Potential Emergencies

EEC regulations require that I have a plan for meeting potential emergencies that may occur either during childcare hours or at any time if they may affect the operation of the program.

In the event of an evacuation emergency, I will contact the local authorities to determine whether or not to evacuate the program or remain sheltered at the program.

The escape routes from each floor of the licensed childcare space are as follows:

We will exit to the front door. Alternatively, we will go to the backdoor through the kitchen.

In the event that a child goes missing from the program, I will do the following:

Look for the child in the bathroom, bathtubs, under the table, and closets. Contact Medford Police Department at (781) 391-6404. Call parents and notify EEC.

Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency situation, we will meet at an alternate location. The designated meeting place(s) outside of the program for emergencies are:

We will go outside the building towards the main entrance. We will go the drive way.

If the program needs to be evacuated, I will notify all parents, as well as the appropriate authorities (fire, police, etc.) and EEC. My method of doing that is as follows (cell phone, neighbor's phone, payphone, etc.):

I will use my cell phone, where I have saved the contact numbers of the concerned authorities.

I will ensure that no child has been left at the program after an evacuation by:

I will take the attendance sheet and count the children while exiting.

In case of water and electricity outage, I will contact the Medford water department at (781) 393-2403 and electricity provider National Grid 1-800-233-5325 to confirm how long it will take to restore the service. If it's more than three hours, I will call parents to pick up their child.

In case of intruders, I will call 911 and local police at (781) 391-6404.

In case of intruders, I will stay inside with the children in another bedroom towards the kitchen so the intruder can't find us. Will call the police and wait for the police to come and will follow the evacuation after police arrive.

Children's Records

EEC regulations require me to maintain an individual written record for every child I have in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports, and other documentation regarding your child's care. Records are updated at least annually but may be updated as frequently as needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record; however, I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license. When EEC staff members review children's records in order to ensure that I am in compliance with EEC regulations, at times, they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. That policy can be found by going to the EEC website at http://www.eec.state.ma.us/docs1/20101124_eec_privacy_policy.pdf.

Please let me know about any questions you have regarding your child's record.

Maintaining a Safe Environment

EEC has a number of licensing standards related to safety in a Family Child Care Home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard-free, and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

Lead Poisoning Prevention

All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

- Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away.
 - Lead in the body can:
 - Hurt the brain, kidneys, and nervous system
 - Slow down growth and development
 - Make it hard to learn

- Damage hearing and speech
 - Cause behavior problems
- Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
- Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
- Important: Home repairs and renovations also create lead dust.
- Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:
 - Upset stomach
 - Trouble eating or sleeping
 - Headache
 - Trouble paying attention

As mentioned earlier, **if your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.**

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

I am unknown of any lead paint in my house. Trace amounts of lead may come from soil and water. Other than that, there is no known source of lead in our home.

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

Supervision

Supervision is critical to keeping children safe. I and any assistants in my program will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children, including age, developmental needs, behavioral characteristics, the nature of activities, and the space we are using, as well as the number of caregivers present at any given time. If you have any questions about how I supervise the children in my program, feel free to ask me.

Safe Sleep

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of www.eec.state.ma.us.

Curriculum and Progress Reports

All Family Child Care Educators must carry out a routine that is flexible and responds to the needs and interests of children in care. The routine must include things such as; meeting the physical needs of children in care, sixty minutes of physical activity every day, child-initiated and Educator-initiated activities, and daily outdoor play, weather permitting. Additionally, the Educator must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include learning self-help skills that foster independence, opportunities to gain problem-solving and decision-making competencies, leadership skills, and opportunities to learn about proper nutrition, good health, and personal safety. I am also responsible for providing an environment that promotes cultural, social, and individual diversity.

In addition, progress reports must be completed periodically for all children in care. For infants and children with identified special needs, I will be completing progress reports every three months. For toddlers and preschoolers, those reports are completed every six months, and school-age children will have a yearly progress report completed for them.

I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

Child Guidance

When it comes to interactions and the guiding of children's behavior, the goal of all Educators is to maximize the growth and development of children, as well as keep them safe. My Child Guidance Policy is as follows:

Motor skills: 1. Physical health and well-being of development such as dance, music, and games using our body. 2. Social and emotional development, such as using lots of words, and sign words to encourage speaking and expressing their emotions. 3. Language and communication development, such as vocabulary words and circle time. 4. Cognitive development such as play dough, art, painting, and washing toys, and tables. I will distract kids who are aggravated by directing them to go to the calm area and read the book. I will direct them to sit on the sofa.

Medication Administration

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed Family Child Care Educator, I am also required to take medication administration training. The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form before the medication can be administered.

Non-prescription Medication

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- In the case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization, however, it must be reviewed annually.
- The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment, and insect repellant will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medications.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication, which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

All Medications

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Educator directly by the parent.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Educator will be responsible for the administration of medication. In his/her absence,

the designated person will be Sarah Wellman or assistant.

- The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin), which will include the child's name the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.
- All unused medication will be returned to the parent if possible or disposed of in accordance with Department of Public Health guidelines.

My additional policies regarding medication administration are as follows:

Parents have to give the first dose of the medication.

Oral Health

Proper oral health begins at home, and I will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours per day, or he/she will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program.

[] I would appreciate it if you would provide me with a toothbrush and toothpaste for your child, which I will store in a safe and sanitary manner at the program.

[] I will be providing tooth brushing materials at the program.

Parent Notifications

I am required by EEC regulations to notify you of certain information about my family child care home. These notifications include, but are not limited to:

- An injury to your child.
- Allegations of abuse or neglect regarding your child.
- If another educator will be caring for your child.
- The administering of first aid to your child.
- Whenever a communicable disease has been identified in the program.
- Children being taken off the childcare premises.
- The existence of firearms in my home.
- If there are any changes in my household composition.
- Prior to any pets being introduced into the program.
- Whenever special problems or significant developments arise.

Mandated Reporting

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

Arrival and Departure Policy

To ensure the safety and well-being of all children, Medford Family Daycare requires strict adherence to the following arrival and departure procedures.

Parents or authorized guardians are responsible for signing their child in and out each day. A daily attendance log will be maintained, and a full signature with the exact time of arrival and departure is required.

Children must be escorted into the daycare and personally handed over to the provider upon arrival. Likewise, children must be picked up directly from the provider at departure. Under no circumstances may a child enter or leave the premises unaccompanied.

Parents and guardians are responsible for supervising their children during drop-off and pick-up. Medford Family Daycare is not liable for any accidents or injuries that may occur while the child is under the supervision of their parent or guardian during these times.

Only individuals authorized in writing on the child's enrollment forms will be permitted to pick up a child. Authorized individuals must present valid photo identification upon request. Prior notification must be provided if someone other than a parent or guardian will be picking up the child.

Timely pick-up is essential. Families are expected to adhere to the daycare's operating hours. Late pick-ups may result in additional fees as outlined in the tuition and fee policy.

- **Transition Period Policy**

To support a smooth and reassuring transition, parents may remain in the daycare for a few minutes during the first week if their child is experiencing separation anxiety. This allows the child to feel safe and become comfortable in the new environment.

However, parents must always say goodbye before leaving, even if the child is crying. Leaving without saying goodbye can cause confusion and distress. A brief, loving farewell helps build trust and encourages emotional security and independence.

Communication and Daily Reports Policy

Medford Family Daycare uses Brightwheel as our primary platform for communication, daily reporting, attendance tracking, and billing. This secure system allows families to stay connected and informed about their child's day in real time.

Parents will receive **daily reports** through the Brightwheel app, which may include information about meals, naps, diapering or toileting, activities, and general updates. Photos may also be shared throughout the day to provide a glimpse into your child's experience and development.

Brightwheel is also used for **check-in and check-out procedures**. Parents or authorized guardians

are required to sign their child in and out each day through the app to ensure accurate attendance records and compliance with state regulations.

All **tuition payments and billing** are managed through Brightwheel. Families will be enrolled in the system and may set up **automatic payments (autopay)** for convenience and consistency. Payment policies, including due dates and any applicable fees, are outlined in the tuition agreement.

The app also serves as the primary method for **daily communication** between the provider and families. Parents are encouraged to use Brightwheel messaging for updates, questions, and important information. This helps maintain clear, organized, and timely communication.

By enrolling at Medford Family Daycare, families agree to use Brightwheel as the main communication and management tool for their child's care.

Program Hours / Closures (See Attachment A)

Attached to this handbook is a parent/educator agreement that outlines my policies regarding hours of care, late fees, and termination. We will review this together and note any additional information specific to you and the care of your child(ren)

Transportation Policy

Medford Family Daycare provides limited transportation for enrichment activities such as visits to local parks, playgroups, libraries, and other child-friendly locations. All transportation and outings are conducted with a strong emphasis on safety, supervision, and age-appropriate practices.

For nearby outings, such as visits to Barry Park, children may be transported by walking using safe and appropriate equipment. This may include multi-child strollers, buggies, or similar devices. Infants may be carried using a secure baby carrier ("kangaroo-style") when appropriate. All children will be closely supervised at all times during walks, and routes will be selected with safety in mind.

For outings that require transportation by vehicle, such as trips to local libraries or other child-friendly locations, children may be transported in a vehicle. All children will be properly secured in age-appropriate car seats or booster seats in accordance with Massachusetts state laws. Car seats will be installed and used according to manufacturer guidelines to ensure maximum safety.

Parents must provide written consent for their child to participate in off-site activities and transportation. Emergency contact information will be carried at all times during outings. The provider will maintain appropriate supervision ratios and ensure that all safety procedures are followed.

Medford Family Daycare reserves the right to determine when and if outings will occur based on weather conditions, the needs of the children, and overall safety considerations.

Daily schedule for child

8:00-8:45 AM: Arrival, hand wash and free play
8:45-9:00 AM: * Diaper change, hand wash
9:00-9:30 AM: Snack time or milk time as needed
9:30-10:30 AM: Circle time, reading time, singing, dancing
10:30-11:30 AM: Walk time, outside or motor activity inside
11:30-12:00 AM: Hand wash, lunch time
12:00-12:15 PM: Diaper change, hand wash
12:15-12:30 PM: Brush teeth
12:30-3:00 PM: Rest time or quiet time.
3:00-3:15 PM: Diaper change, hand wash and free play
3:15-4:00 PM: Snack time
4:00-5:00 PM: Diaper change, free play, circle and reading time, pick up time.

* (We check diapers for infant every 2h) Diaper change as needed by individual child Infant schedule: I will follow infant's schedule for milk and nap time as required.

What I Need from You

The first day your child attends child care, I need a copy of the attached Family Child Care Enrollment Packet. Without these completed documents, which must be updated annually, I cannot care for your child. The reason for this is so I have all the important information and phone numbers I will need in order to provide the best possible care for your child.

Medical Information

Medical information about your child must be given to me within one (1) month from the day your child begins care. There are three (3) pieces of medical information I will need:

1. A statement from a physician or health care professional that says that your child received a physical exam within the past year;
2. Evidence that your child has been immunized as recommended by the Department of Public Health;
3. If your child is nine (9) months of age or older, a statement from a physician or health care professional that says that your child has been screened for lead poisoning.

Please note: Your child's immunization record must be updated and given to me in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by the Department of Public Health Regulations. This report must also be given to me. If your child is school-age, I can accept a written statement that the required information is on file with the child's school.

Communication and Staying Involved

It is important to keep an open dialogue with me as your child's Educator and to maintain an active role in your child's care. Feel free to visit, not just at pick up and drop off time, but at a variety of times during your child's day—it's your right as a parent. Please also make sure to follow up with me if you have any questions about the program or your child's care.

I look forward to working with your family and providing a great experience for your child(ren)

Helpful Strategies for Transitioning to Medford Family Daycare

At Medford Family Daycare, we know that starting daycare can be a stressful time for both children and parents. It represents a big change for all parties involved and parents often feel that they are “letting go.” This can be very challenging and we are here to support your family through this change. It helps to keep in mind that by “letting go,” you’re allowing your child to develop bonds with other adults and children, which is a healthy and necessary part of life. Below are some general and age-specific tips to help make the transition to school a bit easier. As always, communication with your child’s teachers is key to a successful transition to school, so if you have questions, just ask!

General Transition Strategies and Information:

1. **Be Prepared:** the night before your child’s first day at Medford Family Daycare, pack her/his lunch, extra clothes, diapers, etc. so you do not have to run around in the morning looking for these items. Plan to leave 15 minutes early to give yourself plenty of time to deal with the traffic pattern around the center and to allow you to communicate sufficiently with teachers before leaving your child. Taking these steps can ease the first-day stress and ensure you have enough time to make it to work on time too!
2. **Send a “lovie” or transition item:** If your child has a special item like a blanket or stuffed animal, feel free to send it! These items can be used in the classroom during the initial transition. After a few days, items will be kept in cubbies and used only during nap times. Pacifiers can be used for this purpose as well, but for children in the toddler and preschool rooms, these will be reserved for transition and nap times only (after the initial transition). Infant pacifiers must not have items attached. Note: other than lovies, toys from home are not permitted at Medford Family Daycare.
3. **Separation and stranger anxiety is normal:** We know that leaving a child who is crying for their parent is one of the toughest part of starting care. What parents need to know is that this phase is short-lived and completely normal. Children who experience anxiety like this will ultimately transition to having successful days within a few minutes of their parent’s departure. Of course, some children take longer than others to normalize after a separation; which leads to the next point...
4. **Give it time:** Children adjust on their own schedule. Some may fall right into the routine of school, while others will literally kick and scream for the first few days or weeks. It is important to allow your child plenty of time to adjust to their new setting. Eating and sleeping habits and environments are different and we even sometimes see bathroom habits change (regressing, withholding, accidents, etc.) Think of how difficult it is to start a new job as an adult! It takes weeks to settle in and make friends with coworkers...and we have a full vocabulary and control of our emotions.
5. **Keep your drop off routine brief and consistent:** This can vary by age group a bit, but in general, lingering at drop off time sends a mixed message to your child. It tells her, “do not separate from me, and do not engage with your peers.” A better message to convey is “this is a place you go without mommy/daddy, have fun with all of your friends!” A quick exit can also help build a foundation of trust between child and her teacher.
6. **Your child will likely get sick:** No one likes to see sick children, including us! That said, if this is your child’s first experience in a group-care environment, she will likely get sick within the

first few weeks/months. The exposure to new and different germs is increased exponentially, so a child's immune system will go through an adjustment period. We have many precautions in place to prevent the spread of illness among children, but be prepared that an ill child will likely mean some time off from work of your part. Please refer to the parent handbook for our health care policy and the new COVID-19 Handbook Addendum with any specific questions.

7. Address your own emotions, but not in the presence of your child: Even young infants are in tune with the emotions of their parents. If you are outwardly anxious about starting school, your child will reflect that anxiety. Instead, try to maintain a cheerful and excited disposition around your child when it comes to school related discussions.

The following is some information for specific age groups.

Infants (0-15 months)

- A few weeks prior to starting school, it is wise to make your child's home sleeping environment more like that at school. The classrooms at Medford Family Daycare are darkened during nap time, but not completely dark, there is typically background noise of some kind; generally music or white noise. Try to encourage your child to use some self soothing techniques to fall asleep. We are able to rock children to sleep in our arms or in a sling chair, but this can be tricky business if all seven infants require this. Additionally, due to safe sleep regulations, children must be transferred to cribs once asleep. o In accordance with safe-sleep practices, infants at Medford Family Daycare nap in cribs devoid of any objects including blankets. Children 12 months and under are placed face-up in cribs. We are permitted to leave a child on her belly or side, providing she rolled there herself. A tight-fitting sheet is provided which will be sent home daily for laundering. You are welcome to send a sleep sack for your child if you use one at home. Pacifiers are welcome, but may not have any objects or straps attached to them.
- Try to develop a schedule for your child prior to starting and provide a written copy for the teachers. A consistent schedule will ensure proper feeding times/volumes and naps. If you have not yet established a schedule, our teachers can help you do so. Particularly in the younger infant classrooms, children will follow individual schedules. As the school year progresses, we will gradually work towards a synchronized schedule, when all children nap and eat together.
- If your child is breastfed, begin the transition to bottles several weeks prior to starting school. Allow others to bottle feed your child (like a grandparent or friend). It can take some children a while to settle on a bottle style they like as there are many styles available. Infant rooms are
 - equipped with mini-refrigerators with freezers. Send enough breastmilk to see your child through an entire day and if supply allows, consider keeping some extra frozen milk on hand in the event of a growth spurt. Leaving extra clean bottles on hand is also a good precaution.
 - For infants who are struggling with separation/stranger anxiety (typically around 10 months or so), making a quick exit at drop off is easiest on your child. It may seem harsh to leave your child when she is crying, but the "Band-Aid approach" is most in line with her developmental stage.

Toddlers and Preschoolers (16 months – 6 years)

- Start the discussion about going to school early. Try to get your child excited about this new experience.
- If you have not left your child in the care of others (without you), consider doing so. This separation experience, if done a few times, can help ease the process once school begins.
- Allow your child to participate in planning the drop off routine. Ask her, “What should we put away first, jacket or lunch box?” or “How many kisses do you want before I leave each morning?” By giving your child a bit of control, you can help ease her mind.
- Particularly if your child is a picky eater, we suggest sending her favorite items during the first few days. Often in unfamiliar environments, children will strive to gain control over some aspect. Food intake and bathroom use are two of the few things that children can control. By providing foods that you know she likes, this will encourage her to choose to eat.
- The toddler age group is often the toughest for separation/stranger anxiety. Children have a strong sense of attachment to parents and have not yet grasped a full understanding of object permanence (just because I cannot see you, doesn't mean that you're gone forever). We recommend adhering strictly to your drop off routine, even on days when your child may be struggling. Again, lingering at this time only reinforces this behavior and does not allow your child to fully engage with her peers.

****AS ALWAYS, LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME!****

As Always, we are here to answer any questions you may have. Please do not hesitate to reach out.

Thank you for trusting Medford Family Daycare to care for your child and welcome to the Medford Family Daycare!



First Day of School Checklist

Welcome to Medford Family daycare! We are excited to have your family join us. Below, is the standard "first day" supplies for all families.

Toddlers and Preschoolers:

- Indoor & Outdoor shoes (Please see attachment labelled *Important Information*)
- 3 full changes of seasonally appropriate clothes, including underwear and socks.
- Diapers or Pull-ups, wipes and cream
- Peanut and Tree nut-free lunch in an insulated lunch box (if under 16 months old)
- Additional nap items beyond the Medford Family Daycare provided sheet and blanket (Please only send one lovey).

Infants:

- Shoes, if your child is walking or learning to walk
- Diapers, wipes, diaper cream or powder of your choice
- Bottles (one per feeding):
 - Prefilled with the appropriate serving of breastmilk or formula
 - Glass bottles are only permitted if they have a protective silicon sleeve
- Written feeding and nap schedule that your child currently maintains
- Pacifier, if applicable
- Sleep sack or swaddle – Due to safe-sleep practices, Medford Family Daycare is unable to use blankets in cribs with children less than 12 months of age. Sleep sacks or swaddles are not required, but if your child uses one at home, please send it in. We are prohibited from using weighted or restrictive sleep sacks like merlin suits. Nothing with weighted chest pieces or that will restrict movement of arms.
- Sunscreen, if your child is 6 months or older
- Full change of clothes, 3 sets
- Peanut and tree nut-free snacks and lunch if your child is eating solid foods

Safety Policy – Prohibited Items

For the safety of all children, parents are strictly prohibited from bringing items that may pose a choking or suffocation hazard into the daycare.

This includes, but is not limited to:

- Balloons (including deflated or broken balloons)
- Coins or small objects
- Small toys or detachable parts
- Hard candies, gum, or similar items

These items can present a serious risk of choking or asphyxiation, especially for infants and young children.

We kindly ask all families to carefully check their child's belongings before arrival to ensure that no hazardous items are brought into the daycare.

Thank you for your cooperation in helping us maintain a safe environment for all children.

****PLEASE MAKE SURE ALL BELONGINGS ARE CLEARLY LABELED****

ATTACHMENT A---PARENT / EDUCATOR AGREEMENT

Program Name: Medford Family Daycare

Program Address: 64 Thomas st, Medford MA 02155

Program Hours/Closures: Monday to Friday, 8:00 AM to 5:00

PM My normal hours of operation:

Our hours of operation are Monday through Friday from 8:00 AM to 5:00

PM. The hours your child will be receiving care are as follows:

8:00 AM to 5:00 PM

If, for any reason, the program will be closed, I will notify you by:

Email, Text, or Call

Additional schedule information (holidays, training days, vacation, etc.) is as follows: We are closed on Massachusetts state holidays as well as federal holidays.

Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas 1 week, Martin Luther King Day, Easter, President's Day, Memorial Day, Patriots Day, Diwali, 4th July, One week summer holidays. If the holiday follows on a weekend, we will be closed the business day closest to the holiday. For example: If the 4th of July is on a Saturday—we would be closed on Friday. If it is on a Sunday—we would be closed on Monday. Please see the published yearly calendar for specific dates.

We follow the Medford Public Schools calendar for holidays and snow day closures.

In addition to that, me and my staff may take 5-day sick leave. Me and my staff may take a 3-4 week vacation every two years.

Please note that all these holidays and vacation times are paid holidays.

Parent Handbook Agreement

Medford Family Daycare

This Parent Handbook outlines the policies and procedures of Medford Family Daycare. By signing below, parents/guardians acknowledge that they have received, read, and understood the contents of this handbook and agree to comply with all policies and procedures outlined herein.

Parents/guardians understand that these policies are in place to ensure the health, safety, and well-being of all children enrolled in the program.

Parents/guardians agree to the following:

- To follow all policies regarding attendance, arrival and departure procedures, illness, nutrition, safety, and communication
- To make tuition payments on time in accordance with the agreed payment schedule
- To use Brightwheel for daily communication, check-in/check-out, and billing
- To keep all personal, medical, and emergency contact information up to date
- To notify the provider of any changes that may affect their child's care
- To respect the daycare's operating hours, policies, and procedures
- To communicate respectfully and professionally at all times

Parents/guardians understand that failure to comply with the policies outlined in this handbook may result in termination of childcare services.

Medford Family Daycare reserves the right to update or modify policies at any time. Families will be notified of any changes in advance.

Acknowledgment and Agreement

I/We acknowledge that I/we have received and reviewed the Medford Family Daycare Parent Handbook and agree to abide by all policies and procedures.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____