



FAMILY CHILD CARE PARENT HANDBOOK

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CHILDREN, YOUTH AND TEEN PROGRAMS
FAMILY CHILD CARE

PARENT HANDBOOK

The purpose of this handbook is to inform the parent (s) of the policies and procedures which all certified providers in the MCB Hawaii and Manana Housing Family Child Care Program are required to follow.

I. CHILD DEVELOPMENT PROGRAMS "MISSION STATEMENT"

"To support readiness by reducing lost duty time due to conflicts between parental responsibilities and military mission requirements."

"To contribute to the quality of life and well being of military and DOD civilian families with young children."

"To provide developmental experiences which promote each child's physical, social and intellectual development."

The FCC Program supports the Mission Statement by providing a safe and developmentally appropriate child care environment as an alternative to care in the Child Development Centers. Many Families prefer the home atmosphere for their children and many children need the personal attention and program flexibility that they receive in a small group setting.

II. RESOURCE AND REFERRAL SERVICES

In order to assist parents, the Resource and Referral office maintains a current listing of certified FCC providers, their location, and their vacancies. A list may be obtained by visiting the Resource and Referral office. (Lists are provided to parents of children with active CYTP memberships.) The office is located off of Lawrence Road and Cushman Avenue at Kaneohe Bay, in Bldg #5082. Their telephone number is 257-7430.

III. FEES AND CONTRACTS

It is important for parents to be aware that FCC Providers are self employed business owners. Please interview the prospective providers carefully, and be sure that they offer the type of care which best suits you and your child's needs. They offer a wide variety of child care options.

Also, please execute a written contract between you and your day care provider for the services you receive. The contract should include all fees for which you will be charged and the conditions under which the fees apply. The Family Child Care (FCC) Monitor or Director can not assist you in any fee dispute you may have with your child care provider, with the exception of the Direct Cash Payment Program (DCPP) or Subsidy. However, if you are presented with a contract that you consider grossly unreasonable, you may discuss it with the FCC Monitor, the FCC Director or the Resource and Referral Counselor, before you sign it.

IV. MAXIMUM GROUP SIZE

MIXED-AGE: A total number of six (6) children from the ages of six (6) weeks to twelve (12) years of age may be cared for in the FCC home. **NO MORE THAN TWO (2) OF THESE CHILDREN MAY BE YOUNGER THAN TWO (2) YEARS OF AGE.** The provider's own children under the age of eight (8) years must be counted in the number of children allowed.

INFANT ONLY: A total number of three (3) children under the age of two (2) years may be cared for in an infant only FCC home. The provider's own children must be under the age of two (2) years, or over the age of eight (8) years.

SCHOOL AGE ONLY: A total number of eight (8) children from the ages of five (5) years to twelve (12) years. All the children in the FCC home must be attending school. The provider's own children must be school age (attending school), and count in the number of children allowed up to the age of twelve (12) years.

V. FIRE AND SAFETY REQUIREMENTS

Every effort is made to ensure that the FCC homes are safe and free from hazards. All providers' homes must pass three initial and annual inspections: Base Safety, Fire Safety, and Sanitation.

Fire Drills are conducted and recorded at a minimum of once a month. The drills involve all children present in day care, completed at different times of the day, and conducted upon the enrollment of a new day care child. The fire drill records are available for viewing by any enrolled patron or CYTP personnel. The emergency evacuation plan must be posted in a clear and visible location. All FCC homes must have a working smoke detector in the day care area.

Matches, detergents, solvents and cleaning supplies will be stored in a secured/locked area inaccessible to children.

Firearms or other weapons, ammunition, drugs, poisons, poisonous plants, flammable or caustic materials, and insecticides will be stored in a locked cabinet or area.

FCC homes must have an operating telephone, and all emergency numbers will be posted by the telephone.

Doors having direct outside access will not be left ajar without a protective barrier. Sliding doors will be plainly marked at a child eye level to avoid accidental impact.

Gates will be provided at stairways and kitchen entry ways.

All electrical outlets will be covered when not in use.

VI. TRAINING REQUIREMENTS

All FCC providers must complete the New Provider Training Class. This is a three day class which covers regulations, child abuse identification and reporting, administering medication, nutrition and meal planning, fire prevention and evacuation procedures and other pertinent child development issues.

All FCC providers are required to complete an additional two days of training in CPR and Basic First Aid.

VII. CHILD ABUSE TRAINING, DETECTING, AND REPORTING

Background checks are done on all FCC providers and anyone 12 years of age or older living in the home before they receive their certification/license. These checks are completed by PMO, Counseling Services, Substance Abuse, Sponsor's SRB and the Housing Office.

All FCC providers are trained in Child Abuse and Neglect detection and reporting procedures.

All CYTP personnel and FCC providers are mandated to report any suspicion of child abuse or neglect to the proper authorities. Mandated reporters are immune from civil or criminal liability for filing a report, even if the investigation does NOT verify the allegation. Legally mandated reporters can be criminally or civilly liable for failing to report suspected abuse.

Certified homes will have a DOD Child Abuse Reporting Hotline poster visible in a prominent area.

Provider certification will be immediately suspended when an allegation of child abuse or neglect is reported, and an investigation will be conducted. The FCC Director and Monitor will assist patrons in finding temporary alternate care for their children. Records of investigative findings will be kept in the provider's file by the FCC Director.

VIII. MONITORING OF THE PROGRAM

A minimum of one unannounced inspection of the FCC provider's home and program will be conducted on a monthly basis by a member of the FCC staff.

The purpose of these monthly *visits/inspections* is to ensure compliance with regulations, and provide assistance and information to the providers.

The following information must be posted in the FCC home:

- Certificates - FCC, First Aid, CPR
- Weekly menus
- Dated Daily Activity Schedule
- Daily Routine Schedule
- Fire Drill Log
- Daily sign-in and sign-out sheet
- Touch and Discipline Policy
- Auto Insurance
- NO Smoking Policy
- Child Abuse Poster
- Emergency Phone Numbers
- Evacuation Plan/Emergency Contingency Plan
- FCC Window or Yard Emblem
- GE Tax ID number

IX. ACCIDENTS AND EMERGENCIES

It is imperative that you keep your work numbers and emergency contacts up to date. You should also have a current transportation agreement signed and in your child's file, in case he/she needs to be transported for medical care.

Even minor injuries should be recorded by the FCC provider, and signed by you on the day of the accident. The report will be maintained in the child's file. If you notice any scratches, bruises or scrapes on your child, be sure to ask to see the accident report, which will explain how, when, and where the accident occurred. Please make sure that the questions you ask are answered to your satisfaction

X. PETS

Domestic pets will be allowed on the premises of FCC homes if they are free of disease and are up to date on their required immunizations. Pets are NOT allowed in the kitchen.

Pets must remain separate from children during day care hours, The children may not play in areas outside where animals have had access. No interaction is allowed between pets and children.

If your children have an allergy to pets, please select a FCC home without pets.

XI. DISCIPLINE AND TOUCH POLICY

The purpose of discipline in MCB Hawaii's Children, Youth and Teen Programs is to instruct children in proper conduct, and to teach them to develop their own inner controls so that they can live according to established standards of behavior.

Techniques of discipline must be developmentally appropriate, fair, consistent, and respectful of children and their individual needs.

Acceptable discipline techniques include:

1. Setting fair and consistent standards
2. Clearly defining expectations
3. Redirecting the child to appropriate activities
4. Temporarily removing a child from a stressful situation
5. Limiting the child's participation in certain activities
6. Contacting the child's parents

Humiliating or frightening punishment is strictly forbidden.

- a. Physical punishment such as spanking, slapping, hitting, pinching or shaking
- b. Verbal abuse, threats, or derogatory remarks about the child or his/her family
- c. Restriction or confinement by physical means

XII. TRANSPORTATION AND TRIPS AWAY FROM THE FCC HOME

FCC providers will not transport children in a private vehicle unless such transportation is specifically authorized in writing by the child's parent or guardian.

Parents will be responsible for determining on their own, the amount and extent of a FCC provider's automobile insurance, and if the policy specifically covers death or injury occurring to a child being transported by a provider conducting her/his child care business.

Signed consent by parents must be obtained before the children can leave the FCC home with the provider, even for routine outings such as walks in the neighborhood or walks to the park.

XIII. FOOD AND NUTRITION

The FCC providers participate in the USDA Food Program. All menus must meet the rigid nutrition standards of this program. All menus must be posted in each FCC home.

Appropriate meals and snacks will be provided for the children in the FCC home. NO child will go without nourishment for more than three consecutive hours. School age children will be offered a snack upon arrival from school.

XIV. HEALTH SCREENING AND CRITERIA FOR DENIAL OF SERVICE

The FCC provider will screen the children upon arrival for obvious signs of illness or health related problems.

Children who appear ill or have the following symptoms will be denied admission into child care:

- Fever of 100.5 degrees or higher
- Head Lice
- Pinworms
- Impetigo
- Scabies
- Ringworm
- Conjunctivitis
- Chicken Pox
- Vomiting or diarrhea (3 or more watery stools)
- Excessive green or yellow nasal discharge
- Persistent cough
- Symptoms of other contagious diseases such as measles, mumps, hepatitis and strep infections

If a child becomes mildly ill at the FCC home, she/he will be separated from the other children, and the provider will notify the parent to pick up the child. The provider will monitor the child until the parent arrives.

Children must be free of symptoms for 24 hours without the aid of medication prior to returning to the FCC home. Providers may request a doctor's note stating that the child is no longer contagious and able to return to the FCC home for any suspicious condition.

XV. INSURANCE REQUIREMENTS

FCC providers who meet the certification requirements are eligible for liability insurance through companies approved by the Marine Corps. The FCC provider

is responsible for paying the insurance premium. FCC providers must maintain coverage to become/remain certified.

XVI. DEVELOPMENTAL PROGRAM

The daily schedule for children, although informal, will provide some consistency to encourage feelings of stability and security which promotes social, emotional, physical, and cognitive development. Activities offered will be developmentally appropriate and take advantage of the unique opportunities available in a home environment.

A schedule of indoor and outdoor activity periods will be developed for all children, including infants. Monitors/Director/Trainers are available for assistance in developing routines and suggesting age appropriate activities.

Safe, durable and washable toys will be available for indoor and outdoor activities. Toys will be kept on shelves suitable to the ages of the children to encourage self help skills. Television will be used sparingly, and will not be used for more than 1 hour a day.

XVII. SUPERVISION OF THE CHILDREN

The FCC provider will remain on the premises when children are in the home. The FCC provider will provide CONSTANT SUPERVISION when children under five years of age are in a bathtub, shower, swimming pool, playing with standing water, or using plumbing fixtures that have a temperature that exceeds 110 F.

FCC providers will observe napping children. Napping infants will be checked on every 5 minutes.

Military personnel will not be used as a substitute provider at any time.

Infants will be held for feeding unless the child is being fed in a high chair. Bottles will not be propped for self feeding.

This handbook gives you, the parents an overview of the Family Child Care Program and identifies the Family Child Care provider's role.

A complete Standard Operating Procedure is available in every Family Child Care provider's home. Please ask to see it if you have any further questions.

The Family Child Care staff will be more than happy to assist you should you require any additional information. Please feel free to contact our office with your comments, complaints or compliments.

FAMILY CHILD CARE
BLDG 5082
Marine Corps Base Hawaii
Hours 7:30-5:00
TELEPHONE: 257-7030/5525

STATEMENT OF ACKNOWLEDGMENT

I have received the Family Child Care Parent Handbook. I have read and understand the child abuse, guidance, and touch policy of the Family Child Care Program. I also understand that the FCC providers are self-employed

and are not employees of the government therefore; any contract disputes are between the provider and parents.

Parent's Signature

Date

Parent's Signature

Date

THIS IS TO BE SIGNED BY EVERY PATRON IN THE FAMILY CHILD CARE PROGRAM AND KEPT IN THE CHILD'S FILE.