

Fort Jackson

Family Child Care



Your child's "home away from home"

Parent Handbook

January 2009



Dear Parents,

We are happy you are interested in the Family Child Care Program. The Family Child Care Program offers home-based care by certified providers, operating as independent contractors from housing located on Ft. Jackson or in the local Columbia area. Each provider offers a nurturing environment that fosters the social, emotional, physical, and cognitive development of children.

Family Child Care is a great option for parents who want care for their children in an environment most like their own home. Ratios are small, so your children will have the opportunity to spend time with other children, yet receive the one-on-one attention children love and parents want for their children. Since providers care for children aged 4 weeks to 12 years, there is the added bonus of siblings being together in the same environment which adds to a child's comfort level.

Providers and all family members age twelve and older must pass an extensive background investigation prior to home certification. Family Child Care Providers receive 48 hours of top notch initial training before they open their home and on-going training after they have become certified. This training ensures that your child is kept safe and healthy. Providers receive training in CPR, first aid, safety, communicable diseases, medication administration and fire prevention/response. Providers are encouraged and rewarded for extending their training even further by pursuing a Child Development Associate Credential or National Association of Family Child Care Home Accreditation. All certified providers display a red, white and blue sign with a rainbow between two homes in a front window of their residence.

If you have questions or if the Family Child Care staff can be of assistance, call 751-6234 or stop by our office located in the Joe E. Mann Community Center, Building 3392 on the corner of Gregg Street and Magruder Avenue. Our office hours are 0730-1630, Monday through Friday.

*Inza Downing
Family Child Care Director*

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REGISTRATION FOR FAMILY CHILD CARE

- ⇒ Call the Child, Youth & School Services (CYS Services) Central Enrollment Office for an appointment to register. This will limit your waiting time. The office number is 751-4824/4865 and is located in the Joe E. Mann Community Center, Bldg. 3392, on the corner of Gregg Street and Magruder Avenue. Note: if you need immediate care, walk-ins are taken as time allows.
- ⇒ Bring the following items with you to register: child's up to date immunization record, military/civilian ID or letter from employer if a contract employee, child's social security number, leave and earnings statements for subsidized care.
- ⇒ Get referrals for available spaces in both on & off post homes that can meet your child care needs.
- ⇒ Visit the CYS Services Central Enrollment Office to request a password or view home profiles and vacancies on Army FCC Online.
- ⇒ Contact/visit the homes of the providers on your referral list.
- ⇒ Make your selection and complete any outstanding paperwork with the Central Enrollment Office.
- ⇒ Receive copy of registration materials.
- ⇒ Take registration materials to provider.
- ⇒ Complete Statement of Understanding, USDA Food Program Enrollment Form, Sponsor/Parent Agreement (DA Form 5226-R), and an Infant Sleep Position Agreement form (if child is 12 months or younger) with the provider.
- ⇒ Return Health Assessment (DA Form 5223-R) and if applicable, your Family Care Plan to Central Enrollment within 30 days.
- ⇒ Provide information on immunizations as your child receives new shots.
- ⇒ Update registration annually.

CHILD CARE FEES

The Family Child Care program offers child care that is affordable and available. Providers are independent contractors and set their own fees, in line with fee guidance established for all Ft. Jackson child care programs. The FCC subsidies ensure that childcare is available at the same rate as in the child care centers and school age program for parents in Income Category I – III for full-time or Part-time care. Those in category 1 – 6 may receive extended, shift, overnight, and weekend care subsidies for mission related duties. Contact the CYS Services Central Enrollment Office for more details.

DAILY ADMITTANCE/RELEASE

Children must be signed in and out of the FCC home on a daily basis by a parent or child release designee. The provider is required to keep daily attendance records and must submit them monthly to the FCC office. No child is released to anyone other than the parent/guardian or a child release designee identified on the child's record. The designee must present a valid picture ID. If a parent cannot pick their children up by the designated time for pickup, they should arrange to have a child release designee pick them up or arrange with the provider to have the child(ren) remain in his/her care.

HEALTH ISSUES

In order to maintain a healthy environment, children are screened upon arrival at their FCC home for any signs of illness. Children who attend must be well enough to participate in activities. It may be necessary to remove a sick child from care. Every family must have a contingency plan for caring for their child when the child is sick or requires a quiet environment to recuperate.

CRITERIA FOR DENIAL OF SERVICE

Children/youth who appear ill or show visible signs of illness will be denied admission based upon the following symptoms:

- ⇒ Temperature in excess of 100.5⁰ F. axillary (armpit) for children under three months of age and in excess of 101⁰ F. axillary for children over three months of age.
- ⇒ Inability to participate in daily activities.
- ⇒ Illnesses such as:
 - Impetigo--red oozing erosion capped with a golden yellow crust that appears stuck on.
 - Scabies--crusty wavy ridges and tunnels in the webs of fingers, hand, wrist and trunk.
 - Ringworm--flat, spreading ring-shaped lesions.
 - Chicken pox--crops of small blisters on a red base that become cloudy and crusted in 2-4 days.
 - Head lice or nits (whitish-gray dots) attached to hair shafts.
 - Culture-proven strep infections that have not been under treatment for at least 24 hours.
 - Conjunctivitis (pink eye)--red, watery eyes with thick yellowish discharge.
 - Persistent cough—prolong coughing that interrupts the child's activity and/or participation in FCC settings.
 - Severe diarrhea—Two or more predominately watery stools in a four hour period.
 - Vomiting--Any projectile (forceful) or after more than two feedings.
 - Meningitis - Fever, stiff neck, lethargic.
 - Thrush - "Cotton candy" appearing patches.
 - Hand, Foot & Mouth - Grayish lesions on cheek and tongue, raised blister-like rash on palms, fingers and soles.
 - Strep throat - Fever, sore throat, red/white patches on tonsils.
 - Scarlet Fever - Fine, sandpaper-like rash on neck, chest and in skin folds, strawberry tongue.
 - Symptoms of other contagious diseases, such as measles, mumps and hepatitis.
 - Pinworm infestation.

CRITERIA FOR READMISSION

Your child may return to the FCC home after an illness when he/she feels well enough to participate in the daily activities, when his/her presence will not endanger the health of the other children/youth and when the criteria below are met.

- ⇒ Fever has been absent for 24 hours.
- ⇒ Nausea, vomiting or diarrhea has subsided for 24 hours.
- ⇒ Appropriate number of doses of antibiotics (when prescribed) has been given over a 24 hour period for known strep or other bacterial infections and the child's physician has approved readmission.
- ⇒ Chicken pox lesions are all crusted and dry and the child/youth has been fever free for 24 hours, usually 5-7 days after onset.
- ⇒ Scabies are under treatment and lesions are covered.
- ⇒ Lice - After completion of medical and environmental treatment.
- ⇒ Pinworm is under treatment.
- ⇒ Lesions from impetigo are no longer weeping and the child/youth has been on antibiotics for 24 hours.
- ⇒ Ringworm lesions are under treatment for 24-48 hours.
- ⇒ Conjunctivitis has diminished to the point that eyes are no longer discharging and the child/youth has been on antibiotics for 24 hours.
- ⇒ Meningitis - physician clearance.
- ⇒ Thrush has been under treatment with an anti-fungal for 24 hours.
- ⇒ Hand, Foot & Mouth - Child/youth has been fever free for 24 hours
- ⇒ Strep throat - fever free for 24 hours and on antibiotics for at least 24 hours.
- ⇒ Scarlet fever - fever free for 24 hours and on antibiotics for at least 24 hours.
- ⇒ Children still in diapers with positive cultures for salmonella have two stool cultures, one week apart, that are negative. Older children (toilet trained) shedding salmonella may be readmitted providing strict adherence of hand washing policies for care providers and child following use of the toilet.
- ⇒ Children still in diapers with positive cultures for shigellosis must be under treatment for 5 days and diarrhea free for no less than 24 hours. Stool cultures must be obtained 48 hours after completion of antibiotic therapy and a second specimen no sooner than 24 hours after the first specimen.
- ⇒ Children/youth suffering from illnesses that are contagious may be readmitted once the communicable stage is past.
- ⇒ The child does not require specialized care/attention beyond services normally provided.

NOTIFICATION OF CONTAGIOUS DISEASES

If your child is diagnosed as having a contagious illness, such as measles, mumps, chicken pox or conjunctivitis, you **must** notify the provider so that he/she can alert other parents whose child may have been exposed to the illness.

MEDICATION

Before becoming certified, providers must undergo training to administer medication. The provider may dispense medication under the following conditions:

- ⇒ Medication is prescribed by a physician.
- ⇒ The prescription includes the child's name, name of medication, dose and time of administration, and start and stop dates and is less than 30 days old.
- ⇒ Medication is in the original container.
- ⇒ Medications have specified dosages.
- ⇒ Child has been on oral medication 24 hours before a dose is administered by provider. This allows the child to adjust to the medication while under parental care.
- ⇒ Medical Dispensation Record (DA Form 5225-R) has been completed and signed by the parent.
- ⇒ Medication is on the approved list or an exception is granted by the Community Health Nurse.

BASIC CARE ITEMS

Providers may administer the following basic care items at the parent's request:

Diaper Rash Lotion/Ointment - Non-prescription diaper medication such as Desitin, A & D Ointment, Flander's Buttocks Ointment, Zinc Oxide Ointment, and Johnson's Baby Lotion.

Lip Balm - such as Chap Stick and Carmex.

Sunscreen – Non-prescription sun screen with a sun protection factor (SPF) may be greater than 40.

Teething Ointment - Non-prescription teething lotion such as Baby Anbesol or Ora-gel. Teething ointment will only be used when a child is suffering from teething irritation (eruption of a new tooth).

Dry Skin Cream/ Lotion - Non-prescription cream/lotion such as Eucerin Cream or Aveeno administered to children diagnosed with eczema.

Other Ointments – Vaseline and Nystatin (Oral Suspension/Topical Cream)

Basic Care Requirements

- ⇒ The parent will purchase and supply the preferred basic care item (this must be in original container).
- ⇒ The parent will label the container with the child's name (first and last).
- ⇒ The parent must provide a written, dated and signed Basic Care Item Treatment Sheet stating the reason for the basic care items used, frequency, duration, amount and location of application.
- ⇒ The Provider will record use of the basic care item on the Basic Care Item Treatment Sheet.
- ⇒ The FCC Provider will store the basic care item out of the reach of the children.

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD PROGRAM

Meals and snacks, meeting USDA guidelines for nutritional value are served free of charge to children in attendance during the scheduled meal times. Menus are posted in the home, either in the kitchen or in the front entrance way. Family style dining allows the child an opportunity to learn appropriate values. Children are encouraged, but not forced to eat. Children must be in the home at scheduled meal times in order to be served a meal. Generally, children are not served dinner unless they will remain in the home into the evening hours.

Parents of children younger than 12 months wishing to provide their own infant formula or baby food may do so. However, USDA guidelines must be met regardless of who provides the formula or baby food. Please check with your FCC provider to assure USDA guidelines are being met.

ALTERNATE PROVIDER (BACK-UP)

In the event your provider is unavailable to provide child care as scheduled, (such as, for a medical appointment or an upcoming vacation) an alternate provider may be able to meet your needs. Your provider or the FCC office will attempt to secure an alternate certified provider who has available space. The Central Enrollment office and FCC office maintains a list of providers with current available space. If you need assistance in temporary placement, please call 751-4824/4865/6234.

CHILD GUIDANCE AND DISCIPLINE

Behavioral limits are established which are clear and consistent. Children are expected to be considerate of others and to maintain materials properly. Each child is treated with warmth and respect. Corporal punishment will NOT be used. FCC Providers are trained to use positive guidance techniques such as distracting the child from inappropriate behavior and recognizing and rewarding appropriate behavior. After notification to the parents, a provider may exclude a child from the home due to a pattern of extreme misbehavior or biting when working with the family to resolve the situation has been unsuccessful. Parents will be notified in advance.

TOUCH POLICY

Before being provisionally certified, each FCC provider reads and signs a statement saying that they have read and understand the CYS Services touch policy. This policy outlines appropriate and inappropriate touch as follows:

Appropriate touch includes:

- ⇒ Hugs, hand holding, and lap sitting (ages six and under only).
- ⇒ Reassuring touch on the shoulder.
- ⇒ Naptime back rubs to relax a tense child (kindergartners & younger only).
- ⇒ Diapering of infants and toddlers.
- ⇒ Assistance in toileting for children when needed.

Inappropriate touch includes:

- ⇒ Forceful holding of a child in a chair or squeezing a child's hand with sufficient force to cause pain as a way to change behavior.
- ⇒ Forced good-bye kisses.
- ⇒ Corporal punishment (spanking).
- ⇒ Sexual exploitation (fondling or molestation).
- ⇒ Hitting, pinching or in any way physically assaulting a child.
- ⇒ Prolonged tickling.

Each provider then writes her own Touch Policy, which is posted in the home. Confirmed violation of the CYS Services touch policy will result in revocation of the provider's certificate.

CHILD ABUSE/NEGLECT

Providers are legally required to report any incidence of suspected child abuse or neglect. Children will be observed for signs of physical, emotional, and sexual abuse and child neglect: for example, unexplained marks and bruises, unclean appearance, unusual behavior or unreasonable fears. Any suspicion of child maltreatment will be reported immediately to the Fort Jackson reporting point of contact, the Military Police. The Military Police will also be contacted if parent/guardian or child release designee fails to pick up the child within 30 minutes of the agreed time and after the provider has attempted to unsuccessfully contact the parent or their emergency notification designees. Parents can report any suspected child abuse or neglect to the Military Police or the Department of Defense Child Abuse and Safety Violation Hotline, 1-800-336-4592.

PARENT INVOLVEMENT

Parents will be kept informed of matters relating to the management of the FCC system, operation of their child's FCC home, and their child's progress. Your provider should discuss your child's progress and accomplishments with you on a daily basis. In addition, you are encouraged to furnish information to the provider about your child's typical behaviors and new found skills. Look for the provider's activity plan, which should be posted in her home for your review. Providers welcome any input or support that parent's may have concerning the lesson plan, holiday activities, or activities which reflect cultural diversity. Please feel free to request a conference with the provider or FCC staff to discuss any concerns, which you may have. Patron satisfaction surveys are conducted annually as part of the installation assessment of the CYS Services Program.

PARENT ADVISORY COMMITTEE

All Family Child Care parents are encouraged to become involved in the Family Child Care Parent Advisory Committee. Parents can help the program provide individualized activities for children, make suggestions that will assist parents and help children when parents are deployed. The Parent Advisory Committee can assist with recruiting qualified Family Child Care providers both on and off post. The committee meets quarterly and elects a representative to serve on the Parent Advisory Council to represent the Family Child Care Program.

PARENT ADVISORY COUNCIL

A council of parent representatives and Child, Youth & School Services Staff meets quarterly to discuss current events, initiatives and proposals. All parents are encouraged to attend the meeting. This is your opportunity to become familiar with new initiatives and upcoming events. Call the FCC office for times and dates.

PARENT EDUCATION OPPORTUNITIES

Parent education programs are available to parents enrolled in the FCC system. Information about these workshops is posted at all CYS Services sites and published in program newsletters. The Outreach Services Director and Soldier and Family Readiness Program Manager sponsor quarterly parent education programs on child abuse prevention. Parents also have access to books concerning child development and other parenting concerns through CYS Service resource libraries.

PARENT RESPONSIBILITIES

- ⇒ Interview providers to find a home which meets your needs and where you will feel secure in the knowledge that your child(ren) are enjoying themselves and are well taken care of.
- ⇒ Carefully review the proposed agreement. Each provider develops her own agreement based on how she wants to operate her home. Make any additions or request any special considerations prior to signing.
- ⇒ Sign the agreement. Ask for your copy of the agreement and place it in a secure location.

- ⇒ Follow the provisions of the agreement. Refer to the agreement when you have questions reference the provider's policies.
- ⇒ Sign the child in and out each day on the provider's attendance records.
- ⇒ Provide diapers and wipes, if applicable. Provide infant food and formula, if desired. Provide a change of clothing for each child.
- ⇒ Make sure your children are appropriately dressed when you take them to the FCC home. Children must be clean, groomed and ready to start the day. Infants must be out of their nightwear and wearing a fresh new diaper. School-age children must be prepared to go to school with appropriate materials, lunch, and outer clothing according to weather. Shoes must be worn, except for infants.
- ⇒ Keep all required information up-to-date. Keep provider informed of any changes in phone numbers, addresses, and working hours. Ensure your child receives required immunizations and provide the shot records as verification. Update your registration annually at the CYS Services Central Enrollment Office.
- ⇒ Arrive at the agreed time to pick your child/children up at the end of the day. If you must be late, call the provider to ask if a delay would be inconvenient for her.
- ⇒ Pay the provider the full amount agreed upon in the contract promptly. Remember, she is operating a business.
- ⇒ Report to the FCC office, if there are any conditions in the FCC home about which you are concerned.
- ⇒ In the event you require care for more than 24 hours at a time, a power of attorney is required. The power of attorney can be executed at the Staff Judge Advocate Office, Legal Assistance Office.

PETS IN THE FCC HOME

Parents are notified at registration if any animals are in the home and any time a new pet is added to the home. Pets must be free from disease, properly immunized, and sanitarily maintained. The provider must keep the pet's living area clean and keep all pet waste and litter boxes inaccessible to crawling children.

ANNUAL EVENTS

Many Family Child Care and Child, Youth & School Services events are held throughout the year.

- ☞ The Easter Egg Hunt is held the Saturday before Easter.
- ☞ April is the Month of the Military Child. CYS Services has many scheduled activities that parents are encouraged to attend with their children.
- ☞ The Friday before Mother's Day is the National Provider Appreciation Day where parents are encouraged to recognize and honor their Family Child Care provider.
- ☞ Jackson Jams celebrates the beginning of a new school year with information and activities for children and their families. It is typically held on a Saturday a week or two before school starts.
- ☞ Boys and Girls Club Day for Kids, is celebrated with a picnic the 3rd Saturday in September, as a special day to remind the children in our lives how important they are.
- ☞ Fall Festival is the last Friday of October. Family Child Care has a booth with fun activities and treats.

Watch for additional CYS Services events throughout the year that you can enjoy with your family.

IMPORTANT PHONE NUMBERS

FCC OFFICE	751-6234
CYS SERVICES COORDINATOR.....	751-1672
FCC DIRECTOR.....	751-1293
SCHOOL LIASON OFFICER.....	751-6150
CENTRAL ENROLLMENT OFFICE.....	751-4824/4865
CHILD DEVELOPMENT HOME.....	751-7169/7170
SCALES AVE. CHILD DEVELOPMENT CENTER.....	751-6221
HOOD STREET CHILD DEVELOPMENT CENTER.....	751-1972
SCHOOL AGE SERVICES.....	751-1136
YOUTH CENTER.....	751-6387
YOUTH SPORTS COMPLEX.....	751-3807
MIDDLE SCHOOL & TEEN PROGRAM.....	751-3977
SPORTS/FITNESS PROGRAM.....	751-5040
ARMY PUBLIC HEALTH NURSE.....	751-5251
DOD CHILD ABUSE HOT LINE.....	1-800-336-4592
FJ CHILD ABUSE/NEGLECT REPORTING POC, MILITARY POLICE.....	751-3115