

MANNING REGIONAL CHILD CARE ASSOCIATION
FAMILY DAY HOME PROGRAM

CHILD PLACEMENT PROCEDURES

1. Contact the Family Day Home Program office, located in the Hospital in the Children's Services wing, at 836-2588 or at Director's cell 836-0213
2. The Director will conduct a short telephone interview and make arrangements to give the Parent a package of information which will include:
 - An application for childcare regarding specific needs of the child and parent (ie allergies to food or pets, child profile, hours of care.)
 - MRCCA/Parent Agreement
 - Discipline, Smoking and Payment Policies
 - Fee Schedule
 - Special Back-up Plans
3. The Director will then present the parent with a list of pre-placement options that are available to choose from and arrange for a pre-placement visit with the Providers to observe the home and style of care provided.
4. The Director or Home Visitor is available to assist Parents on the home visits if requested.
5. Once a home has been chosen and following the registration of the child, the Parent is required to fill out a "Confirmed Parent Timesheet" which states the days and hours of care that is needed.
6. During the time of care the Director may contact the Parents to discuss thoughts and feelings that the parent may have about the child's progress and well-being. The Agency also encourages the parents to observe the child in the Provider's home for progress and development,
7. If any concerns or circumstances should arise the Agency strongly suggests that the Parent and Provider come to an understanding of the situation and resolve the issue. However, if this is not possible or the Parent does not feel comfortable in taking this plan of action, the Director may be called upon to act as liaison between the Parent and Provider.

GOVERNMENT SUBSIDY

A Government Subsidy is available for childcare costs, which is calculated on family income and size. Family income less than \$50,000 qualify for full subsidy of \$437 per child per month. Parents interested in applying for subsidy can do so online at home or in the FDH office. Ask Director for more information.