



ChildCareGroup

## PARENT AND PROVIDER RESPONSIBILITIES

When you enroll your child in an early care and education or out-of-school time program, you and the child care provider become partners in your child's life. Just like partners in any relationship, you each have responsibilities to one another.

### Parents are responsible for:

- Developing a close working relationship with the provider.
- Providing current information about their child, such as allergies, medications, sleeping and eating patterns, likes and dislikes, temperament, routines, and special needs.
- Asking questions about how their child is doing; talking to the provider about concerns.
- Providing the necessary diapers, formula, change of clothes, etc., as requested.
- Taking and picking up their child from care on time and informing the caregiver if you are going to be late.
- Paying the provider the agreed upon fees on time.
- Keeping their child at home when he is sick.
- Making sure records of immunizations, phone numbers, addresses, and the names of people who are authorized to pick up their child are current and up-to-date.
- Reading all written materials from the provider, asking questions about things you don't understand, and obtaining copies of agreements you are asked to sign.
- Reporting to the proper authorities any suspicion of abuse or neglect; or any possible violation of the licensing standards

### Providers are responsible for:

- Developing a close relationship with your child.
- Making your child feel special.
- Making you and your child feel welcome at all times.
- Giving you information about how your child spends each day.
- helping your child learn and grow through a variety of fun and interesting activities and materials
- Providing a safe and healthy environment.
- Giving advanced notice to any changes in fees, hours of operation, staffing, or vacations.
- Keeping information confidential about your child and family.
- Reporting to the proper authorities any suspicion of abuse or neglect.

Call ChildCareGroup's Resource and Referral service at 214.631.2273 or 1.800.441.7865 for more free tips on choosing child care, other parenting resources, or assistance in finding child care. Or visit us at [www.ChildCareGroup.org/rr](http://www.ChildCareGroup.org/rr).

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