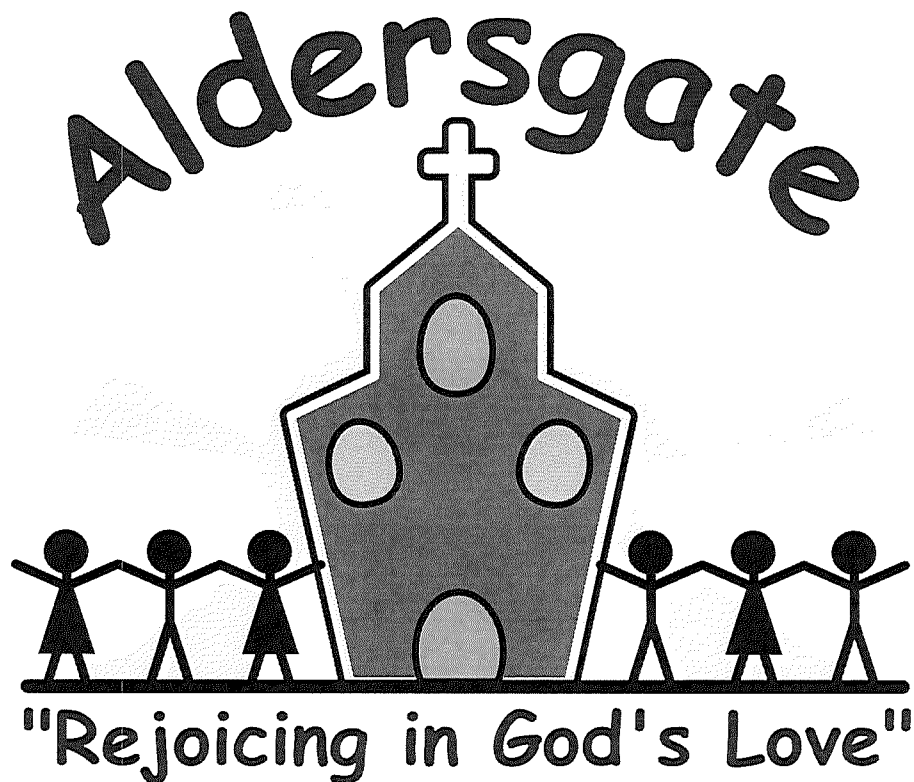


Aldersgate Christian Learning Center



PRESCHOOL HANDBOOK

2017-2018

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Dear Parents:

We the staff at Aldersgate Christian Learning Center would like to thank you for entrusting the care of your most precious child to us. We know that as parents, your utmost concern is for the well being and safety of your child and we assure you that it is ours also. Choosing a childcare center that can meet your needs and expectations is a very important matter and we are glad that you have chosen us.

MISSION STATEMENT: To provide a warm and nurturing environment in which the child can grow physically, emotionally, intellectually and spiritually in a way that is honoring to Christ. ⁶ Train children in the way they should go, and when he is old he will not turn from it. Proverbs 22:6

As professionals in the child care field, we are committed to providing quality care, instructions, and nurturing to all of our students. All of our teachers have or are in the process of, obtaining their child development associate (CDA) and we require all of our staff to participate in on-going education every year through seminars, workshops, etc. As Christians, it is our goal and intent to install a love and respect for our Lord Jesus Christ and to mold them with this philosophy in mind and heart. We are always striving, in every way, to provide an environment that is safe, caring, educationally age-appropriate and fun for the child. We believe we meet these goals; however, we welcome and encourage your input should you have any area you feel could use improvement.

The following parent handbook is being provided to you for your information and reference. You will find answers too many of your questions regarding various aspects of our school; its operation, and policies.

We look forward to serving both you and your child in the coming year. Should at any time you have a question or concern regarding anything about the school, please address it immediately to the administrative staff. We believe that prompt, accurate communication is the key to a positive and successful resolution to any situation and makes for a satisfying relationship for all involved. That is our goal and intent for all that we serve.

Thank you again for choosing Aldersgate Christian Learning Center as we welcome you and your family to our school!

In Christ,

Christina Rogers
Preschool Director

ALDERSGATE CHRISTIAN LEARNING CENTER PHILOSOPHY OF PRESCHOOL

We believe that children learn by using the senses that God has given to them; by touching, hearing, smelling, tasting and seeing what God has put into our world. Children learn through doing, playing, experimenting, experiencing, imitation, and creating. Children learn through feelings; feeling loved, accepted, secure, valued, and being forgiven. These are all things that God has shown to us through His son, Jesus Christ, and we must strive to show these values to our children.

We believe that our preschool should be a place for providing good physical care in a friendly, happy, healthy environment with leadership that is competent, mature, and responsible. The physical, emotional, mental, social and spiritual development of the child should be considered as a vital part of our program.

We believe that our preschool should be a place where children can live, work, and play in a friendly and happy atmosphere. It should provide opportunities for the child to develop new skills and appreciations; form good habits and learn to be responsible members of a group. Our teachers should be aware of the many opportunities everyday experiences of the children in a Christian way of life.

We believe that the family is an important part of the child's development and education. We strive to involve the family in our program and their child's learning experiences. We also strive to reach out to our families with Christ's love. We understand that each child comes from a different background and culture. We strive to teach children about other cultures and the community around them through books, art and music.

REGISTRATION

Aldersgate Christian Learning Center does not discriminate on the basis of race, color, creed, religious, or ethnic origin. Children must be two years of age to start. Then, three or four years of age respectively by September 1st of the year they wish to enroll. Each child must have a completed and signed registration packet on file to participate in our program. All students must have a current Florida Department of Health form and Florida Certification of Immunization on file prior to beginning. The registration fee and first week's tuition are due prior to the first day of attendance. All paperwork must be filled out completely, including physician and dentist names and addresses, two different emergency contacts with complete contact information, and all the necessary notarized emergency forms.

Our program is not designed for children with specific learning, emotional, or psychological difficulties. Applications are accepted on the basis of evaluation by our staff and maturity of judgment in keeping with age and mental capacity. All children will be accepted on a trial 2-week probation.

DAYS AND HOURS OF OPERATION

The Center program operates Monday through Friday from 6:30 a.m. until 6:00 p.m. We operate year round, closing only for specified holidays and in service days.

FEES

The Center's fee policy is as follows:

All fees are due Monday of each week.

A late fee of \$15.00 will be applied to any account that is not paid by 6:00 P.M Wednesday, and then \$5.00 for each additional day that payment is late.

Delinquency of more than two (2) weeks will result in dismissal of your child from the program.

Fees will not be prorated for holidays, sick, or hurricane days.

Checks should be made payable to Aldersgate Christian Learning Center.

- ❖ Your child's name and the week you are paying for should be included on the check.
- ❖ No third party checks will be accepted.

A service charge of \$15.00 will be charged for each returned check. Cash payments will be required for future services after the second returned check.

A 10% discount will be given to **active** Aldersgate United Methodist Church members.

A 10% discount will be given to siblings.

Children will receive two weeks' vacation credit each year at no charge (*our year runs from September 1 to the following August 31.*) Once a student has used their vacation, they will be charged full price even if they do not attend. A student must be absent the full week to claim vacation credit. Vacation requests must be made to the Assistant Director or to the Director. New Students must attend school for 6 months before a vacation credit can be granted.

Children's records will not be given out if an account is not paid in full.

TUITION RATES

The following fee schedule has been established for the program during the 2017-2018 school term:

| | |
|---|---------------------|
| Full Week | \$ 150.00 per week |
| Full Week (not toilet trained) | \$ 160.00 per week |
| Full Day | \$ 43.00 per day |
| Full Day (not toilet trained) | \$ 45.00 per day |
| Two (2) Mornings | \$ 165.00 per month |
| Two (2) Mornings (not toilet trained) | \$ 176.00 per month |
| Three (3) Mornings | \$ 234.00 per month |
| Three (3) Mornings (not toilet trained) | \$ 250.00 per month |
| Five (5) Mornings | \$ 315.00 per month |
| Five (5) Mornings (not toilet trained) | \$ 337.00 per month |
| Extended Care | \$ 17.00 per day |
| Preschool Registration | \$125.00 per year |

REGISTRATION FEE

A non-refundable registration fee per child will be charged annually. This fee is required to secure your child's space in the program. It is based on a first come, first served basis.

Church and Sibling discounts do not apply to registration fees.

EXTENDED CARE

Extended care is available to our part time students ***and only if there is napping space available*** in their classroom. You must request this through the Assistant Director or Director, not the teacher.

INCOME TAX INFORMATION

It is the parents' responsibility to retain receipts for IRS purposes. Please ask for and retain all receipts. The Aldersgate Christian Learning Center Tax Identification Number is 59-1523757. The Assistant Director will issue annual statements by January 31st of each year.

WITHDRAWALS

Parents may withdraw a child from the program at any time. A ***TWO WEEK WRITTEN NOTICE IS REQUIRED***. Parents wishing to withdraw their child who fail to provide a two-week notice will still be liable for the last week of tuition.

6/14/2017

ARRIVAL AND DEPARTURE OF STUDENTS & PARKING

Please park your car in a parking space; do not leave it under the overhang while you take your child to his/her room. **Also, do not leave your car running at anytime for any reason.** Your child will not be released to anyone less than 18 years of age or who is not authorized in writing by the custodial parent and listed on the form. Persons not known by the staff who are picking up children will be asked to show identification. Other dismissal procedures may be arranged but must be in writing and listed on file.

Children will not be released to anyone who appears to be in a drugged or intoxicated state.

We ask that your child be at school no later than 8:30 A.M. Our teachers begin their class activities at 8:30 A.M. If your child comes late it disrupts the class and makes a more difficult adjustment period for all involved. We understand that this is hard for some parents, but please understand you are paying for Preschool, not just Day Care. This is especially true of our Pre-K children as we are preparing them for Kindergarten, which includes getting them into a routine of learning each day. If your child will be arriving after 8:30, please call the school.

CLOSING TIME

The Center is scheduled to close at 6:00 p.m. Parents are to pick up their children by that time. If for some emergency a parent should be delayed, please call the Center and inform them that you will be late. Beginning at closing time, 6:00 p.m., an overtime fee will be charged. The overtime rate is \$1.00 per minute, per child. After three occurrences your child will be dismissed from the school.

Children who remain at the program site one hour after closing will be released into the custody of the appropriate enforcement officer and HRS Abandoned Child procedures will be initiated.

MORNING CARE

Morning care for our half-day students begins at 8:00 a.m. If care is needed earlier than 8:00, it must be arranged with the director as space allows and at an additional fee. Morning care ends at 12:00 noon and your child must be picked up on time. We do allow a 5-minute grace period for the unexpected delay, however if you arrive later than 12:05 p.m., you will be charged a late fee of \$1.00 per minute, just as we charge for those who are full time and arrive past 6:00 p.m.

STAFF

Aldersgate Christian Learning Center strives to always hire the most qualified staff available. All staff must meet established educational and experience requirements for the position held and participate in ongoing annual training of a minimum of ten (10) hours. All staff must undergo state and local criminal background checks, maintain certificates in CPR and First Aid and meet at Pinellas County Licensing Board requirements.

REQUIRED ITEMS

The following items should be provided for your child:

- 1 small bottle of white glue
- 3 glue sticks
- 1 box of 8 crayons (2 year olds should have the fat crayons)
(DO NOT send more than 8 crayons)
- 4 rolls of paper towels
- 1 package of 9" paper plates
- 2 8-packs of toilet paper
- 2 containers of disinfectant wipes
- 1 package of water colors (8 colors)
- 1 box of plastic spoons
- 1 box of Gallon ziplock bags
- 1 change of clothes

Please label lunch boxes and any personal items with your child's name.

SAMPLE DAILY SCHEDULE

The following provides a **sample** of the daily schedule at the Center. Your child's daily schedule may be modified to meet the specific needs of the class.

- 6:30 - 8:30 Arrival and Free Choice
- 8:30 - 9:00 Prayer, Good Morning, Bible Story, and Circle Time
- 9:00 - 10:00 Snack and Center Time
- 10:00 - 11:00 Outside Time
- 11:00 - 11:30 Clean-up and Transition
- 11:30 - 12:00 Lunch
- 12:00 - 12:30 Transition
- 12:30 - 2:30 Naptime
- 2:30 - 3:00 Snack and Transition
- 3:00 - 4:00 Center Time
- 4:00 - 5:00 Outside Time
- 5:00 - 6:00 Departure and Free Choice

BIBLE STORIES/PRAYER

We share weekly bible stories in our classes and have a daily prayer time with the children.

CHAPEL

Weekly chapel services are held for all of our students. Parents and friends are welcome to attend. What a great way to share the love of Jesus. An offering is collected each week to send to children's missions.

6/6/2017

MUSIC

All of our children participate in music anywhere from one to four times a week.

NUTRITION

Our staff fosters independence in teaching and encourages self-help skills where children's lunches are concerned. Children are in charge of their lunch. They are the ones that get to choose what to eat and how much to eat of whatever is in their lunch. Remember, good nutrition is critical to your child's growth and development, so help them make the right choices. Please do not send soda or candy in your child's lunch at any time. Thermoses or drink boxes should be included in a child's lunch. **Sippy cups are not permitted at any time at the preschool.**

SNACK

Our Center provides a nutritious morning and afternoon snack for your child Monday through Friday. These snacks are intended to supplement the nutritious breakfast and lunch you provide, not take the place of them.

LUNCH

Lunch is served daily between 11:30 a.m. and 12:00 noon. It is expected that you will provide a nutritious, well-rounded meal for your child. We do not provide refrigeration but we do have the availability to heat up a lunch item. Please do not send soda or candy in your child's lunch. Pizza Day is every Friday. This is parent choice. Payment for pizza is due by 9:00 a.m. on Friday. Food is ordered by 9:30 A.M. *If your child arrives late to school we are not able to add on to the order. If you know you are going to be late and have not paid in advance, you may call us and we can work something out with you.* If you have paid in advance and your child will be absent that day, please call the school by 9:00 A.M. to receive a credit for the following week. All profit from the pizza is used to purchase essential, needed equipment. Payment for lunch must be made separately from tuition.

CLOTHING

We request that you dress your child in the appropriate attire for a busy day at preschool. This means that dressing in their Sunday best is not suitable as there are many chances throughout the day for these clothes to become soiled. Also, we require that children wear sneakers or rubber-soled shoes, which are **closed** in without a slippery bottom. (No sandals or flip-flops) In addition, it is necessary for you to provide a **COMPLETE** set of spare clothing, with your child's name on each piece, to be kept in the child's cubby at all times. This is for the occasional potty accident, water or paint spills, etc. When the spare clothing is used you will need to supply a replacement for the next school day. If there is not spare clothing in the cubby and it is needed for such an accident, the parent will be called and required to bring a change of clothing **IMMEDIATELY**. It is required **BY LAW** that a child not be left in soiled clothing.

NAPTIME

Naptime is from 12:30 p.m. to 2:30 p.m. each day. It is a restful time in which the child is required to lay quietly on their cot without disturbing others. They may or may not sleep. A child may bring a blanket or soft toy for naptime. Please keep in mind that our cubbies are small and all of your child's belongings must fit into his / her cubbie space. **Backpacks with wheels are not permitted in preschool.**

TOYS

Show and share day is every Friday *at the teacher's discretion*. This is the only day in which it is acceptable for a child to bring a toy from home. Due to our Christian and non-violence philosophies and beliefs, toys depicting or representing violence will not be allowed. Please remember that toys should be small enough to fit into your child's cubbie.

POTTY TRAINING

Potty training is a complicated process requiring the patience and cooperation of both teacher and parent. It cannot be forced or demanded on the child and the proper time must be allowed as directed by the child. For all children going through the potty training process it is required that a full five (5) days worth of disposable wipes, diapers, pull-ups, and or training pants be provided at all times and that the proper underclothing be provided for the stage the child is in. While potty training, or after a child is potty trained, please do not send children in one-piece outfits. A child is considered "potty trained" when they are wearing regular underwear all day, with no pull-ups or diapers being used, and no regular accidents. Potty trained tuition rates will change when the primary teacher feels that the child is trained.

ILLNESS

Children suspected of having a communicable disease such as chicken pox, measles, mumps, lice, impetigo, conjunctivitis, or strep throat **may not** be placed in childcare. For the protection of all children, your child should be kept home (***WE CANNOT ACCEPT THEM AT THE CENTER***) if he shows any of the following symptoms:

A temperature of 100.5 degree, diarrhea, or vomiting

Discharge from the eyes, ears, or nose

A rash, lice, or nits

If your child develops any of these symptoms while at school, you will be called to pick up your child. Once you are notified of your child's illness, someone must pick him/her up within an hour. At that time, you will be given a sick letter stating when your child will be able to return to the Center. Children, who are sent home from school with fever, diarrhea, or vomiting, will not be permitted to return the next day. *Green discharge from the nose or pink eyes requires a doctor's note to return to school.* ***Please note: if your child develops any of the above symptoms the night before or the morning, please do not give them medication and send them to school. Be considerate of other children and our teachers.***

MEDICAL EMERGENCIES

In the event of a medical emergency and/or accident, we shall contact the parents of the child immediately. If we cannot reach the parents and medical treatment is necessary, 911 will be called. 911 will be called for all extreme emergency care situations regardless of parental contact. Your permission for the Center to contact 911 and to take whatever emergency medical procedures are deemed necessary is part of this agreement. They will be sent to the hospital you indicate on your emergency paperwork.

EMERGENCY PROCEDURES

In the event of hurricanes or other emergencies, **the Center will follow the Pinellas County School Board recommendations as to the closing of the Center.** When the public school is not in session; we will close the Center when a hurricane warning has been issued; or when the administrative staff deems it necessary that we close. All parents will be contacted by phone by the administrative staff when the decision to close has been made. We hold monthly fire drills, and in all questionable weather or situations all students wear their emergency identification tags. A weather band radio is monitored when there is severe weather in the area.

In the event we are put into a "lock down" situation by the Pinellas County Sheriff's Office, you will not be allowed into the Center to pick up your child. Only after the lockdown has been cleared by the Sheriff's Office will you have access to your child, no matter the time.

ACCIDENT/INCIDENT REPORTS

All accidents and unusual incidents that occur to a child will be recorded on the Accident/Incident Report form. The attending staff member and the parent/guardian sign the form. The original is placed in the child's file and the carbon will be given to the parent/guardian.

ACCIDENT INSURANCE

The Center retains an accident policy on each child. It covers injuries that are a result of accidents while the student is at our Center. It supplements your child's family insurance coverage.

LICE

Our policy on lice is that children must be nit-free to return to our Center. Head lice do not carry disease. However, to prevent further spread in the Center, the condition must be treated at once and the child cannot remain at the Center. Children may return to the Center once they are determined to be nit-free by an administrative staff member. If your child brings a personal blanket or stuffed animal for naptime, please *take them home weekly to wash* to help control outbreaks of lice in the center. All center sheets and blankets are washed weekly.

MEDICATIONS

We will not administer medication to any students at the Center. It will be necessary to ask your physician to recommend dosage intervals that will fall outside of child care hours. If this is not possible, it will be necessary for you to come and administer the medication to your child. We also cannot store medication at the Center.

ALLERGIES

An allergy list is posted in the classroom at all times. It contains the names of the students with their known allergies. We will substitute any snack item that a child is allergic to. It is important that you let the school know of any allergies. The parent must supply all special snacks.

NOTIFICATION OF CHANGES

It is extremely important that you notify the administrative staff **immediately of any changes in home address, employment phone numbers, etc.** Emergency phone numbers are **critically important**. We also ask that any life changes at home be communicated so that staff will be prepared to deal with any changes in behavior that may result.

NOTARY

Notary services are available to all parents free of charge for Center paperwork.

DISCIPLINE POLICY

We believe every child has the capability of controlling their actions in a positive way and our staff encourages the building of these skills through positive reinforcement and verbal reward. We do realize however that this is a learned process requiring our patience and understanding and we constantly endeavor to give it both.

It is against our policy to engage in any form of corporal punishment. Negative approaches are refrained from as they have never proven to be an effective part of the learning process. We prohibit our teachers from using discipline which is severe, humiliating, frightening or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel. Many positive avenues are utilized in the development of appropriate behavior and it is our policy to use only these.

There may be times when a child has ongoing difficulties observing the rules and this behavior is causing a disruption to the classroom and/or school. After we have exhausted all of our positive means of molding this behavior, it will be necessary to meet with the parents for a conference to assist us in resolving this behavior. If a change in behavior is not observed after an appropriate length of time, the student will be removed from our program. If a child has a problem with biting others, you will be notified. **After three biting incidents, the child will be removed from the program. An exception to this policy is with our two-year olds who may not talk yet. Unfortunately, some use biting as a form of communication. Our teachers will intervene and work with the child on using words to communicate. If we feel that this continues to be a problem, we will meet with the parents and, unfortunately, the child will be removed from the program.** (Continued on next page)

The following positive actions are our policy according to age:

Ages 2 - 3 years

- Prevention
- Re-direction
- Clear, direct explanation
- Removal from situation

Ages 4 - 5 years

- Prevention
- Re-direction
- Clear, direct explanation
- Diversion
- Explanation of responsibility for his/her actions
- Suggest alternate solution for problem
- Removal from situation

SMOKING

No smoking is permitted on school premises, including the parking lot. No smoking is permitted on field trips.

6/6/2017

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the Center. We appreciate all parents who volunteer to drive on field trips. It is a tremendous help to the school and a wonderful way to be involved in your child's school experience. For those of you who volunteer to drive on any field trip, it is necessary for us to maintain on file a copy of your insurance card for liability purposes. We must have a notarized field trip form on file for your child to participate as well as a permission slip for *each individual field trip*. If your child is in Pre-K and is not 4 years old yet, we require you as a parent to drive your own child. As the school we do not have car seats in the vans to accommodate according to the Florida statutes.

CENTER PROGRAMS

The following lists the Center programs for the 2017-2018 school year:

| | |
|----------------------------|------------------|
| Christmas Program | December 1, 2017 |
| End-of-Year Program..... | May 4, 2018 |
| Last Day of Preschool..... | May 18, 2018 |

CENTER CLOSED

The following lists the days the Center will be closed during the 2017-2018 school year.

| | |
|----------------------------------|-----------------------|
| Labor Day..... | September 4, 2017 |
| Thanksgiving Day..... | November 23, 2017 |
| Day after Thanksgiving | November 24, 2017 |
| Christmas Break..... | December 25, 26, 2017 |
| New Year's Break..... | January 1, 2, 2018 |
| Martin Luther King Jr. Day | January 15, 2018 |
| Good Friday..... | March 30, 2018 |
| Memorial Day | May 28, 2018 |
| Independence Day..... | July 4, 2018 |

6/6/2017

No Half-Day Students

The following lists the days the Center will not have half-day students (noon-dismissal).

- Thanksgiving Break (no ½ day students).....November 20-November 24, 2017
- Christmas Break (no ½ day students)..... December 25, 2017 – January 5, 2018
- Spring Break (no ½ day students)March 26 - March 30, 2018
- Summer Break (no ½ day students)May 21 – May 25, 2018

CHILD ABUSE

The State of Florida requires that all members of childcare institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. Aldersgate Christian Learning Center is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

PINELLAS COUNTY CHILDREN'S CENTERS LICENSING STANDARDS

This children's center has met regulations found in Licensing Regulations Governing Pinellas County Children's Centers.

A valid temporary permit or license, which bears the distinctive seals of Pinellas County and the Florida Department of Children and Family Services, is posted in a conspicuous place within the center. A valid temporary permit or license will also include: effective and expiration dates, a license number, capacity and ages of children in care.

A LICENSED CHILDREN'S CENTER MUST:

- ❖ Adhere to its licensed capacity at all times.
- ❖ Post a schedule of daily activities.
- ❖ Have first aid and emergency procedures, and post evacuation diagrams in each room.
- ❖ Keep accurate, current daily attendance records and document a visual sweep of the entire premises at the end of each day.
- ❖ Provide parent(s) or legal guardian(s) access to the children's center during normal hours of operation.
- ❖ Report suspected child abuse to the statewide toll-free telephone number.
- ❖ Provide a permission form for parent(s) or legal guardian(s) to allow the center to administer medication as necessary.
- ❖ Document required information when administering medication.
- ❖ Document accidents and incidents and obtain parent's, legal guardian's or authorized pick-up person's signature(s).
- ❖ Maintain vehicles in safe condition if transportation is provided.
- ❖ Obtain parent's or legal guardian's permission before transporting children.
- ❖ Maintain contact information for children in vehicles being used for transport and emergency care plans for children with chronic medical conditions.

CHILDREN'S RECORDS REQUIREMENTS

The following documentation is required to be maintained in the children's center for each child in care:

- ❖ A signed statement that parent or legal guardian received a copy of this brochure.
- ❖ A statement signed by parent or legal guardian that enrollment information is complete and accurate.
- ❖ A signed statement that the children's center has provided parent(s) or legal guardian(s) a copy of the written disciplinary practices.
- ❖ A current health examination record (not required for school age children).
- ❖ A current Florida Certificate of Immunization (not required for school age children).
- ❖ An annual notarized Emergency Medical Release.
- ❖ Medical records that include special medical or dietary needs and a list of allergies, if applicable.
- ❖ Primary hours of care and days of week in care.
- ❖ Telephone numbers or instructions as to how to reach parent(s) or legal guardian(s) when children are in care.
- ❖ Hospital preference.
- ❖ Child's full, legal name, birth date, date of enrollment, current address and preferred name/nick name.
- ❖ Name, address, and telephone number of parent or legal guardian.
- ❖ Name, address and telephone number of emergency person(s), other than parent or legal guardian.
- ❖ Name, address and telephone number of physician and dentist.
- ❖ Proof of receipt by parent(s) or legal guardian(s) every August and September of information regarding causes, symptoms, and transmission of the influenza virus.

PERSONNEL REQUIREMENTS

- ❖ Director has a Director Credential with the certificate posted.
- ❖ Documentation that staff meets the staff credentialing requirement (not required for school age centers).
- ❖ Completion of background screening.
- ❖ Completion of 40-Hour Introductory Child Care training.
- ❖ Completion of 10 hours training annually.
- ❖ Completion of early literacy training (not required for school age centers).
- ❖ Documentation of educational requirements.
- ❖ Meet minimum age requirements.
- ❖ Signed statements that employees understand the statutory requirement of reporting child abuse/neglect.
- ❖ Staff trained in first aid and CPR on the premises at all times and on field trips
- ❖ Staff maintain direct supervision including minimum adult-child ratios:
 - 2 months-1 year 1 adult for 3 children
 - 1 year-2 years 1 adult for 5 children
 - 2 year olds 1 adult for 10 children
 - 3 year olds 1 adult for 15 children
 - 4 year olds 1 adult for 20 children
 - 5 years and up 1 adult for 25 children

NUTRITIONAL REQUIREMENTS

- ❖ Parent(s) or legal guardian(s) notified of meals provided that are of quality and quantity to assure child's nutritional needs are met or arrangements made for parent(s) or legal guardian(s) to provide nutritional food.
 - o Posted meal and snack menus.
 - o Safe drinking water is available.

PHYSICAL ENVIRONMENT

- ❖ Has sufficient indoor space for playing and napping that is kept clean, adequately lighted, vented and in good repair.

- ❖ Has indoor and outdoor space that is clean and free of litter and other hazards.
- ❖ Has toys, equipment and furnishings that are age and developmentally appropriate, and are maintained in an operable, safe, and sanitary condition.
- ❖ Has appropriate bathroom facilities that are operable, clean and sanitized (daily).
- ❖ Has isolation area for ill children.
- ❖ Has equipment for proper sanitary hand washing, toileting, and diapering activities.
- ❖ Has at least one corded, operable telephone available to staff.

HEALTH RELATED ENVIRONMENTAL REQUIREMENTS

- ❖ Annual approved fire inspections conducted.
- ❖ Monthly checks to ensure all areas of the children's center are free from fire hazards.
- ❖ Smoking is prohibited on premises.
- ❖ Storage of toxic and hazardous materials in areas inaccessible to children.
- ❖ Fire and emergency drills conducted as required.
- ❖ A labeled, fully stocked first aid kit.
- ❖ Parent(s) or legal guardian(s) notified of all animals on site.
- ❖ Records of immunizations for animals/fowl.
- ❖ Prohibit fire arms or weapons on premises (excluding federal, state and local law enforcement officers).
- ❖ Prohibit narcotics, alcohol or other impairing drugs on the premises.
- ❖ Bimonthly outdoor equipment maintenance checks.

