



Parent Handbook

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Welcome

Welcome to Precious Children in the Highlands Preschool (PCH Preschool.) We are a ministry of the Presbyterian Church in the Highlands. We are excited and honored that you have chosen us to care for your children and want to assure you that it is our mission to provide a quality, nurturing and educational environment.

Our center has been open since November 26, 2007, and serves children ages 6 weeks to 12 years. Our preschool has been accredited through the National Accreditation Commission (NAC) for Early Care and Education Programs from 2011-2019. We are currently in the process of renewing our accreditation.

As a NAC Accredited center, PCH Preschool is recognized as an early care and education program that exemplifies excellence in the care of young children. PCH Preschool ensures a high-quality program for children, that is conducive to their individual growth and development, provides professional training opportunities for staff, and demonstrates that the center exceeds minimum state licensing requirements for childcare programs.

Program Orientation

Along with presenting the information in this handbook, you will be oriented to our program with the following:

- ✓ Tour of the facility
- ✓ Introduction of teachers including training and credentials
- ✓ Visit in your child's future classroom (an extended time for you and your child can be arranged if needed)
 - Capacity and ratios explained.
 - Shown areas where lesson plans, daily schedules and important information is posted.
 - Shown storage areas for your child's personal items.
- ✓ Curriculum and lesson plans are reviewed and explained.
- ✓ Security system and sign in system reviewed.
- ✓ Parent handbook received/reviewed.
- ✓ Enrollment packet received.
- ✓ Family expectations discussed.
- ✓ Any special accommodation needed are reviewed.
- ✓ Family support and resources are made available.
- ✓ Additional questions are answered.
- ✓ All efforts will be made for language interpretation if needed (Spanish is available)

Precious Children in the Highlands Preschool is a Ministry of the Presbyterian Church in the Highlands

Mission Statement

Our mission is to reach out and serve the needs of the community by providing a high quality, faith-based, early childhood educational program.

Purpose

Our purpose is to provide quality childcare to the surrounding community, meeting the needs of families and children from varying backgrounds and abilities. Our faith-based curriculum provides spiritual, physical, social, emotional, and cognitive growth opportunities for young children. Our professional educators are committed to nurturing each child with the love and attention modeled to us by our Lord and Savior Jesus Christ.

Philosophy

Our philosophy, as evidenced throughout our curriculum is that Children's individual differences and learning styles are considered as they learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential.

Goals

Our goals are that all children who enter our program will build a foundation of faith and a love of learning. When children leave us, they will have developed the necessary skills to be successful in their future schooling. (See Florida State Performance Standards for school readiness skills)

Open Door Policy

Parents/Guardians are welcome to visit and observe the classroom. All parents who wish to spend time/volunteer in the classroom must be background screened. You will be charged a small fee. Please check in with the director or person in charge, and sign in the visitor's log before entering a classroom. We do ask parents who plan to visit their children to follow the classroom routine to avoid disturbing classroom schedules and activities. Please be sure that visits are brief, and respectful of the other students and their parents.

Arrival and Departure

Parents/Guardians please sign your child in and out every day via the Kiosk in the Great Hall at the reception desk or sign in and out via the Procure app with your phone at different QR scans throughout the buildings. Children should be dropped off by 8:30A.M. for them to receive the full benefit of the program and to prevent interruptions during lunch and naptime. Please do not drop your child off between 11:00 A. M. and 2:00 P.M. unless they are ready to nap. If your schedule varies, please see the director for special arrangements.

Please keep your children at arm's lengths from you when walking in or out of our facility. Adults only should be using the access codes and opening the doors to the facility.

Authorized **adults** (must be 16 or older) may be able to pick up as indicated on the enrollment application. To authorize additional individuals on a one time or emergency basis, you must provide a written and signed note. A photo ID will be required at the time of pick-up. Under no circumstances should someone younger than 16 check out a child from care.

Notification of Absence

If your child is going to be late or absent, please notify us via the ProCare App, e-mail, or a phone call. We may contact you in the event of an absence.

Children will need to provide a sick note, doctor's note, or an email to the director regarding about an absence if after three days of absence during a month.

Drop off/Pick Up

Child Care Regulations prohibit children left in a vehicle alone. Whether or not a car is running or if a car is off, a child can be placed in a dangerous situation when left alone in a vehicle. In the event a child is left alone in a vehicle, we may need to call 911. Please do not park in front of the Garbage and Recycling bins at any time. PCH is not responsible for any accidents that may be involved within the parking lot. Please always be mindful of your surroundings, and to remain slow as people and children are walking through the parking lot.

Enrollment/Admission Procedures

We welcome all children into our program and provide accommodations to those when possible while abiding by ADA regulations. We do not discriminate against race, color, religion, or gender. When a spot is available for your child, a starting date will be determined. Prior to enrollment, a child must have an enrollment packet, physical and immunization forms along with registration fee, and first week's payment.

Program and Curriculum

Precious Children in the Highlands Preschool is supported and overseen by the Presbyterian Church in the Highlands and is licensed through the State of Florida's Department of Children and Families. We hold contracts with The Early Learning Coalition of Polk County for VPK and School Readiness. We are in process of reaccreditation with the National Accreditation Commission for Early Care and Educations Programs.

Precious Children in the Highlands Preschool uses the *Frog Street* Curriculum along with other research based and developmentally appropriate resources as a foundation for the program and daily lessons focus on social interactions, faith, and learning through play and are approved by the Early Learning Coalition of Polk County.

Frog Street Pre-K is the main curriculum used with our VPK program and offers a joyful approach to learning. The cornerstones of the program are an extensive integration of theme, disciplines, and domains; social and emotional development; differentiated instruction; and equity of English and Spanish materials and instruction. Frog Street is the pre-K curriculum used in many of the Polk County school based VPK programs.

Developmental Screenings and Parent Conferences

Precious Children in the Highlands do developmental screenings at the beginning, middle and near the end of each school year. The screenings will be shared with you through a parent conference or a developmental update report. We currently use Teaching Strategies Gold, approved by the Early Learning Coalition, for infants through five years old. The Renaissance STAR Early Literacy Assessments is also used for our VPK classes. The results are shared with The Department of Early Learning and VPK. If there are developmental concerns, they will be shared with you during a parent conference, and referrals and resources will be provided. We typically refer to Early Steps for children under age 3 and to FDLRS/Child Find for children 3 and older. For children with behavior concerns or developmental concerns, the Early Learning Coalition will work with us closely to help monitor and provide resources. For any other concerns we will work closely with you to provide appropriate referrals.

Transitions

A child that is ready to enter the next age room will be moved with the class following the school calendar year. Children who are seen as being in their age, developmental readiness, state licensing requirements, and space availability can be moved by the director's discretion. We do not move a child forward based on birthdate alone.

During the transition, children will be introduced to teachers from the new room they are entering and a series of visits to the new classroom. If you would like to meet with new teachers, please let us know so we can have a time set aside to meet with new teachers. VPK will have an orientation that will be announced before VPK starts.

Ratios and Group Size

PCH adheres to Accreditation Ratios and maximum group size. There may be instances where we will revert to licensing ratios for short periods of time if necessary.

Classroom	Accreditation Ratio	Group Size
Starfish & Whales (infants-ones)	1:4 or 2:8	8
Sea Turtles and Caterpillars (ones/twos)	1:5 or 2:10	10
Rainbow Fish, Jelly Fish (twos/threes)	1:6 or 2:11 or 12	11 or 12
Clown Fish and Dolphins (threes/fours)	1:9 or 2:18	18
Penguins, Sharks, Narwhales, Seals – VPK	1:10 or 2:20	20
Manatees and Orcas (School-age)	1:10 or 2:22	22

Days and Hours of Operation

We are open Monday – Friday from 6:30 a.m. – 6:00 p.m.

Holiday Calendar

The Preschool will be closed on the following dates:

- | | | |
|--------------------------|---|--|
| • Martin Luther King Day | Jan. 16, 2023 | Jan 15, 2024 |
| • Good Friday | April 7, 2023 | March 29, 2024 |
| • Memorial Day | May 29, 2023 | May 27, 2024 |
| • Independence Day Week | July 3-7, 2023 | July 1 st -5 th , 2024 |
| • Labor Day | September 4, 2023 | September 2, 2024 |
| • Thanksgiving | Nov. 23-24, 2023 | Nov. 28 & 29 2024 |
| • Christmas Week | December 25 th , 2023 – January 2 nd , 2024 | |

VPK follows the Polk County School Calendar for Holidays and School Closures.

***Regular weekly/monthly tuition rates apply during weeks with holidays. These are much needed days off so our teachers can spend time with their families and return refreshed to care for your children. Natural disasters, ex. Hurricane days, that the preschool will need to shut down, is not reduced/refunded.**

Any additional changes to tuition will be done on a case-by-case basis.

Tuition Rates and Fees

Room	Monthly	Weekly
Infants (Starfish & Whales)	\$1083.00	\$260.00
One year old-Two Year Old's (Sea Turtles & Caterpillars)	\$1083.00	\$260.00
Two Year Old's and Three-Year Old's (Jelly Fish and Rainbow Fish)	\$958.00	\$230.00
Three Year Old's and Four-Year Old's (Clown Fish and Dolphins)	\$875.00	\$210.00
Four- and Five-Year Old's (Non VPK)	\$750.00	\$180.00
VPK Full Day Extended Care	\$583.00	\$140.00
VPK until 2:00p.m.	\$395.00	\$95.00
Part Time Programs	Monthly 8:30-11:30	Monthly 8:30 – 2:00
Three- and Four-Year Olds (Butterflies) Monday - Friday	\$562.00	\$665
Three- and Four-Year Olds (Butterflies) M/W/F	\$351	\$416
Three- and Four-Year Olds (Butterflies) T/Th	\$234	\$277
School Age After Care (Including School Holidays)	Monthly	Weekly
	\$395	\$100.00
Summer School Age Care	Monthly	Weekly
	\$625	\$160.00

- Other tuition options are available, such as semester rates, annual rates, monthly rates for children coming three or two days a week, and so on. For a full list of tuition options, please call or email for a tuition rate sheet.
- There is a \$200.00 non-refundable registration fee – this includes a nap mat. The registration fee and the first week or months tuition are due at the time of registration. For new enrollments coming with siblings, the registration fee for the siblings is an additional \$150.00 per sibling.
- School age registration and Summer only registration is \$100.00.
- An annual non-refundable registration fee of \$150 is applied every year during the month of August. Children with a sibling will have an additional \$100.00 registration fee.
- Children are placed with the age-group they will be entering school with (whenever possible) and will be moved up to the next class accordingly. Tuition is based on the room your child is in with the rate changing when they move up.
- Due to the structure of our program and capacity/ratio regulations there are no credits or allowances for sick days, missed days or vacation. If you choose to pay monthly, you will be paying the equivalent of 50 weeks per year. Fees will not be pro-rated during off weeks or holidays. These are much needed, paid days off for our staff.
- Weekly tuition is due the Friday prior to the week being paid for. A \$10.00 late fee will be charged if the payment is received after 6:00 p.m. on Tuesday of the week of care.
- Monthly tuition is due on the 1st of each month. A \$10.00 late fee will be added after the 5th of the month. If tuition is not paid by the 14th day of the month, your child will not be allowed to return until the full payment is made.
- A \$25.00 “non-sufficient” fund fee will be charged for a returned check.
- Payments can be made via ProCare App. Major credit cards are accepted. You can also pay via cash, personal check, and money order.
- Parents who have a custody agreement and need to split the account, we request that this is stated in writing that a child’s tuition account is separated. Fees and late fees will apply to each individual parent. Registration fees will be split.

An additional late pick-up fee of \$1.00 for every minute after 6:00pm will be added for late pick up per child. If there is a custody agreement, the parent that is supposed to pick up for that day will be charged the late fee.

All payments are non-refundable.

Withdraw

Two-week notice is requested if you wish to withdraw your child from the program. If you wish to re-enroll later, you will be placed back onto the wait list and a new registration fee will be due at the time of re-registration. There is no guarantee that you will have a slot if you decide to withdraw your child.

School Readiness Funding

School Readiness Funding is accepted. The difference from the subsidy funding plus parent fee will be charged to the parent/guardian. The fees will be explained and agreed upon with the eligibility certificate.

Family Involvement

PCH Preschool believes that parents/guardians are a child's first teacher and welcomes parent/guardian participation. We invite parents to get involved and assist with special events, fundraising and enrichment opportunities. There will also be volunteer opportunities posted outside on your child's classroom whiteboard, and through various director emails.

Communication

Communication with your child's teacher is important and essential to our program. In using the ProCare App, you can directly message your child's teacher & administrative staff. Please use this app or e-mail your child's teacher with any messages or information you have or need to know about your child. If you need to talk to your child's teacher, please ask when a good time to call them or request a conference, so they can have a more effective and focused conversation.

Procare

Precious Children in the Highlands uses the app Procare to keep you updated on events in the classroom, to sign children in and out of the program, to see the routines done with children, to message teachers, and to see pictures. The Procare app is also the way that parents make payments toward tuition. Procare messages are seen via the Teacher and Administrative staff, to ensure that confidentiality and appropriate use of messages are made via the teacher, administrative staff, and parents.

Questions/Concerns

Please feel free to come to the preschool office with any questions or concerns you have about our program or your child. We have an open-door policy and value your feedback. The director, VPK Coordinator, and the administrative assistant are part of the administrative team to bring concerns, handles paperwork, tuitions, and other day to day operations. The preschool is overseen by a Preschool Advisory Team through the church. If you wish to speak to one of the members who serve on the preschool advisory team or the Pastor/Head of Staff, you may contact the church office at 863-646-3121.

Confidentiality

PCH strives to protect everyone's right of privacy. Confidential information includes, but is not limited to, names, addresses, ages, phone numbers, disability, health, and behavioral information. This information will only be shared with staff who have a need to know in order to appropriately care for your child. Employees are strictly prohibited from discussing anything about another child with you. Parents are also expected to abide by this policy. In addition, files and confidential records may be shared with local licensing authorities to ensure proper record keeping as ruled in local regulations.

Security/Access Control

Our preschool building and outside classrooms are always kept locked and secured by an access control system. The system is a safe and efficient way for our staff and families to enter the facility. Each family has an assigned PIN/code that allows access into the building during normal business hours. **Please enter your code each time you come into the building, even if someone else is entering ahead of you.** Visitors check in with staff at the reception desk and are escorted through the facility according to the reason for their visit. Our staff is diligent about checking the ID of anyone whom they are unfamiliar with and appreciate your patience in this important safety procedure. Our playground gate is also secured with the access control system and only staff have the code for the gate to ensure that no one enters the playground without preschool staff being aware. All outdoor campus areas and classrooms are monitored by surveillance cameras. Surveillance cameras can only be viewed by staff, Child Care Regulations or Law Enforcement.

Social Media/Privacy

For your protection and for the protection of our staff, we have a strict Social Media policy. Staff are not allowed to connect with preschool clients through social media. Please help them adhere to this policy and do not request them to friend or follow you on any social media. For their privacy, staff are not allowed to give you their personal phone number or e-mail address. You will be able to communicate with them during normal business hours through ProCare, preschool e-mail, or preschool phone.

Food

Infants:

Each child must have enough bottles and food each day to sustain them. Each bottle, container and utensil must be non-breakable and **labeled with your child's first and last name**. If powdered formula is used, please bring the bottles filled with a pre-measured amount of water along with the powdered formula. If breastmilk is used, please either have a container just for the breast milk or the amount premeasured in each bottle. Bottles will be placed in warm water to heat and never microwaved. Baby food and cereal will be fed to your child according to your instructions. Your child's teacher will work closely with you to adhere to your desired eating routines for your child. Once breastmilk or formula is prepared, the contents must be used within one hour of feeding. What ever is left cannot be saved due to the possibility of bacteria growth.

Bottles will not be propped, nor will infants be put to bed with a bottle.

Toddlers – Preschool:

A morning and afternoon snack with milk is provided. You have the option to either pack or purchase a lunch for your child.

Purchased Lunches

- Lunches are prepared in our licensed kitchen by a Certified Food Manager and Certified Food Handler.
- Lunches are \$5.00 per day, or \$75.00 per month.
- Menus are posted at each classroom, on the front desk and on LifeCubby.
- Please notify your child's teacher if he/she will be needing a school lunch.
- If you forget to bring a lunch for your child, we will provide a school lunch and charge your account.

Make sure your child eats breakfast before coming to school. Morning snack is served between 8:00am-8:30am. If you wish to have breakfast with your child, you can sit with them in the Great Hall before bringing them to class. If you arrive prior to 7:00am, talk to the person in charge or your child's teacher to arrange an early snack if needed.

Birthdays/Special Occasions/Food Experiences

Please talk to individual teachers regarding how they celebrate birthdays. If food is brought in, food must be brought in store bought containers.

If you want to send invitations for a birthday, you may send unmarked invitations to the teacher. Please include all children or send them privately to families you want to invite.

We have celebrations throughout the year for special occasions and holidays. You will be informed by your child's teacher and/or the preschool newsletter of these celebrations and ways you can be involved.

Throughout the year, children may have food experiences that will be notified via the teachers. We will make sure that all allergies and food preferences are observed.

By signing the consent form in the enrollment paperwork, you agree to special occasions, birthday celebrations, and other food experiences.



Packing a Safe Lunch for Your Child

We believe mealtimes should be happy, enjoyable, and they should promote healthy eating habits. If you are packing lunch for your child, please take these recommendations into consideration to keep mealtimes nutritious and pleasant for your child.

We suggest using the USDA's MyPlate recommendations to create well balanced meals. Healthy meals will give children the energy and stamina to get the most out of all there learning experiences.

Lunch-Packing Tips

Please take these following tips into consideration when preparing a home lunch each day:

- Use an insulated lunch/bento box or bag.
- Due to limited space at the center, refrigerators will not be available to keep children's lunches cold.
 - Please use a gel-pack, commercial ice pack, or a bottle of water (frozen) to keep your child's lunches cold.
- Please keep in mind that we are not able to heat or prepare foods at the center.
 - A thermos is a great way to keep food warm.
- Cut all food into bite-size, easy-to-swallow pieces.
- Consider packing finger foods as an alternative to the traditional lunch box meal.
- Label all lunch bento/bags with your child's full name.

The American Academy of Pediatrics states foods that are round, hard, small, thick, sticky, smooth, or slippery are a potential choking hazard and should not be given to children under 4 years of age. Please note that Precious Children in the Highlands cannot allow children to eat these items as per childcare regulation guidelines, which include, but are not limited to:

- Banana Rounds
- Celery
- Cherry/grape tomatoes
- Chips
- Chunks of meat larger than can be swallowed whole.
- Grapes (whole)
- Gum
- Gummy Candy (Fruit Snacks)
- Hard Candy
- Hard Twisted Pretzels
- Hot Dogs (whole or sliced in rounds)
- Lollipops
- Marshmallows
- Whole Nuts & Peanuts
- Popcorn
- Raw Carrot Rounds
- Cheese Sticks

Hotdogs and grapes should be cut lengthwise, into bite size pieces; bananas should be cut lengthwise into small pieces; and raw carrots should be cut into thin strips that are safe for children to eat.

Food Suggestions

At Precious Children in the Highlands, you may choose to pack a lunch or have us provide lunches for your child. We also provide snacks, milk, and water to all children in care, regardless of bringing lunch from home.

Cold Sandwiches <ul style="list-style-type: none"> ○ Chicken Salad ○ Egg Salad ○ Roast Beef ○ Peanut/Soy/Sun butter & Jelly ○ Turkey ○ Chicken 	Canned Fruit <i>(In light syrup or its own juice)</i> <ul style="list-style-type: none"> ○ Applesauce ○ Fruit Cocktail ○ Mandarin Oranges ○ Peaches ○ Pears ○ Pineapple 	Fresh Fruit <ul style="list-style-type: none"> ○ Apples ○ Bananas (cut appropriately) ○ Blueberries ○ Cantaloupe ○ Fruit Salad ○ Honeydew ○ Oranges ○ Peaches ○ Pears ○ Pineapple ○ Plums ○ Raisins (3s and up) ○ Raspberries ○ Strawberries <p><i>Notes: Grapes should not be given to children under 4 years of age unless they are seedless and cut lengthwise into bite size pieces.</i></p> <p><i>Raisins may only be given to 3s and up.</i></p>
Vegetables <i>(All veggies should be cut appropriately for toddlers)</i> <ul style="list-style-type: none"> ○ Cucumber ○ Matchstick Carrots ○ Tomato ○ Broccoli ○ Cauliflower ○ Zucchini ○ Peas ○ Sweet potato ○ Sweet Peppers <p><i>Adding a dip (such as ranch dressing) can add a fun twist to veggies!</i></p>	Miscellaneous <ul style="list-style-type: none"> ○ Fresh Spinach with dressing ○ Chicken ○ Cottage Cheese ○ Yogurt with fresh fruit ○ Hard Boiled Egg (cut into small pieces) ○ Hummus and whole wheat crackers ○ Salsa ○ Leftovers ○ Breads ○ Cracker sandwiches ○ Beans ○ Tortillas ○ Cheese (in rectangles, not sticks) 	Foods to Avoid <ul style="list-style-type: none"> ○ Whole Nuts ○ Soda ○ Sweets (Candy, cookies, doughnuts, cakes, and sugary cereals) ○ Fruit Juices ○ Chips <p><i>Note: Honey should not be given to children under 1 year of age.</i></p>

Dress

Parents are encouraged to have their children wear clothes that are comfortable, easy for them to manage, and washable. Our curriculum involves an outdoor program and “messy play.” While our teachers attempt to protect their clothes during arts, crafts, and sensory play, sometimes children have accidents. We must have a change of clothes (labeled with their first and last name) or two for your child. Soiled clothing will be placed in a plastic bag and sent home for laundering. Please remember to keep the change of clothing appropriate for the season. If your child wears a skirt or dress, it is wise to have shorts or bloomers underneath.

Please have your child wear sturdy, comfortable and **closed toe shoes** without heels so they can safely play and run on our playground.

If your child is brought to school with inappropriate clothing or shoes, you may be contacted and requested to bring them a different set of clothing or shoes.

Toys/Items from Home

Please have your child keep their personal toys at home to avoid any lost or broken toys, or difficulty sharing of a beloved item. There will be special occasions for “show and tell.”

If your child has a stuffed toy, blanket, or other security item, s/he will be allowed to have it during rest time. The item will be stored in the child’s bag during the rest of the day.

Rest Time

There is a rest time scheduled after lunch. A nap mat is included with your registration fee. Please provide a pillowcase (body pillow size) and a blanket for your child. Bedding will be sent home on Friday for laundering.

After School Care/Care for School Age Holidays

PCH serves the following schools for after school care:

- Cleveland Court
- Valleyview Elementary
- Scott Lake Elementary
- South McKeel Academy
- Highlands Grove Elementary

School buses have a limited capacity, with 13 seats. Children are always expected to follow the guidance of personnel on the bus. After dropping off at the preschool, staff members will escort them to various activities. We serve a faith based and active after school program. After school care has limited spaces. When adding children for the school year, every attempt will be made to add school age siblings, but there is no guarantee of space available. School Ageders will have care available on days that coincide with the Polk County School District calendar & the McKeel Academy Calendar, and days we may be open during the holidays that the school boards are not. At times, due to the calendar and space restraints, we may need to ask that School Ageders are kept at home. School ageders must be always with staff.

School Age Field Trips

Children who are in grades One through Five will be included in field trips. Kindergartners throughout the school year will go into VPK rooms if school agers are on a field trip. Kindergartners going into first grade during Summer Camp may go on field trips. Field trip information will be emailed to you ahead of time and posted in the calendar on the Procure app. At least 24 hours in advance, field trip information will be posted on the door to the school age room with information and Procure app. At any time, field trips may be cancelled due to any reason. All children will be expected to follow rules while on a field trip. Child Care personnel will stay with the ratio requirement plus one extra staff member while on any field trip.

Discipline Policy

No form of physical or verbal abuse/punishment is permitted. Discipline will not be severe, humiliating, frightening, or associated with food, rest, or toileting. The only acceptable forms of discipline are prevention, redirection, and positive reinforcement. If a parent requests to use "time out" as a discipline action, the guidelines we use for children in "time out" are one minute for each year of their age. This will be accompanied by a discussion with the child regarding the unacceptable behavior.

Section 402.305(12), F.S., requires that parents are notified in writing of the disciplinary practices used by the childcare facility.

Biting

PCH recognizes that biting is a developmentally appropriate behavior for children in the infant through two-year-old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understand that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not harshly discipline children in these classrooms for biting behavior, they will keep them close by their side and simply redirect the children to different activities in separate areas of the classroom. Staff will work with parents to identify methods and strategies to minimize this behavior.

Biting can occur for any number of reasons to include, but not limited to:

- oral exploration
- teething
- hunger
- lack of awareness that biting hurts
- fatigue
- inability to express feelings
- anxiety or stress
- excitement
- a way of showing affection

Positive Guidance

Young children during the toddler and preschool ages strive for understanding, independence, and self-control. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. Children are accepted as they are – developmentally, personality, challenges, and needs. Expectations are made that are realistic on the developmental level of the child and are clarified consistently for children, so they understand. Teachers will model appropriate behavior and encourage a child's efforts and feelings. Children are given alternatives, redirection, and reminders regarding the I-Care rules, using red and green choices, and the use of the character development that is implemented with our *Frog Street* curriculum used routinely in all classrooms.



Disenrollment Policy

Our program supports children's growth and development and respects individual learning styles and children's uniqueness. We seek a partnership with our families and work together to solve any challenges. We want all children to be given the chance for success. If a situation should arise that all possible interventions and supports (including a behavior plan agreed upon by the preschool and parents) have not been successful, then another appropriate setting might be recommended. PCH reserves the right to dismiss any child at any time, with or without cause.

Child actions that may be cause for disenrollment:

- Child unable to adjust to the program after a reasonable amount of time.
- Ongoing uncontrollable tantrums, physical/verbal aggression and/or profanity
- Excessive biting that is non-age appropriate

Other actions that may be cause for disenrollment:

- Parent or Guardian fails to abide by Center policies or requirements of Child Care Regulations including, but not limited to current health forms.
- Non-payment of tuition
- Parent or Guardian is physically or verbally abusive or intimidating to Center staff, other parents, or children.
- Violation of Confidentiality Policy

The Center will not disenroll a child based solely on complaints to Child Care Regulations or reports of alleged abuse or neglect at the center. Decisions to disenroll a child are difficult for the program and the family. We work to communicate, address, and resolve concerns with the families in our care.

Custodial parents

We are committed to protecting all children in our care. If the child does not live with both natural parents, evidence of custody must be presented. A copy of the court ordered custody must be filed, and both parents must fill out an enrollment packet. A current copy of the court ordered custody decree will be maintained and abided by in the child's file. It is the parent's responsibility to provide official documentation from the courts of any changes that may be made to custody agreements. In the absence of a court order on file with PCH, both parents shall be afforded equal access to their child as stipulated by law. PCH cannot without a court order, limit the access of one parent by request of the other parent, regardless of the reason.

Incident/Behavior Reports

In the event an incident of any significance occurs at school (illness or behavioral), an incident or behavior report will be completed via Procare App and will need to be signed/acknowledged by the parent/guardian. The incident report will contain specifics about what occurred and what actions were taken. It will be completed by the witnessing staff member and will need to be signed/acknowledged by the parent. A copy of the report will be kept on file and/or in the ProCare App.

Extreme Medical Circumstance

In the event that a child has an extreme medical circumstance, staff members will make every attempt to call you while emergency services and/or care is also being called and administered. In the event an ambulance is needed, a staff member will go with the child.

Inclement Weather Closings

Safety for the children and staff will be our first consideration when deciding on school closure. In most cases, if the Polk County School Board is closing schools, we will close the school. Messages will be relayed through Procare regarding closures.

Emergency Procedures

Monthly fire drills and other emergency drills will be held according to licensing and accreditation guidelines. A report of these drills is posted on the bulletin board in the hall for you to review. Evacuation and lock down procedures are posted in each classroom. We have developed an extensive emergency/school safety plan which included staff training. A copy of the plan is kept in a binder in the preschool office. In the event that our facility needs to be evacuated, we will walk all children to Lakeland Highlands Middle School. Each child will be closely supervised, and all parents will be contacted as soon as possible.

Health Requirements and Immunizations

As per childcare regulation 65-C-20, all students must have a current certificate of immunization, DH form 680, and a current student health examination form. These forms must be brought in prior to or within the first week of enrollment. Both forms are available from your pediatrician, family doctor, or the local county health department. They are familiar with these forms and are aware parents must provide them to their childcare provider. The Physical form is good for two years from the date it was completed, and the immunization form is good until the expiration date it indicates. Rule 64D-3.046, *Florida Administrative Code*. Medical and Religious exemptions are also allowed and there are a small percentage of children enrolled who have an exemption from immunization with the Exemption from Immunization form, DH 681 Form on file.

Health and Safety

Every effort will be made to maintain a safe and healthy environment for your child. Strict diapering and hand-washing procedures will be followed. Cleaning/sanitizing policies are gone over with all staff monthly. All teachers are trained on Safe Sleep and Abusive Head Trauma. Ratios are followed to always ensure proper supervision.

Toilet Learning

Toilet learning is a clear developmental milestone. We especially understand this and want to work with you to support your child and make this as stress free as possible. Research indicates that a child cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally ready. Positive toilet learning will occur only when a child feels ready and shows signs of physical control of their bodily functions. We are committed to working with you in a partnership that supports the child's physical and emotional abilities and your family's concerns. Each classroom teacher that works with toileting will give you more information. Children will always be supervised during toileting times and will be encouraged but not forced. Children will never be punished emotionally or physically for having accidents or not going to use the toilet. Families will be kept advised of a child's progress and updated via the Daily Activity log in the ProCare App.

When Toilet Training, we ask that you:

- Bring *several* changes of clothes.
- Bring shoes that can easily be washed (Crocs are great for toilet training)
- Clothes should be loose enough that children can take them on and off comfortably.
- We cannot give food rewards for going in the toilet.

Smoking and Drug Free Workplace

All staff are drug screened prior to employment and at random. PCH is a smoke free campus. Please no smoking in or around our facility during licensed preschool hours.

Employment by Client/Conflict of Interest

Employees of PCH are prohibited from being employed by any client. Employment refers to any relationship outside the facilities services which involves an employee of PCH to interact with clients of PCH. Such relationships include but are not limited to baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid. Employees are prohibited from contacting parents on social media.

Safe Sleep Practices

1. Infants will always be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. "Teething Necklaces" regardless on the neck, ankle, or wrist, are not allowed on any infant.
5. Sleeping areas will be ventilated and kept at a temperature no lower than 65 and no higher than 82 degrees. Infants will not be dressed in more than one extra layer than an adult.
6. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
7. During sleep or rest time, all children's heads will remain uncovered for sleep.
8. All sleeping children will be actively observed by sight and sound.
9. All rooms will remain at a minimum of 20 foot-candles of light so that children's faces can be seen.
10. An infant who arrives asleep in a car seat will be woken then moved to a crib.
11. Infants will not share cribs and cribs will be placed a minimum of 18 inches apart.
12. Infants may be offered a pacifier for sleep, if provided.
13. Pacifiers cannot be attached to anything, including a string or stuff toy, and will not be reinserted if they fall out after the infant is asleep.
14. When able to roll back and forth from back to front, the infant will be put to sleep on his/her back and allowed to assume a preferred sleep position.
15. In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.
16. Awake infants will have supervised "Tummy Time."

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

PCH believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

Application

This policy applies to children up to five years of age and their families, operators, early educators, and substitute providers.

Prevention

Strategies to ensure staff members understand the brain development of children up to five years of age: All staff members take training on SBS/AHT within the first week of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age.

Prohibited Behaviors include, but are not limited to:

- Shaking or jerking a child
- Tossing a child into the air or into a chair or car seat
- Pushing a child into walls, doors, or furniture

Prevention strategies to assist staff in coping with a crying, fussing, or distraught child.

- Staff will first determine if the child has any physical needs such as being hungry, tired, or sick. If no physical need is identified, staff will attempt one or more of the following strategies:
 - Rock the child, hold the child close, or walk with the child.
 - Stand up, hold the child close, and repeatedly bend knees.
 - Sing or talk to the child in a soothing voice.
 - Gently rub or stroke the child's back, chest, or tummy.
 - Turn on music or white noise. In addition, our program:
 - Allows for staff who feel under stress, to have a relatively immediate break away from the children.
 - Provides support when families are trying to calm a crying child and encourage parents to take a calming break if needed.

Recognizing SBS/AHT

Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to SBS/AHT

If SBS/ABT is suspected, staff will:

- Call 911 immediately and inform the Director or person in charge.
- Call the family.
- If the child has stopped breathing, trained staff will begin pediatric CPR.

Suspected Child Abuse or Neglect

All childcare personnel are mandated by law to report their suspicions of child abuse, including abusive head trauma, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes. Reports should be made to: <http://www.myflfamilies.com/service-programs/abuse-hotline/report-online> or 1-800-962-2873

Allergies and/or Health Considerations

Please indicate any allergies or health conditions your child may have on the enrollment application. If special accommodations or emergency care may be needed, have your health care provider complete an **Allergy Care plan**. Forms will be provided if needed. Confidential allergy charts will be kept in the classrooms and on Procure to notify staff of any allergy or medical conditions your child may have. There is no guarantee that food served at the facility may contain an allergen. In all situations, there is the possibility that a child still could come into contact with an allergy.

Illness

To minimize any spreading of disease between children and for the health of the children and staff, parents must keep their child home when s/he shows symptoms of

Guidelines as to whether a child should be excluded from care:

- Fever of 100.4 or above with an ear thermometer.
- Intestinal disturbance accompanied by diarrhea or vomiting (1-time vomiting episode or/and 2 diarrheas in a 24-hour period)
- An illness that prevents the child from participating comfortably in activities.
- Blood or mucus in stools
- Rash with fever or behavior changes
- Head Lice – Once treated, may return.
- Any other communicable illness as determined by local health authorities (ex. COVID-19)

infection or illness. Children who show the mentioned signs or symptoms or otherwise become ill while at school will be kept away from the other children as much as possible until the parent is contacted and comes to pick the child up. Parents will be expected to pick up their child immediately after being notified. When picking up, a teacher will take a temperature again in front of the parent. Parents must keep a current medical release form on file for their child. In case of an emergency, 911 will be called and the child will be transported to the nearest health care facility. Parents will assume financial responsibility for all medical transportation and treatment. Children must be free of abnormal temperatures without medication for a minimum of 24

hours and show no signs of illness when returning to school. We will notify you per Health Department guidelines if your child has been exposed to a communicable or

infectious disease while in school. We must be contacted when your child is exposed to a communicable or infectious disease outside of school.

Medication Policy

PCH will only administer medications used to prevent breathing and/or allergic emergencies such as a nebulizer/inhaler or EpiPen. Written consent from the parent and health care provider will be documented on the medication permission form and allergy care plan along with detailed dosage instructions. The medicine needs to be in the original container with prescription and will be stored in a locked box while in the preschool. The first dose of medication shall be given at home to see if the child has any type of reaction. It is recommended that parents/caregivers give medication before or after care or come in over their lunch hour. Parents must sign the form indicating they provided training to the staff who will be administering any allowed medication. Please turn in medication and forms to administrative staff to ensure all medication and forms are correct. No medication may be kept in children's bags. Medication that becomes expired will be sent back home for disposal, and parents are responsible for bringing back a new medication. Doses will be tracked on a medication log; all unused medications will be returned to parents/guardians. We ask that the first dose is given at home for any potential side effects. We are unable to administer expired medication of any kind.

Designated staff members will administer medication according to the Six Rights of Medication:

- | | |
|---------------------|------------------------|
| 1) Right Child | 4) Right Time |
| 2) Right Medication | 5) Right Method |
| 3) Right Dose | 6) Right Documentation |

COVID-19

COVID-19 is a fluid situation that we are monitoring. Following CDC guidance and local health authorities, situations may change that may require us to make changes to normal routines. During times of higher transmission in our community, we will monitor closely for the common symptoms of COVID-19 to follow up with a health care provider and may require a child to be tested or under the guidance of a pediatrician to return to school. Per CDC

During times of high transmission, childcare personal will monitor and may send home when two or more symptoms are present:

Fever	Changes in the Skin
Cough	Chills
Loss of Taste or Smell	Sore Throat
Nausea/Vomiting	Muscle Aches and Pains
Diarrhea	New Nasal Congestion
Fatigue	Headaches

recommendations, masks may be utilized for staff. If you wish for a child aged 2 or older to wear a mask, we will support the decision for a child to wear a mask and will encourage the use of one. We will not punish a child for not wearing a mask. In extreme cases, due to ratio requirements and guidance from health authorities, classrooms may be closed for a period of time.

Supplies Needed

Supplies Need for the Starfish & Whales Rooms (Infants)

Diapers (as needed)
Wipes (as needed)
Formula or Breast Milk (as much is needed)
Bottles labeled with first and last name (as many needed)
Sleep sack
2 Changes of Clothes in Ziplock bags labeled with first and last name
Plastic bib with snaps (not Velcro) for eating
Cloth bib
Crib Sheet – portable crib size
Food (as needed)

Items Needed for Caterpillars, Sea Turtles (Ones & Twos)

2 empty sippy cups labeled with first and last name.
2 changes of clothes
Diapers (average 4-5 a day)
Wipes (as needed)
Small Blanket and mat cover (body pillowcase)
Diaper cream with permission forms (as needed)

Items Needed for the Jellyfish, Rainbow Fish, Dolphins, Clownfish and Butterflies Room (Twos, Threes, & Fours)

No sippy cups, we drink from open cups that are provided in this room
Several Changes of Clothes in zip lock bag labeled with first and last name (If potty training, ask staff what the best for your child would be)
Small Blanket and mat cover (body pillowcase)

Items needed for VPK Rooms (Four & Fives)

Change of clothes in Ziplock bag labeled with first and last name.
Small Blanket and mat cover (body pillowcase) for those who still nap

See your child's classroom calendars for updates on items or special clothing needed.


The following brochures are required by the Department of Children and Families to notify you about information for Child Care, information for Influenza, and information regarding distracted driving.

Section 402.3125(5), F.S. requires that parents receive a copy of the Child Care Facility Brochure, “KNOW YOUR CHILD CARE FACILITY”

Parent's Role


A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare




This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on: ____/____/____

License Expires on: ____/____/____


For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFRPI 175-24, 03/2014
This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S..



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- ☐ Valid license posted for parents to see.
- ☐ All staff appropriately screened.
- ☐ Maintain appropriate transportation vehicles (if transportation is provided).
- ☐ Provide parents with written disciplinary practices used by the facility.
- ☐ Provide access to the facility during normal hours of operation.
- ☐ Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- ☐ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ☐ Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- ☐ 40-hour introductory child care training.
- ☐ 10-hour in-service training annually.
- ☐ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ☐ Director Credential for all facility directors.

Food and Nutrition

- ☐ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- ☐ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- ☐ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ☐ Provide space that is clean and free of litter and other hazards.
- ☐ Maintain sufficient lighting and inside temperatures.
- ☐ Equipped with age and developmentally appropriate toys.
- ☐ Provide appropriate bathroom facilities and other furnishings.
- ☐ Provide isolation area for children who become ill.
- ☐ Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities


- ☐ Are children initiated and teacher facilitated.
- ☐ Include social interchanges with all children.
- ☐ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ☐ Include exercise and coordination development.
- ☐ Include free play and organized activities.
- ☐ Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- ☐ Are friendly and eager to care for children.
- ☐ Accept family cultural and ethnic differences.
- ☐ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ☐ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ☐ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ☐ Allow children to play alone or in small groups.
- ☐ Are attentive to and interact with the children.
- ☐ Provide stimulating, interesting, and educational activities.
- ☐ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ☐ Communicate with parents.

Quality Environments

- ☐ Are clean, safe, inviting, comfortable, child-friendly.
- ☐ Provide easy access to age-appropriate toys.
- ☐ Display children's activities and creations.
- ☐ Provide a safe and secure environment that fosters the growing independence of all children.



65C-22.006 states that annually, during the **months of August and September**, the childcare facility director must provide parents with information detailing the causes, symptoms, and transmission of the influenza virus. Please refer to the brochure, CF/PI 175-70, Influenza Virus, Guide to Parents found in your parent handbook and review it during August and September for this important information.

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on **Influenza Virus, The Flu, A Guide to Parents**:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below.

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

"The Flu"
A Guide
for Parents

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:
The Office of Child Care Regulation

www.myflfamilies.com/childcare
OC/PI 176-12, May 2018

When life happens...Don't be a
**DISTRACTED
ADULT**



During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

My signature below verifies receipt
of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.