

April 2020

o2b kids

**parent
handbook**

- preschool
- afterschool
- summer camp
- membership

o2b
KIDS!



We believe in kids.

We believe a child's job is to learn how to become a responsible, respectful, future citizen of our world. We believe in learning by doing. We believe in trying new things. We believe in temporary failure and glorious success. We believe in doing our best. Perfect is boring. Different is beautiful. Imagination is supreme. We believe in getting dirty. Messy play is more fun than clean play. We believe in respecting others, making friends, and laughing at ourselves. We believe in emotion. We believe tears leave our body to find happy thoughts. We believe in joy. We believe in learning from our mistakes...eventually. A bad decision is better than not making one. Learn from it. We believe in booboo's, uh oh's, oops, and all better. We believe in skinned knees and dirty t's. We believe in exercise. Sweat is the body celebrating effort. Running is freedom. Stopping is...painful. We believe in grape juice smiles and spilled milk. We believe in cleaning up. We believe in nature. Our planet is a gift. It's our responsibility to take care of it. We believe in the individual. We each control our own actions, thoughts, and words. Nobody else. Exercise this freedom with respect. We believe in love. Everyday we should play. Everyday we should learn. Hugs are really, really great. So is ice cream. We believe in choice. We believe in discovery. We believe in living every day as if it were our first. Read. Laugh. Dance. We believe in the future. Leave no traces. Make good choices. Dream big dreams. Everything is possible. Everything is possible. Everything is possible. Be anything you want to be. We believe in kids.

Operating Policies

Enrollment Information

Prior to starting any O2B Kids Program, the custodial parent or legal guardian must complete an enrollment form which is kept current and on file, and pay an enrollment fee for each child.

Parents or guardians of children

By enrolling in an O2B Kids Program, you consent for child care personnel to have access to your child's records. Please know that we take all available steps to keep your family's information confidential, and share information only with those who have a need to know.

enrolled in our Preschool must provide two forms:

1. A current, complete and properly executed Student Health Examination form DH 3040 and
2. A current, complete and properly executed Florida Certification of Immunization Form 680 or the Religious Exemption from Immunization Form 681.

Palm Beach County Locations:

These forms are required on or before your child's first day.

All other Florida Counties: These forms are required within 30 days of enrollment, and must be kept up to date. The parent/guardian of a child who has not received the age-appropriate immunizations prior to enrollment and who has not provided the Form 681 exemption form, must provide documentation of a scheduled appointment or arrangement to receive immunizations.

Please be aware that some children in care may not have current immunizations.

Ages Served

O2B Kids Preschool provides full-time, part-time, and occasional hourly care for children one year through five years old. At some locations we also offer full-time care for infants as young as 6 weeks old.

The O2B Kids Afterschool and Before-school programs are for any child enrolled in Kindergarten through elementary school. Summer Camp is for children who have completed Kindergarten and older.

Hours of Operation

O2B Kids is designed to be as flexible as possible to meet the needs of today's busiest parents.

Check with each school or on our website for specific operating hours.

If there is a change to our operating hours, we will post it in advance.

Holidays

Most O2B Kids locations are closed for Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Day and New Year's Day. We may be closed additional days around these holidays depending on the calendar. Contact each location for details.

Check-In/Out Procedures

You must check-in and out at the Reception Desk on every visit to O2B Kids. Please sign the Parents Log on each visit. When dropping-off or picking-up a child, our receptionist will enter your child into our computer attendance program. The receptionist will verify that the person picking up is an authorized caregiver and will check ID if we don't have a picture in the system.

Authorized Caregivers

O2B Kids will only release your child to Caregivers designated on your Enrollment Form. The custodial parents or legal guardians are the only individuals who may make changes to the Caregiver list. This request must be made in writing, and the documentation will be add-

ed to your child's permanent file. The people listed as Caregivers will also be contacted in case of illness, accident or emergency if for some reason the custodial parent or legal guardian cannot be reached. Please make sure all Caregiver contact information is kept current.

O2B Kids will not arbitrate custodial disputes. Copies of all legal documents regarding parental custody and pick-up privileges must be in your child's file.

Non-Discrimination Policy

O2B Kids assures each employee, student, and family has equal opportunities without regard to a person's race, sex, national origin, religion, disability, pregnancy, age, marital status, sexual orientation, national guard/military status, or any other characteristic protected by applicable federal, state, or local law. Such equal opportunity applies to all terms, conditions and privileges of employment and all policies of the company.



Health, Safety & Security

Illness

It's important for us to keep children in our school healthy! If your child is sick, please keep him or her at home. To prevent the spread of illness, O2B Kids may not allow a child to attend if they have an obvious or perceived illness, and we will request early departure should symptoms become apparent during the course of the day.

Children are observed on a daily basis for signs of illness. Children that are experiencing any of the following symptoms are not able to stay at O2B Kids and will be sent home:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea – more than one abnormally loose stool within a 24 hour period
- Temperature of 101°F or higher when in conjunction with any other signs of illness. Any infant younger than 2 months of age with a fever should get immediate medical attention.
- Pink eye
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other unusual sign or symptom of illness.

Parents will be contacted if a child becomes ill, and the child will be cared for in an isolated sick area until picked-up. If we send your child home for health reasons, he/she may not return without medical authorization or until the signs and symptoms of the disease are no longer present.

Palm Beach County Locations:

We follow Palm Beach County Rules & Regulations. This means you will be contacted if your child has a temperature of 100 degrees or higher.

If we send your child home for health reasons, he/she may not re-

turn until the signs and symptoms are no longer present.

Headlice

A child identified as having head lice shall not be permitted to return until the following day, and only provided that treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and nits.

Medication

Please let us know if your child has any known allergies or special restrictions.

Some of our locations do not administer medication. Please see your Facility Director with questions.

For facilities that do administer medication:

We must have written authorization from the custodial parent or legal guardian to dispense prescription and non-prescription medications. This authorization must be dated and signed by the parent or guardian and must contain the child's name, the name of the medication to be dispensed, and the date, time and amount of dosage to be given.

In addition to written authorization from the parent/guardian, we need a note from the doctor's office in order to administer prescription and non-prescription medication.

Prescription medication must have a label stating the name and contact information of the physician, child's name, name of the medication, and medication directions. This prescription label can serve as the doctor's note.

Prescription and non-prescription medication must be in the original container.

All prescription and non-prescription medication will be dispensed according to written directions on the prescription label or printed manufacturer's label.

We will not administer the first dose of a medication.

In the event of an emergency, non-prescription medication that is not

brought in by the custodial parent or legal guardian can be dispensed only if we have written authorization from the parent to do so.

Discipline

We strongly believe that positive discipline begins well before a child's behavior exceeds acceptable limits. From the onset, age-appropriate behaviors are identified and clearly communicated. Teachers discuss sharing, taking turns, and appropriate play limits with each child. It is essential that we maintain an environment that encourages children to explore, take risks, and make mistakes that are vital in the learning process. To do this, a teacher's priority becomes "catching each child doing something good," and then praising that effort with smiles, hugs, and attention. A teacher's job also consists of identifying potential trouble spots and eliminating them. With proactive planning and communication on a daily basis, we try to instill a positive sense of responsibility and accountability in each child. Clear limits give children confidence, and allow them to successfully interact in the classroom environment.

When inappropriate behavior does occur, it is important for a child to know why that behavior is inappropriate. The teacher will immediately communicate to the child and redirect that behavior in a positive direction. These communications are handled respectfully and firmly, and are NEVER intended to embarrass or belittle a child. Specific behaviors are identified as inappropriate, never the child him/herself. This approach will affirm the value of each individual child. O2B Kids will not permit and will not use any severe disciplinary actions including corporal punishment; spanking, grabbing, shaking, or yelling; demeaning, embarrassing, shaming, frightening, or degrading language or activities; inflicting physical or psychological pain; punishment by peers; punitive work assignments; or withholding nutrition, hydration, rest, active play or toileting.

Health, Safety & Security (continued)

Removal

Not all children thrive in a group setting. If a child behaves in an aggressive or violent way that threatens safety, the parents may be asked to remove the child from the school. Every effort will be made to work with the parents to reach the best solution possible.

Child Accident Procedures

Incident/accident reports are filled out after any occurrence a teacher becomes aware of throughout the day. These reports are filed at the front desk and the parent is asked to sign each report. The reports are then stored in the child's student file. If an incident/accident occurs that warrants medical attention, the parent or guardian will be called immediately and informed of the situation. In the case of an emergency, we will call 9-1-1 and the parent will be notified. Teachers will document any time they observe an unusual marking on a student.

Emergency Procedures

There are always staff members on-site who have certification in CPR and First Aid who can provide immediate treatment to an injured child. We also schedule and carry out emergency evacuation drills to prepare both staff and children for any emergency. In the event of an accident or medical emergency, we will make every effort to contact you or your designated emergency contact. If we cannot reach you or your emergency contacts, and it is determined necessary by emergency medical personnel that an ambulance and/or hospitalization is required, parents will be responsible for any charges incurred.

Child Abuse Reporting Requirements

Every staff member is required by law to report any suspicion of ne-

glect or abuse. If you have any questions or concerns, please contact the Director immediately.

Special Needs Policy

Our school serves children and adults with special needs in keeping with the provisions of the Americans with Disabilities Act. When children, parents, employees, or prospective employees with disabilities wish to use the services of this program, the teachers and staff make every reasonable effort to serve as a healthy, safe, and inclusive atmosphere.

Food Service & Nutrition Plan

Each day, Preschool students receive morning and afternoon snacks, and a nutritious lunch. After-school students have a snack each afternoon after arriving at the facility. Menus are posted at each facility and on our website.

If your child requires alternate foods for reason of allergies or other special nutritional needs, we ask parents to provide the substitute foods for your child. Food brought from home needs to meet the nutritional needs of your child and be ready to eat, not require refrigeration, heating, microwaving or preparation. Food is stored on site following state guidelines and must be labeled with your child's first and last name.

Some parents enjoy bringing in special snacks for the class, especially for birthday celebrations. If you wish to do so, please keep in mind that all food shared among children must be commercially prepared or prepared in a kitchen that is inspected by local health officials.

No Smoking

O2B Kids is a non-smoking facility. Smoking including vaping or the use of e-cigarettes is not permitted in our buildings or grounds including the Parking Lot.



Health, Safety & Security (continued)

Staff Education & Experience

The O2B Kids staff is second to none! Together, this team shares a very strong background in early childhood education and direct classroom experience. All staff members are carefully selected, trained, and evaluated. Personal integrity, an outgoing nature, a love and respect for children, and a genuine desire to help children learn and grow are traits that every employee shares. A Lead Teacher directs each classroom, while a Facility Director and Curriculum Director ensures that O2B Kids provides only the finest care and enrichment. We offer scholarships for our staff and conduct thousands of hours of training each year.

All staff members are fingerprinted and have criminal background checks completed at the state and federal levels. O2B Kids is a drug-free workplace.

Lost or Damaged Items

O2B Kids is not responsible for lost or damaged items that are brought to school. We will make every effort to secure and protect all belongings. Please put your child's name on all clothing, Tupperware, toys, or other items. Please have your child leave electronics at home.

Facility Safety

O2B Kids is specifically designed for kids. We have open spaces and large windows, door alarms, special electric outlets, and other safety features built right in to each building.

We have video cameras through-out each facility, and the video feed is recorded.

We have age appropriate toys and furnishings.

All adults and children must check in at the front desk before entering the facility.

We have daily, weekly and monthly safety checks by on-site supervisors as well as regular inspections from the Fire Inspector, Health Inspector, Department of Children and Families, the Early Learning Coalition, Episcopal Children's Services, and our Accrediting Agencies.

We perform fire drills at least monthly so kids and staff are familiar with evacuation procedures.

First-aid kits are located at each reception desk and throughout the buildings.

In the Edutainment Centers, all children and adults must have a visible wristband.

Staff wears uniforms so kids, parents and guests know who to go to for help.

Financial Policies

Payment Schedule

Tuition for children registered on a full-time or part-time basis can be paid weekly, biweekly or monthly.

Weekly: Every Friday

Bi-Weekly: Every other Friday

Monthly: On the 25th

For the convenience of our families, payments are evenly divided throughout the school year. Tuition payments are the same each billing cycle, and aren't adjusted based on a child's attendance or dates we are open.

A \$20 late fee is assessed for all payments received after the billing date. Accounts must be up to date, to continue enrollment.

For children using the center on an hourly or daily basis, fees are due at the time of drop off.

Payment Method

Payments must be set up by EFT from your checking, or credit card

account.

Multiple Child Discount

When more than one child from the same family attends O2B Kids, a 10% tuition discount applies. Full tuition must be paid for the youngest child. The 10% tuition discount applies to each additional child in the same immediate family. This discount does not apply for occasional hourly or daily care.

Refunds

In the case that a family is due a refund, the family will have a choice of crediting the amount to their O2B account, to the credit card used, or be issued a refund check. Refunds will be processed within 10-15 business days.

Parent Portal

The custodial parent or legal guardian may have access to their account on-line. To access the portal, go to myo2bkids.com. See the ad-

min at your school if there are any questions.

Late Pick-Up Fee

Please pick up children prior to closing time. After closing, parents will be charged a \$15 late fee every fifteen minutes. This fee is due at child pick-up. (For example, if the building closes at 7:00, pick-up between 7:00 and 7:15 would result in a \$15 fee. Pick-up between 7:15 – 7:30 would be a \$30 fee, etc.)

Communication

Open Door Policy

We invite you to visit your child any time. Come join him/her for lunch, snack, or just to say hi.

If you would like to participate in class activities, we welcome the help. Please make advance arrangements with the Lead Teacher in your child's class so they can plan accordingly to take advantage of your special assistance.

When you visit, your child's teacher may have a moment to speak with you briefly. However, since their primary focus is the care and enrichment of the children, extended conversations or conferences must be scheduled in advance.

Parent Involvement

We have great Parent Involvement activities planned all year long. Please join us for International Night, the Science Fair, Thanksgiving Feast and our other events which will be posted in advance. We invite all parents to share their culture, traditions, skills, talents, and time with our classrooms. We encourage special visits and donations during all times of the year. Also, if you are employed with or involved in any area businesses that are interested in donating goods or services to our schools, please see your child's teacher.

News from Home

We encourage you to communicate to your child's teacher or the facility director any special news from home that may impact a child's behavior, attitude, or energy level. A new puppy, a scary dream, or a family emergency can impact your child's behavior both positively and negatively. Awareness of these joys and challenges allows your child's teacher to share the exciting experience or provide the loving attention your child needs.

Conflict Resolution Policy

If there is ever a grievance you wish to have resolved, please see your child's lead teacher to set up a

meeting time to discuss any conflicts. If you feel that further measures should be taken, your Director is also available for conferencing. Any further questions can be resolved from a supervisor in our Business Office at 352-338-9660.

Community Social Services

Our schools are contracted with the Early Learning Coalition of Alachua and Seminole Counties, Episcopal Children's Services in Clay County, and other agencies. These agencies are a fantastic resource for families in our school. Tuition subsidies are available for families who qualify. In addition, the agency provides many resources to create healthy families including health care services and assistance with basic and emergency family needs. We encourage you to inquire at our front desk if you are interested, or contact them directly.

Parent Evaluations

WE VALUE YOUR FEEDBACK!
Our school conducts parent surveys to identify the center's strength and weaknesses. Please help us and be involved in this process! In addition, feel free to provide us with comments in person or via our website. Occasionally you will find a "Comment Box" at the front lobby which can be utilized any time you see fit! Finally, please take advantage of our open-door policy and visit with a Director at your convenience.

O2B Kind

O2B Kids is proud to be an active part of the community. O2B Kind is a continuing charity campaign with a primary focus on children in need. Throughout the year, you may notice several different charity drives being conducted in our front lobby or at off-site events. Please get involved! We want our students to learn the importance of generosity and consideration of those less fortunate.

Waiting Lists

We enroll children on a first-come, first-serve basis. Should space become filled, we will start a waiting list and notify parents as soon as space becomes available. Members of O2B Kids will be given priority over Non-Members on the waiting list. To hold a spot on the waiting list, parents are required to pay the Enrollment Fee.

Cancellation

If you do plan on leaving O2B Kids, please let us know as early as possible so that we can plan accordingly. Once your child begins attending O2B Kids, we require that you provide a one-week written notice prior to your billing date.



Preschool Policies

The Preschool Schedule

A schedule of activities guides each day. Activity periods combine teacher-directed and child-initiated offerings, and include small-group, large-group, outside, eating, resting, and special event periods. A consistent schedule gives children confidence, and allows them to safely anticipate all daily transitions. Daily routines are flexible enough, however, to adapt to the spontaneous events and unexpected fascinations that children have to a particular unit. This flexibility not only creates happy children, but it maximizes the learning process.

Group Size

The number of teachers and children in a group may vary depending on the size of the classroom and the number of students enrolled.

State of Florida Requirements

Infants	1:4
1 Year Old	1:6
2 Year Old	1:11
3 Year Old	1:15
4-5 Year Old	1:20
VPK	1:11 or 2:20 (during VPK hours)

New Child Orientation

There are several things you can do to make your child's transition to a new school easier. Consistency is key! We work hard to accommodate all family schedules; however, we encourage every parent to make a plan to try to drop-off and pick-up at the same time each day if possible. In addition, make your goodbye routine the same each day. This lets your child know what to expect. It is our goal to make your child as successful as possible as soon as possible. Sometimes a comfort toy or blanket can help a child transition easier. Please see your child's teacher for any further recommendations to your child's specific needs. We are here for YOU!

What To Bring To School

Please label all items with your child's name.

Extra change of clothes (socks, underwear, shirt, pants, etc..) in a plastic bag.

Diapers / Wipes (infants, 1 and 2 year olds only)

Sippy Cup with your child's first and last name on it (1 year olds only)

Bottles/Pacifiers (Infants and 1 year olds only)

Small Pillow & Blanket for nap time.

Quiet Bed-Time Buddy is Optional

O2B Kids College can provide diapers and wipes, 5 each for \$5. Any additional items will be specified by your child's teacher.

Notification of Absence

Please let us know if your child will be absent. You can let us know in advance of planned absences or call the day of for any unplanned absences. If your child is not present, we will call you or your designated emergency contacts.



O2B Kids College

Drop-off & Pick-Up

Please accompany your child into the classroom each day. This allows you to briefly communicate with your child's teacher, convey any pertinent information, and learn about the day's plans. It also provides a consistent, comfortable "good-bye" location for you and your child. Remember to sign-in *before* going to the classroom!

Early or late in the day, when the center's attendance is low, children may gather in one classroom before they move on to their "regular" room. You will be notified of any room change when you check-in or out at the Reception Desk.

Parent Communication

We make every effort to keep you informed of your child's daily schedule, special achievements, occasional challenges, and general progress. This is communicated in many ways. Besides the daily interaction that occurs during child drop-off and pick-up, each classroom posts a daily activity schedule for your review. Parent-teacher conferences can be scheduled at any time, and the Director is always available to speak to you.

Clothing

Your child should be come dressed for FUN. Comfortable clothes that give your child the freedom to run, jump, climb, paint, and paste are best. Indoor and outdoor play is a part of every day, and on occasion, your child will get dirty. Washable play clothes are highly recommended. Tennis shoes or soft-soled shoes are the safest. On cool days, please dress your child in layers so they can comfortably adjust to cool mornings and warmer afternoons. Please put your child's name or initials on every piece of clothing. We will make every effort to protect your child's clothing, but O2B Kids is not responsible for lost or damaged clothing.

Behavior

Biting is a difficult behavior to handle in a group setting. Some situations are preventable, yet some happen so quickly and without warning that they are not preventable. Every effort will be made to work with the child and the family to modify the behavior and create a plan for success with the parents. If biting becomes excessive, the parents may be asked to remove the child from the school.

Preschool Food Service & Nutrition Plan

Lunch and snacks are included in the weekly tuition for full-time and part-time children, and are served to all children in attendance when lunch and snacks are served. Meals for infants (fewer than 12 months old)

are provided at schools that participate in the USDA Child Care Food Program.

We use the USDA MyPlate to determine what food groups to serve at each meal or snack, and the serving size. Menus are posted at the school and on our website. Menus may periodically change to include foods representative of a variety of cultures. Sample lunches served:

- Monday: BBQ Turkey/Roll, Oranges, Green Beans, Milk
- Tuesday: Chicken-n-Rice, Fruit Cocktail, Peas, Milk
- Wednesday: Chicken Nuggets, Carrots, Banana, Milk
- Thursday: Turkey Spaghetti, Applesauce, Corn, Milk
- Friday: Mac & Cheese, Peaches, Broccoli, Milk

All snacks are served with juice or water. Sample snacks served:

Graham crackers, Cheese & Crackers, Goldfish, Apples, Oranges, Bananas, Pretzels, Cheerios.

O2B Kids Afterschool

School Pick-Up

O2B Kids staff members meet our Afterschool students at each school to provide immediate supervision, take attendance, confirm absences with the school's records, and begin the fun.

The Schedule

Each group meets with their counselors in a designated location of the facility once they arrive and follow a daily schedule. The daily schedule includes:

- Specialty Class
(Science, Performing Arts, Visual Arts, or Sports)
- Homework
- Neighborhood Time
- Snack

Beforeschool

Some locations may offer Beforeschool starting at 6:30 AM. Transportation is provided to area schools. During Beforeschool, students will have Homework Help with their counselors and participate in Neighborhood Time.

Food Service & Nutrition Plan

A snack is provided daily and is included in the Afterschool rate. The snacks do not require refrigeration, such as: Graham crackers, Cheese & Crackers, Goldfish, Apples, Oranges, Bananas, Pretzels, and Cheerios. All snacks are served with juice or water.

On Full Day Programs, morning and afternoon snack will be served and are included in tuition. Children can bring a lunch box or purchase a lunch from O2B Kids.

Full Day Programs - School's Out

O2B Kids provides full-day programs on school holidays and teacher workdays. For students enrolled in the Afterschool program, Winter Break and Spring Break are included. Students who are not enrolled in the Afterschool program may attend O2B Kids during Full-Day Programs, Winter Break and Spring Break for a fee.

Tuition

Our Afterschool program each year typically includes 180 school days and 35 full days! The full days include Spring Break, Winter Break, holidays and teacher work days when school is not in session. All 215 days are included in the annual Afterschool tuition. For the convenience of our families, payments are evenly divided throughout the school year. Families have found it much more convenient to pay an even amount over the course of the school year instead of paying a varying amount based on the number of full or partial days there are in the billing cycle.

Field Trips

Students may go on off-site field trips as part of their Afterschool or summer camp schedule. The dates,

times and locations of each field trip will be posted at O2B Kids at least 2 working days prior to the fieldtrip. If special circumstances arise where notice cannot be posted for two working days we will ask you to sign an event specific permission form. Most field trips are included in the Afterschool tuition. From time to time optional Expedition field trips may be offered for an additional fee.

Notification of Absence

Please contact O2B Kids by 12:00 noon if your child will not be attending the Afterschool program. Attendance will be taken during school pick-up. If your child is not present at the designated pick-up location, we will call you or your designated emergency contacts immediately. O2B Kids is not responsible for any child who is not present during school pick-up. No refunds or credits will be given for absences.

Summer Camp

During the summertime, our Afterschool program turns into Summer Camp! Camp is available for students who have completed Kindergarten and up. Families may pick and choose which weeks they would like to attend, and pay a weekly tuition. The Summer Camp groups are divided by age and specialty group. Morning and afternoon snacks are included, and lunch may be brought from home or purchased from O2B Kids. Students attend field trips, and follow a full schedule throughout the day.

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



Know Your Child Care Facility

MyFLFamilies.com/ChildCare



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

CFPI 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(6), F.S..

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to 6-402.205, F.S., and ch. 69C-22, F.A.C., which include, but are not limited to, the following:

- Visit 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 examinations/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and first aid notes.
 - 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, toweled, 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 interactions 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.



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.



MYELFAMILIES.COM

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

CE/PI 175-70, May 2018

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



"The Flu"
A Guide
for Parents

INFLUENZA VIRUS

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



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.

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.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

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/>

Getting In; Getting Out



Don't Check the Back Seat



- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911 IF YOU SEE ANY CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting In; Getting Out



Check Behind The Car



- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE,** walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services



O2b parent handbook

This handbook belongs to:

Child's Name: _____

- I have had a tour of the facility, have been introduced to teachers and staff, have learned about parent involvement activities and available resources, and have discussed my expectations and my child's needs.
- I have received the Parent Handbook which includes the disciplinary practices, Nutrition Plan, Influenza Virus Brochure, Know Your Child Care Facility Brochure and Distracted Adult Brochure.
- I give permission for O2B Kids staff to apply Sunscreen to my child prior to outdoor play.
- I give permission for O2B Kids staff to apply Bug Spray to my child prior to outdoor play.

Preschool Families:

- I know that I will meet with the Preschool Director during my child's first month at school.
- I will provide the required physical examination (Form 3040) and immunization record (Form 680 or 681).

At Palm Beach County Schools this will be provided on or before the first day.

At all other Schools it will be within 30 days of enrollment. If required forms are not turned in at time of enrollment, please check one of the following:

- My child has his or her age-appropriate immunizations and I will bring in required forms within 30 days.
- My child does not yet have age-appropriate immunizations but I have provided documentation of a scheduled appointment and will bring in required forms within 30 days.

Afterschool or Summer Camp Families:

- My child may participate in fieldtrips.

Parent Signature: _____

Date: _____

I'm looking forward to my first day of school!

