



2021-2022

New College Child Center Registration Packet

The Mission

New College Child Center is an early learning center serving the New College campus and surrounding community. We provide a structured, nurturing educational environment focused on the development of the whole child through self-rewarding activities, exploration, and both individualized and social learning. We guide students as they develop into thoughtful, self-confident individuals who love to learn, and who are empowered to navigate their environment and their community with respect and intention



New College Child Center Application

Parent Name: _____

Address: _____

Telephone: () _____ - _____ or () _____ - _____

Email: _____

Affiliation with New College: Faculty/Alumni Staff Student

Name of Child: _____ D.O.B _____

Enrollment Schedule

- Full time (7:45-5:30, M-F)
- Part Time 3 days (M,W,F)
- Part Time 2 days (T,Th)
- VPK (9:00-12:00) w/ Full time wrap
- VPK Only (9:00-12:00, M-F)

Tuition Rates

* Subject to change

Full Time, per month

\$835 No affiliation with New College
\$810 New College faculty and alumni
\$755 New College staff
\$650 New College students

Part-Time, per month

\$615 Three days per week (MWF)
\$510 Two days per week (TTh)

Wraparound Care (with VPK)

\$580 Full time
\$420 Three days per week (MWF)
\$345 Two days per week (TTh)

Sibling Discount of 20% on the second child with lower tuition or same tuition



New College Child Center Acknowledgment Form

- I have received information on where to obtain a copy of the New College Child Center parent handbook, read it and understand all its contents.
- I am aware that New College Child Center will perform developmental screenings, VPK Assessments, and C.L.A.S.S. (a flexible tool that focuses on the heart of great teaching: the teacher-student interactions proven to drive learning and development)
- I have received a copy of the RILA Wilson Act/have seen one posted in the center
- I have received and signed copies of the Flu and Distracted Adult brochures

Parent Name: _____

Child Name: _____

Parent Signature: _____

Date: _____



New College Child Center Calendar 2021-2022

August 9: First day of fall semester (except VPK*)

August 24: First day of VPK*

August 27: Back to school open house

September 6: Closed for Labor Day

November 25-26: Closed for Thanksgiving

December 17: Last day of fall semester

December 20-30: Closed for Winter Break

January 3: First day of spring semester

January 17: Closed for Martin Luther King Day

February 21: Closed for Presidents Day

March 21-25: Closed for Spring Break

May 27: Last day of spring semester

June 6-July 1: Summer Session 1**

July 5-July 29: Summer Session 2

* No VPK means the center will be open, but there will be no VPK program for the day (to comply with the 180 day program requirement). VPK students are still able to attend on No VPK days for a surcharge (since their attendance is not subsidized).

** Registration for summer will open Monday May 2, 2022.



New College Child Center Photo, Video, and Information Release Form

This form applies to this child: _____

As we participate in school and community activities, we may have opportunity to take photographs of your child, and we may wish to see these photographs in some of the ways described below. Please indicate whether we have your permission to use photographs of your child in these ways:

Photographs or videos on the center's website	Yes	No
Photographs on printed promotional materials	Yes	No
Photographs posted within the center	Yes	No
Photographs or videos to the News Media	Yes	No
Photos or videos on NCCC Facebook Page	Yes	No

Conditions of Use

- The permission granted by this form will remain in effect until superseded by any subsequent form you may submit with respect to the child.
- Any particular photograph or video of a child on the Center's website or the use of a child's name in association with the photo or video on the website will be removed from the website upon written request.
- Any particular photograph of a child posted inside the building will be taken upon written request.
- At the request of a child's parent or guardian, the Center will refrain from using any photographs of a child on future promotional materials (brochures or flyers) that are printed. However, the Center reserves the right to use any brochures or flyers that do contain a photograph of a child, as long as the brochure or flyer was submitted for printing while the Center had permission to use photographs of that child for that purpose.
- If more than one parent or legal guardian submits a form for a particular child, the Center will honor the more restrictive requests with respect to that child.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____



New College Child Center, Inc Acknowledgment, Waiver and Release

I am enrolling my child in the New College Child Center, Inc located at 540 58th Street, Sarasota, Florida. I understand that the facility is leased from New College and is located adjacent to the campus of New College of Florida. I acknowledge that there are risks of injury incident to attendance at a day care center. I assume all risks involved in participation in the day care center including risks to me, my family, and/or my child. I hereby release the State of Florida, the New College of Florida Board of Trustees, the New College Foundation, Inc, their agents, officers, members and employees, from any and all liability for any actions, causes of action, damages, claims or demands which I or my heirs, executors, administrators or assigns may have for any personal injuries, known or unknown, which may be incurred while participating in the New College Child Center.

As the parent or guardian of the below named child, I hereby consent to the child's participation in the New College Child Center.

Full Name of Child: _____

Parent or Guardian Name: _____

Relationship to child: _____

Parent Signature: _____

Date: _____



New College Child Center Field Trip Permission Slip

We will be having regular field trips (walks) with the children in an effort to enhance their educational experience here at the child center. The purpose of the walks is to have the children explore the New College campus, learn about plants and animals, and be able to retell what was discovered on the walk.

We will practice safely crossing the street, following directions and partner walking (learning how to stay with the group and remembering who your walk buddy is.)

According to the Department of Children and Families regulations we will need to have a signed permission slip on file for each student.

Please sign this form giving your consent for your child to participate in this activity. Parents are always invited to join us on our walks. The morning walks will be around 10 AM and we will return to school by 12 noon. The afternoon walks will be around 1 PM and we will return to school by 3 PM.

Before each walk the children will have sunscreen and bug spray applied by a staff member. Please remember that sunscreen and bug spray is considered medication and must be approved by a parent with a signed release form.

By signing below, I give permission for my child to participate in planned and unplanned field trips during the 2021-2022 school year.

Parent Name: _____

Child Name: _____

Parent Signature: _____

Date: _____



VPK Attendance Policy

Each VPK student must be signed in and out by a parent or guardian daily. This sign out will be on paper as a sign in/out sheet or electronically on a tablet with a PIN number. If NCCC is using a tablet and PIN number, all PIN numbers will require the associated parent signature to be kept on file. At the end of each month the parents will need to verify by signature that the attendance reported to the Early Learning Coalition of Sarasota is accurate. **VPK starts at 9a.m. and all children are expected to be in class and ready to start by 9 a.m.**

New College Child Center Disciplinary Policy

Discipline at the center is handled by giving choices when appropriate and guiding children to the right choices. At this young age, they are learning rules and are at the very beginning of their social lives. We allow that they will need guidance and we help the children to learn how to share and cooperate with others. Short timeouts may be used for older children who repeatedly break rules that need keeping or are violent with other children. Timeouts are used as a way for children to be removed from a difficult situation and given time to think about the choice they made that was unacceptable and possibly try to come up with a better choice. Before children get up from their time out, they will be helped to understand why they are there and what they can do differently in the same situation. We positively reinforce good manners and choices and practice both.

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____



Frequently Asked Questions

If my child is VPK do they have to attend school every day, or can they be part time? All VPK students are expected to complete 540 hours of instructional time (180 days for 3 hours/day), as indicated in the contract they signed with the Early Learning Coalition. VPK is only 3 hours per day, and students are expected to be in attendance 5 days per week (unless the center is closed for holidays).

Are VPK students allowed to take vacation time? Yes, VPK students can take vacation time, but it can not exceed 5 days in one month. Once a child has missed 5 days, the Early Learning Coalition will no longer subsidize the child's attendance. If this is the case, and parents would like to take more time off, they are responsible for paying tuition for wrap services to secure their spot while on vacation. It is the parent's responsibility to contact the Early Learning Coalition prior to any vacations and advise them as such; New College Child Center will not contact the coalition for you, we will only report absences as we are required.

Can I add my unborn/under age child to the waitlist and a spot be saved for me? Yes, if you the parent are willing to pay tuition during the time the spot is being held. We can not hold spots for students without tuition payment as then New College Child Center is in jeopardy of losing money.

If I pay the registration fee, is my spot secure? Yes, we will not take your registration payment if we cannot ensure a spot will be available for you. We will not take your registration fee to secure a future spot, this is only done when monthly payments along with the registration fee are paid on the 1st of every month until said start date for your child.

What is the latest time I can drop my child off at school? New College Child Center is open M-F 7:30-5:30 with VPK beginning promptly at 9. To avoid distractions/interruptions, we ask that all children be present and ready to learn by 9a.m., unless there is a scheduled appointment that the director has previously been made aware of and approved.

If VPK is closed does that mean the entire center is closed? No, if VPK is closed that means only those children with a VPK certificate are off. Parents of VPK students do have the option to pay privately for their child/ren to attend on the days VPK is closed. In calendar year 2021-2022 this applies only to the weeks between August 9 and August 24.

Does New College Child Center have committees and are parents allowed to be a part of them? Yes, parents are encouraged to become involved as board members, or to help out as a

member of a board committee. You may get a list of available opportunities from the Director or Chairperson of the Board.

Will any assessments be conducted on my child while in the center? Yes, we conduct an Ages and Stages Questionnaire on children in our care which gives us a clearer outlook on where the child is developmentally. This questionnaire will also help determine if a child needs further services to assist in their development such as speech therapy or occupational therapy. All Ages and Stages that are completed by teaching staff will result in the parent receiving a copy and the center retaining a signed copy showing proof the parent received a copy. For VPK students there will be three assessments conducted throughout the school year which shows growth from day one of entering the program. VPK Parents will receive a copy of each assessment as they are given.



State of Florida
Department of Children and Families

CHILD CARE APPLICATION FOR ENROLLMENT

Student Information: Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From: _____ To: _____

Days of the Week in Care: M T W Th F Sa Su

Family Information: Child's Lives With: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____ Cell: _____ Work Phone: _____ Cell: _____

Custody: Mother Father Both Other (specify): _____

Medical Information: I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____

Phone Number: _____

Doctor: _____ Address: _____

Phone Number: _____

Dentist: _____ Address: _____

Phone Number: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern:



Emergency Care Plan Instructions (if applicable):

Emergency Contacts: Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work Phone	Home Phone

Helpful Information About Child:

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled “Know Your Child Care Facility” (CF/PI 175-24) [also available on-line at <https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=860>], **or**
- Section 8.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure entitled “Selecting A Family Day Care Home Provider” (CF/PI 175-28) [also available on-line at <https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=841>].
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
- Section 2.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child’s records.

Signature of Parent/Guardian

Date



STATE OF FLORIDA School Entry Health Exam

To Parent/Guardian: Please complete and sign Part I — Child’s Medical History.
State law for school entry requires a health examination by a legally qualified professional. Additional requirements may be determined by local school districts.

(Please Print)

Name of Child (Last, First, Middle)		Birth Date	Sex
Address (Street)		School	Grade
City and ZIP Code	Home Telephone Number	Parent/Guardian (Last, First, Middle)	

PART I — CHILD’S MEDICAL HISTORY

To Parent/Guardian: Please check answers to questions 1 through 8 below in the column on the left.
(Please explain any “Yes” answers in the space provided below.)

1. Yes No Any concerns about general health (eating and sleeping habits, weight, etc.)?
2. Yes No Any other specific illness or social/emotional or behavioral problems?
3. Yes No Any **allergies** (food, insects, medication, etc.)?
4. Yes No Any prescription medication (daily or occasionally)?
5. Yes No Any problems with vision, hearing, or speech (glasses, contacts, ear tubes, hearing aids)?
6. Yes No Any hospitalization, operation, or major illness (specify problem)?
7. Yes No Any significant injury or accident (specify problem)?
8. Yes No Would you like to discuss anything about your child’s health with a school nurse?

To Parent/Guardian: Please explain any “Yes” answers from above.

I am the parent/guardian of the child named above. I give permission for the information on PARTS I and II of this form provided about my child to be reviewed and utilized only by the staff of this school and any school health personnel providing school health services in the district for the limited purpose of meeting my child’s health and educational needs.

_____ _____
Signature of Parent/Guardian Date

Partnership for School Readiness Recommendations for Prekindergarten and Kindergarten

To Parent/Guardian: Please obtain the services listed below in order to find any problems. Please work with your health care provider to correct or treat any problems that may reduce your child’s ability to learn in school. **(These services are recommended but not required.)**

1. Comprehensive Vision Examination (3-5 years of age) Date of Exam: _____ Results of Exam: _____ Health Care Provider: _____ <i>(check one)</i> Optometrist <input type="checkbox"/> Ophthalmologist <input type="checkbox"/>	Please describe any corrective action for any problems detected and any accommodations required.
2. Comprehensive Dental Examination Date of Exam: _____ Results of Exam: _____ Dentist: _____	Please describe any corrective action for any problems detected and any accommodations required.
3. Hearing Screening Date of Exam: _____ Results of Exam: _____ Health Care Provider: _____	Please describe any corrective action for any problems detected and any accommodations required.



Name of Child (Last, First, Middle) Birth Date

PART II — MEDICAL EVALUATION

To be completed and signed by the Health Care Provider ONLY:

The child named above has had a complete history and physical exam on the following date:

(Exam must be within one year of enrollment)

Month Day Year

Screening Results:

Height: Weight: BMI%: B/P: Hct/Hgb: Lead: Urinalysis:

Table with screening results for Vision (Without/With Glasses), Hearing (Right/Left), and status (Passed/Failed/Referred).

Physical exam checklist: Gross dental, Head/scalp/skin, Eyes/Ears/Nose/Throat, Chest/Lungs/Heart, Abdomen, Postural assessment. Includes Normal/Abnormal checkboxes and Refer/Tx lines.

TB risk assessment done (Please review Targeted Testing Guidelines listed below.)

This child has the following problems that may impact the educational experience:

- Checkboxes for Vision, Hearing, Speech/Language, Physical, Social/Behavioral, Cognitive.

Specify:

This child has a health condition that may require emergency action at school, e.g. seizures, allergies. Specify below. (This form will be stored in the child's Cumulative Health Folder and may be accessed by both school and health personnel.)

Recommendations (Attach additional sheet if necessary):

(Please Check One)

- Checkboxes for school activity participation: fully, or with restriction/adaptation.

(Specify reason and restriction)

Signature/Title of Health Care Provider, Date, Address (Please print or stamp), Name (Please print or stamp)

Tuberculosis Targeted Testing Guidelines for Health Care Providers

Tuberculosis Infection Risk:

Review the following risks and administer a Mantoux TB skin test if child is in one or more categories. The TB test is administered confidentially as part of the health examination. Do not record administration of any TB test or related information on this form.

- Risks: Recent immigrant (< 5 years), frequent visitor to TB endemic areas, Close contact to active TB case, Frequent contact with adults at high-risk for disease, HIV+, homeless, incarcerated, illicit drug user, HIV+ or have other medical conditions that increase the risk to progress from infection to disease, e.g., chronic renal failure, diabetes, hematologic or any other malignancy, weight loss > 10% of ideal body weight, on immunosuppressive medications

Active TB Disease Risk:

- Does the child exhibit signs/symptoms of tuberculosis (e.g. cough for three weeks or longer, weight loss, loss of appetite)? If symptoms are present, work-up or refer for TB disease evaluation.

Child Care Facility
Authorization For Prescription and Non-Prescription Medication
SAMPLE

No medication shall be given by child care personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label.

Non prescription medication brought in by the parent or legal guardian can only be dispensed if there is written authorization from the parent or legal guardian to do so.

Medication which has expired or is no longer being administered shall be returned to the parent or legal guardian.

Child's Name: _____ Age: _____

1. Medication Name: _____
 Amount to be Given: _____
 Time to be Given: _____

2. Medication Name: _____
 Amount to be Given: _____
 Time to be Given: _____

Record of Medications Given:

1. Medication Name: _____

Date & Time	Amount	Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Medication Name: _____

Date & Time	Amount	Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This authorization form must be maintained and is only valid for the duration of prescription.

I hereby give permission to dispense the medication(s) listed above in accordance with the written directions on the prescription label or printed manufacturer's label.

 Parent/Guardian Signature

 Date

(Retain in child's file for a minimum of four months)



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/>

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...



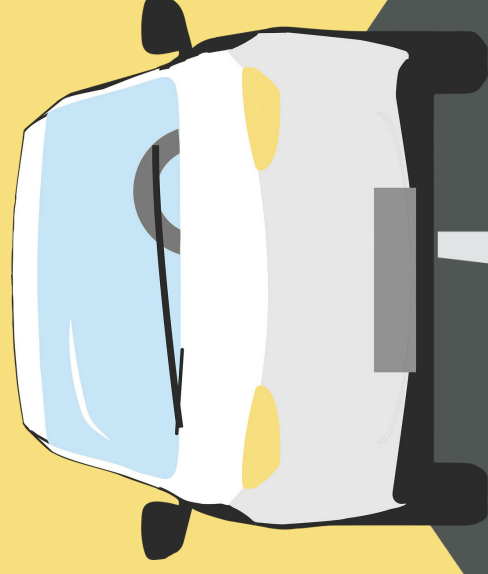
Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019

When life happens...Don't be a

DISTRACTED ADULT





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.

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.



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.

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 REGULATORY
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.

CF/PI 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.,



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:
 - Child'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.
- Equip 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.



Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****

NCCC Policies and Procedures regarding COVID-19

Last update: 07 27 2021

Pick up and drop off

- All adults entering the center must be wearing a mask or appropriate face covering at all times (regardless of vaccination status), and are asked to minimize their time inside. Parents without face covering may pick up and drop off their children at the door (there are also masks available for use inside). We also ask that parents try to maintain physical distance from staff while in the center, that the same parent do drop off and pick up consistently if possible, and that family members at higher risk (including older adults or those with underlying health conditions) avoid doing pick up and drop off if possible.
- Each child will take with them all their belongings besides linens (clothes, lunch box, bottle, etc.) every night at pick up. Linens (mats, sheets, blankets) will be picked up weekly.

Staff protective equipment and social distancing

- While mandatory mask orders are in effect, all staff will wear masks while working at the center and try to minimize close contact with one another.
- Staff are fully vaccinated.
- Staff will wear gloves during diaper changing, potty training, and to assist with meals.
- Nap mats will be placed 6 feet apart, or as far apart as feasible.

Cleaning and disinfecting

- The center will be cleaned and disinfected on a daily basis, using [EPA approved sanitizing products](#).
- For snacks and lunchtime: tables and highchair trays will be cleaned and disinfected before and after each use.
- Frequently touched surfaces such as doorknobs, table tops, cabinet handles, playground equipment will be disinfected several times per day.
- The use of items (such as soft or plush toys) that cannot easily be cleaned and disinfected will be avoided.
- Drinking fountains will be cleaned and disinfected at the end of each day.
- Floors will be cleaned and disinfected at the end of each day.
- Machine washable toys and dress up clothes will be laundered weekly.

- Play activity centers will be cleaned weekly.
- Phone receivers will be cleaned and disinfected at the end of each day.
- Changing tables and potty chairs will be cleaned and disinfected after each use.
- Handwashing sinks and faucets, diaper pails will be cleaned and disinfected at the end of each day.

Healthy Hand Hygiene Behavior

- All children, staff, and volunteers will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Staff and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion and assist children with handwashing.
- After assisting children with handwashing, staff should also wash their hands.
- [Posters](#) describing handwashing steps will be posted near sinks.

Diapering

- When diapering a child, staff will wash their hands and wash the child's hands before they begin, and wear gloves. They will follow safe diaper changing procedures, including:
 - Prepare (includes putting on gloves)
 - Clean the child
 - Remove trash (soiled diaper and wipes)
 - Replace diaper
 - Wash child's hands
 - Clean up diapering station
 - Wash hands

- After diapering, staff will wash their hands (even if they were wearing gloves) and clean and disinfect the diapering area with an EPA-registered sanitizing or disinfecting solution.

If a student or staff member becomes sick

- Any enrolled student or staff (i) with [symptoms associated with COVID-19](#) as per the CDC guidelines, including but not limited to: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, **while not present at the center**, or (ii) **who has been directly exposed** to another individual who tested positive to COVID-19 **is required to report their situation** to the center's director who will take any action as deemed necessary.
- Any enrolled student or staff with [symptoms associated with COVID-19](#) as per the CDC guidelines, including but not limited to: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other condition at the discretion of the center's director, **while present at the center will be isolated** in a dedicated quarantine room which will remain otherwise free and unoccupied.
- In case of confirmed case of COVID-19 among enrolled student or staff:
 - the center will remain closed for 48 hours after the relevant student or staff last visited the center and the center will be thoroughly cleaned and sanitized.
 - families of enrolled students, staff members and local health department will be immediately notified.
 - the center will follow the advice of local health department officials.
- In case of a confirmed case of COVID-19 among enrolled student or staff, or in case a student or staff member has symptoms associated with COVID-19 as per the CDC guidelines and as required by the center's director, the relevant student or staff member will be allowed to come back to the center following a self-isolation period of 14 days.
- Per CDC guidelines, any student or staff member who has had close contact (within 6 feet for at least 15 minutes) of a person confirmed to have COVID-19 is required to report this situation to the director and is asked to self-isolate for a period of 14 days after the last contact, after which they may return to the center.

Vaccinations

- The center urges all eligible family members to get a COVID-19 vaccine in order to protect the health of our community.
- All staff members at the center have been fully vaccinated.

Amendments

The center's board of directors may amend this policy at its discretion at any time. The director will notify staff and families of any change by email.