

2021-2022

Parent Handbook



I have received the Fuller Center Handbook which includes Mission Statement, Vision Statement, Parent Involvement, Enrollment Procedures, and Fees Policy on sick children, Holidays, Lost Child Policy, Open Door Policy, Disability Policy, Parent Resources, and much more.

Date: _____

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Child's Classroom: _____

2021-2022
Parent Handbook



**Fuller
Center**

Administrative & East Campus
200 NE 14th Street
Boca Raton, FL 33432
t 561.391.7274 f 561.391.6641

West Campus
10130 185th Street South
Boca Raton, FL 33498
t 561.482.3006 f 561.482.2902
Website: www.theFullerCenter.org

School Hours 7:30-5:30

Mission Statement

Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement

Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community at large.

THE FULLER CENTER

We are a nonprofit organization dedicated to making a positive difference in the lives of children from economically challenged families with the goal of preparing children for a lifetime commitment to learning and empowering their families to build a brighter future, through education, employment assistance, and a powerful support system of teachers and staff that truly care. We believe every child should have the chance to learn, grow, and experience success in school and life regardless of their ability to pay.

We are the children and families in this community who are trying so hard to keep up with the demands of everyday life.

We are the children who need help with accessing opportunities that give us food, shelter, an education and a strong family.

We are the community who believe in social investment and understand that the best contribution we can make is in the adults of tomorrow.

We are the staff, Board of Directors and volunteers who know that these children will grow up to be the leaders, healers, attorneys and business professionals of tomorrow's world.

We are the Fuller Center.

PROGRAM IMPLEMENTATION

The daily schedules and curriculum are structured with a centered approach to learning and age appropriate development. Daily activities are geared toward the development level of the children. Socialization is a key factor in planning all center and teacher directed activities with an emphasis on language development. Play and discovery is child directed learning and encouraged in every classroom as well as when they are out experiencing nature.

Frog Street Pre-K is a comprehensive, dual-language curriculum designed to meet the needs of diverse learners while supporting 10 learning domains! Frog Street Pre-K is organized around 9 thematic units integrating literacy, math, science, social studies, social-emotional connections, STEAM, technology, assessment, and family engagement.

For more information about our educational program, please see the Educational Coordinator at your campus.

ENROLLMENT PROCEDURES

The intake process requires the collection of the following forms and documents:

The application/enrollment packet	Proof of Residency (Address)
Proof of Insurance	Birth Certificate
Proof of Income	Food Form
Emergency Care Consent Form	Alternate Nutrition Plan
Immunization Records	Infant Intake (if applicable)
Physical Exam Record	Know Your Child Care Facility flyer
Emergency Contacts	Influenza Virus Pamphlet
Special Dietary Conditions	Distracted Driver Flyer
Rilya Wilson Act Flyer	Photo ID

It is necessary that we have complete up-to-date information on parent's whereabouts for emergency purposes. If your address, phone number, or employment should change after your child is enrolled, it is very important for you to come in and update your file. Please notify the Registrar immediately when changes occur.

THE FULLER CENTER FUNDING & FEE STRUCTURE

Private Payers:

Infants (6 weeks -12 months **OR** until child is ready to move up to the next classroom) - \$200 weekly
12 months (in a Toddler classroom) – 5 years old - \$145 weekly
With a VPK Certificate - \$125 weekly
After School - \$75 weekly
Summer Camp - \$145 weekly

ELC Recipient:

Sliding Scale fees

Early Head Start and Head Start Parents only, see fee chart below for days when HS/EHS is closed but the Center is open for care. Please let us know ONE WEEK AHEAD of time if your child will be in attendance on HS/EHS closed days to ensure adequate coverage.

Program	Daily Fee
Infants (under 1 year old and in the Infant room)	\$40
Toddlers and Pre-K (3 years old)	\$29
Pre-K (4-5 years old) with no VPK	\$29
Pre-K (4-5 years old) with VPK	\$15 September-May / \$29 June-August

Remember, you may be eligible for free or reduced payments for your child care either through Early Learning Coalition, VPK, or the Head Start program. The information you give on your application will be kept confidential and will be used only for the purpose of determining eligibility for subsidized day care. If you need information about any of these programs, please see your Family Support Counselor.

All the children in the childcare center will be treated the same regardless of the family's ability to pay. No child will be discriminated against because of disability, race, sex, color, religion, sexual orientation or national origin.

CONCERNING FEES

All fees, whether they are preschool care, infant care or school age care, are due in advance for the week. **If your fee is not paid by the previous Friday afternoon, your child/children will not be admitted to class or picked up from school (afterschool children) the following Monday.**

It is our policy that the full fee is due and payable even if a child is absent due to sickness or vacation.

If your child is withdrawn for any reason, you will be charged a new registration fee if you wish to reenroll your child.

Refunds: No refunds will be issued for overpayments. If your account has a credit upon your withdrawal from THE FULLER CENTER, a refund will be issued. If the overpayment was made by an outside agency or other party, the refund will be returned to the agency or other party.

There must be a zero balance owed on the family account before a transition to Head Start, Early Head Start, ELC voucher, or Summer Camp Youth Services Scholarship program.

Acceptable forms of payment include: cash, credit card or debit card. There is a financial penalty for returned checks (\$25.00-\$30.00 per bank service charge). You are allowed twice to have a check returned to us before you will no longer be allowed to write checks at the center. All payments by check must include the check writers Driver's License Number and phone number.

If you intend to **withdraw your child** from any program at any time, **you must inform the Registrar of your intent to withdraw AND fill out a termination form with the effective date** otherwise your child will be considered enrolled and you will continue to be charged tuition fees. **You must notify the Registrar directly and not via a teacher, camp counselor or program coordinator otherwise you will still incur charges.** (Please ask the Registrar for a copy of your termination form for future reference.)

If you do not inform the Registrar of your intent to withdraw your child and do not fill out a termination form, you will have to pay any owed fees plus the re-enrollment fee if you wish for your child to attend again in the future.

ATTENDANCE/LATE POLICY

We expect all children to be present and on time each day. If a child is to be absent or late due to a doctor's appointment (documentation required) or emergency situation, we require notification. Please call the East Center 561.391.7274 or West Center 561.482.3006.

Our school hours are between **7:30 a.m. and 5:30 p.m.** All children must be in their classroom by **9am.**

1st late arrival after 9:00 a.m. is required to get a note from the office and sign in to our late arrival log.

2nd late arrival after 9:00 a.m. is required to get a note from the office and sign in to our late arrival log.

3rd late arrival after 9:00 a.m. requires a parent meeting with the Family Support Counselor assigned to your child.

4th and subsequent late arrivals after 9:00 a.m. requires the parent to meet with the Center Director and a \$10 late fee may be applied or your child may be denied entry for day.

Any Attendance/Late issues will be monitored and documented into ProCare.

Children will not be allowed in after 11 a.m. without a doctor's note or approval from the Family Support Counselor or Center Director. No child will be admitted after 12 p.m.

The notes and log serve as a record for us in determining how often a child is late. Children who are constantly late may be subject to **suspension or withdrawal from the program.** This may also serve to determine whether the child is in need of full-time child care or not.

All but one of the gates on 14th Street will be locked and no entry will be permitted through that side of the campus. (East campus only)

It is required that all visitors, staff, volunteers and parents/caregivers dropping off children, must enter the campus through the front door of the Administration building.

All families are to enter the campus by walking up the front walkway from the parking lot and enter the Administration building.

Children must be clocked in ProCare in the lobby and obtain a Classroom pass. This pass will be required to enter the classroom. Once in the classroom, turn in the pass to the teacher, sign the child in and complete and initial the observation sheet.

To pick up a child(ren), parents/caregivers must come to the front office again and clock them out in ProCare. They will be given a pass to enter the classroom. Once the pass has been turned in to the teacher, the child can be signed out by the adult and the teacher can release the child.

All families will exit the campus the same way they entered. If you are parked on 14th Street, you will need to walk around Building A (Tweety and Big Bird).

Once inside the classroom, it is imperative that you sign your child in on the sign in sheet and complete the daily health check sheet. The time and a **daily phone number** are required. No initials please. Signer must use **full name** and **blue ink**. Parents of VPK children must sign an attendance verification form at the end of each month to confirm their child's attendance in the program.

If you fail to sign your child in or out using Procure on two consecutive days, your child may be refused entry to the school on the following school day. There are ProCare machines in all classrooms, afterschool building, and the front office.

Children who are brought to school late (after 9am) will continue to be served breakfast and the person dropping off the child will be required to sit with the child while they complete eating their morning meal prior to being brought to their classroom. This is to avoid disruptions in the learning schedules of the classroom, already in progress.

NOTE:

CHILDREN WHO ARE LEFT LATE IN THE AFTERNOON (PAST 5:30 PM) ARE PLACED IN THE OFFICE. **YOU WILL BE CHARGED \$2.00 PER MINUTE FOR EVERY MINUTE YOU ARE LATE PAST 5:30 P.M.** AFTER 3 LATE PICK UPS, YOUR CHILD MAY BE WITHDRAWN FROM THE PROGRAM.

IF YOUR CHILD IS LATE AND WE ARE UNABLE TO REACH ANYONE BY 5:45 P.M., WE WILL CALL THE POLICE TO COME AND PICK UP YOUR CHILD. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THERE ARE PEOPLE OTHER THAN YOURSELF THAT WE CAN CONTACT IN THE EVENT THAT YOUR CHILD IS LEFT AT THE SCHOOL.

It is imperative that the school ALWAYS has up to date contact information for the parents and their emergency contacts.

****Please see COVID procedures for Attendance, entry and late policies.**

EMERGENCY CONTACTS

No one can pick up your child unless his or her name appears on your application. If you wish to add a name to your list, you must let us know in the office by updating your emergency contact list and providing the center with written permission. No one under 16 years old may bring or pick up your child. In case of emergency, you may telephone us with the name (first and last) of the person picking up your child for that day. They must bring photo identification.

DISCIPLINE POLICY

At The Fuller Center, a positive approach to discipline is used. These approaches include: consistency, accepting individual differences, natural and logical consequences, redirection, positive reinforcement, and reflection, physical activity, building positive self-esteem, and conflict resolution.

Our children are disciplined in a constructive manner. Children are not submitted to discipline which is severe, humiliating, or frightening. Discipline is not associated with food, rest or toileting. Spanking or any

other form of physical punishment is prohibited.

If a child continues to disrupt the classroom and is harmful to him/herself or others, we follow a procedure as described below:

1st time in office.....Talk and warning to child

2nd time in office.....Call child's parents

3rd time in office.....Family Support Multidisciplinary Staffing will be held and the development of a Behavioral plan.

Continued non-compliance with Behavioral plan.....Suspension from school (time to be determined based on incident) or possible dismissal from program.

*If we are unable to redirect your child's behaviors, we reserve the right to call you and require you to come to the school to assist or take your child home for the day. If we are unable to reach you, we will contact authorized persons listed on your emergency contact list.

FOR SCHOOLAGERS/SUMMER CAMPERS: **Automatic Suspension** – Fighting, leaving campus or group without permission, or a life threatening situation.

Our discipline policy forbids any form of physical punishment. This also means that we cannot allow any physical punishment of anyone, including parents, on the The Fuller Centers premises.

CHILD ABUSE AND NEGLECT POLICIES AND PROCEDURES

Reporting:

Florida State Law states that suspected child abuse and neglect must be reported to the Child Protective Services or State Agency. Failure to perform duties of a mandatory reporter will constitute a violation of the law and it is a felony of the third degree. The Department of Children and Families states that the person who suspects abuse must report immediately upon knowledge of incident. For all of our contracts, this requirement includes social services, classroom staff, volunteers, dentists, medical examiners, mental health professionals, psychologists, and others. All persons who make the report will be protected by the Florida State Law. This person will have the following responsibilities:

- **Calling 1-800-96-ABUSE (1-800-962-2873).**
- Establishing and maintaining cooperative relationships with Child Protective Services.
- The person making the report will remain anonymous, if he or she desires.

In the event that a parent/caregiver arrives to pick up a child in an impaired state, the child will not be released until alternative pick up arrangements are made that will ensure the safety of both the child and parent/caregiver. If a parent who appears to be under the influence brings or attempts to pick up a child to school, THE FULLER CENTER will call the Child Abuse Hotline and report the incident.

BUS SAFETY AND RIDING PROCEDURES

To ensure the safety of your children at The Fuller Center, we have a policy that all children must remain seated and have on a seat belt while riding the bus. Keep hands and arms inside of the bus at all times. At no time is it appropriate to throw anything out of the bus window. It is OK for your child to speak (at a low level) while on the bus, but it is imperative that noise be kept down as much as possible. Excessive noise

can distract the bus driver. Any child that breaks the bus riding rules will be subject to the following consequences:

1st offense – The counselor, teacher and/or bus driver will talk to the child about the rule that they have broken and why it is important to follow bus riding rules.

2nd offense – The child will be required to sit with an adult or near the bus driver for closer supervision.

3rd offense – The child will be brought to the office and participate in a Behavior Reflection plan and you (parent) will be called.

4th offense – The child may not be permitted on the bus and alternative transportation to the campus will need to be made by you for your child.

These rules were established for the safety of your child and the other children. Please review these rules with your child.

NOTE: Sitting arrangements may vary due to Covid-19.

TOYS AND ELECTRONICS

Children are not to bring toys or electronics from home. The Center provides all toys and educational supplies for the children. Children are not to take toys home from the Center. Afterschool children coming on the campus with cellphones must keep them in their backpacks, on silent, for the duration of their time on the campus. If you need to contact your child, please call the main phone number. If your child needs to reach you, they will alert their teacher/counselor and they will be permitted to call you from the office phone. If your child removes their phone from their backpacks during their time on campus or during field trips, they will be placed in the office for parents to reclaim upon pick up.

WE ARE NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE.

NUTRITION PLAN AGREEMENT

As a part of the services offered at THE FULLER CENTER, breakfast, lunch and snack are provided each day to meet 2/3 of the child's daily nutritional needs to our child care children and Summer Campers. After school children are provided snack and dinner. **Parents/children are not allowed to bring food to school.** Children with food allergies must provide medical documentation signed by a physician prior to the start of school or before the child begins school. If you have any religious dietary restrictions, you must complete the Special Diet Documentation form.

If your child does have a food allergy or special dietary need, it is posted in the classroom as well as the kitchen so that everyone will be aware of the allergy or special dietary need. Please speak to your Family Support Counselor for more details.

BIRTHDAYS

If you wish to bring treats for your child's birthday, please notify the teacher in advance. It is our policy that we can only serve store bought, nut free products to children. We are a nut-free campus.

DRESS CODE

Child:

Dress your child in comfortable play clothes. Consider the weather conditions for the day since the children

do go outdoors daily.

Please be mindful of potential choking hazards when sending your child to school with accessories. No flip-flops or open back shoes are permitted. Closed toed shoes are strongly recommended.

Summer Camp and Full Day programs:
Must wear a Fuller Center camp shirt.

DIAPER REQUIREMENTS (if applicable)

All infants and toddlers are required to bring 25 disposable diapers every *Monday morning* before the child is left in the classroom (if needed).

THE FULLER CENTER LOST CHILD POLICY

In the unlikely event of a missing child, staff will follow a strict search procedure and notify the appropriate authorities and parent(s).

CONFLICT ISSUES

It is **strictly prohibited** to approach another child or their parent(s) in the event of an issue that has angered or upset you or your child.

If you approach a child other than your own or another parent regarding an issue that has upset you or angered you, you will be asked to leave school grounds. You will still be required to pay tuition fees for the week that your child is absent.

Addressing a problem directly with a child other than your own is strictly prohibited and can result in THE FULLER CENTER permanently removing you from the campus.

If you have a serious issue with a teacher or other staff member, you must take the complaint to the Center Director in the administrative offices. If the complaint has not been resolved, please follow up with the Chief Executive Officer.

In the event that your behavior or language is aggressive or threatening towards a staff member, you will be asked to leave the school grounds and you will not be permitted to enter the classroom for a time period to be determined by the Center Director. You will be required to drop off and pick up your child from the main office daily.

In the event of an issue, the following are the steps you must take in making a complaint:

- Notify the Education Coordinator that there has been an issue
- If the issue has not been resolved to your satisfaction, please email or call the Center Director who will address the issue within 3 business days of receiving a complaint.
- If the issue has not been resolved to your satisfaction, please email or call the Chief Executive

- Officer who will address the issue within 3 business days of receiving a complaint.
- If the issue has not been resolved to your satisfaction, please write a letter addressed to the Chairman of the Board of Directors. The Board of Directors will receive your complaint and address accordingly.

OPEN DOOR POLICY

We strongly encourage parent engagement and invite you to assist as a volunteer. If you are interested in volunteering, please reach out to the Volunteer and Mentor Manager.

DISABILITY POLICY

The Fuller Centers, Inc. does not discriminate against any child enrolling in the Center, regardless of race, color, sex, religion, national origin, or physical handicap. We will make reasonable accommodations for children with disabilities.

If it is apparent that we would be unable to give a child the best care possible, we will assist the parents in identifying alternatives in the community that provide appropriate levels of care.

EMERGENCY CLOSURE POLICY

In the (rare) case of a severe emergency and we need to close the school early (weather, electrical failure, water outage, etc.), parents will be contacted by phone/email/text message and advised of the situation. Parents are to immediately make arrangements to have their child picked up from school. Instructions will be given as to when we expect to reopen the school and parents will be advised of a phone number they can call as well as our website (www.ffcdc.org) that can be checked for updates. It is imperative that we have your most updated contact information; cell phone numbers as well as mobile service carrier (AT&T, Metro, etc...). Additionally, in weather emergencies, we follow the opening and closing schedule of Palm Beach County School Systems.

PARENT'S RESPONSIBILITY DURING AN EMERGENCY SITUATION

These are the instructions for all parents to follow in case you are arriving at the center and there is an emergency situation (*i.e.* fire, tornado warning, violence threat, etc.) occurring. All parents remain calm and please allow THE FULLER CENTER staff to proceed as instructed. Our staff has been instructed, trained and has periodical drills to ensure the safety of the children. As part of our emergency plan a designated staff will be sending email, voicemails and/or text messages at the time of the emergency from our electronic program Procure. Please make sure that you have provided a valid email, phone number and the service provider (very important). We will also provide an emergency phone number where you can call and hear of any updates.

In Case of Fire

In the event that you are arriving at one of our Centers and there is a fire drill or actual fire happening, please wait off campus. Avoid interference with emergency vehicles and allow for safe evacuation routes for children and staff. This will give the necessary space for the fire department to arrive without any

delays. Do not run into the building, as this can create chaos for those who are trying to evacuate. Please allow the staff to bring all the children out of harm's way and into the assigned safe areas. Do not remove any child from the safe area without notifying the teacher or Center Director.

In Case of Violence (Lockdown, Shooting, Terrorism, Bombing, Hostage situation)

THE FULLER CENTER will call the police and secure the building. We will follow instructions given to us by the police. We will instruct everyone to stay away from the buildings. In cases like lockdowns, shootings or hostage situations, please do not run into the Center. As always we will attempt to keep you informed as much as possible. Please use your own discretion, so if you arrive and are a witness to anything like this happening it is best to stay in a safe area and dial 911 right away.

In Case of Tornado Warning

In case there is a tornado in the area of one of our Centers, children will be taken to our Annex/School-age Building if there is time. This room is spacious and is equipped with protective shutters on the windows, running water and bathrooms for extended stay if necessary. If you are on campus during this emergency, please join the staff and children into the Annex/School-age Building as it will be safer for you and out of harm's way. In the event that the storm is upon us and there is no time to get to the annex the children will remain in their classrooms in a safe area away from the windows. If you are on campus go to the nearest classroom and stay away from the windows.

HURRICANE POLICY

If Palm Beach County Schools are closed due to a Hurricane approaching our area, The Fuller Center will be closed as well. You will be contacted via text message. Please assure that your cell phone number and cell phone carrier are kept current with the Registrar in order to receive emergency notifications.

CONFIDENTIALITY STATEMENT

Each child has a record that contains information such as your child's application, health forms, permission slips for a variety of screenings and or observations, and any other information collected at registration. Our team records any contact they have with you and any referrals made either by you or in collaboration with you.

All records are kept under lock and key. All parent meetings and conferences are confidential.

If you would like to review your child's records on site you may do so by written request to the Center Director and setting up an appointment. As a parent you have the right to add information, comments, data and any other relevant material to the child's record. In addition, you have the right to request deletion, removal or amendments of any information by requesting a conference with staff to make your objections known, after the conference and within one week, staff will render to the parent a decision in writing stating the reason(s) for the decision. If the decision is in favor of the parent, staff will immediately put the request into effect.

Parents are advised that they will receive a copy of their child's physical form including screening results and immunization record in preparation for kindergarten registration (if applicable).

The Fuller Centers, Inc. keeps children's records for no more than 5 years after the child has left the program. After that time, these records are destroyed. At any time, prior to the destruction of your child's records, you may request a copy of the information within the records by submitting a written request. A nominal fee may be charged if the records are in offsite storage.

PARENT INVOLVEMENT

Parent involvement is the portion of the program that guarantees parents the opportunity to exercise their rights and responsibilities as a parent in their child's education.

You can become involved by:

1. Planning classroom activities
2. Volunteering in the classroom
3. Participating in non-confidential conferences
4. Attending staff and parent training sessions
5. Serving on committees
6. Supervising children on field trips
7. Creative Art projects
8. Helping in the office

NOTE: Due to Covid-19 In person volunteering has been temporarily suspended.

Parent Conferences

Parent conferences will be scheduled by your child's teacher or the Director of Family Support Services as needed.

During this time, all parties will discuss and review your child's progress.

Conference report and summaries are kept in the child's file, located in the Classroom.

PARENT/GUARDIAN CODE OF CONDUCT

The Fuller Centers strive to create and maintain an environment in which all people are treated with dignity, decency, and respect. It is for this purpose that Fuller Center family members are responsible for conducting themselves in a manner consistent with Fuller Center's mission and values during all program-related interactions.

In order for children and families to have a positive experience, children, staff and parents must feel safe. The Fuller Center will not tolerate behavior which is dishonest, offensive, intimidating, or in any way a danger to others.

Appropriate measures will be taken against individuals who violate this policy.

Examples of **conduct prohibited under this policy include** but are not limited to:

- Falsification of documents
- Verbal harassment, including unflattering comments, any manner of threatening, yelling, or name-calling
- Reframe from any unwelcome verbal or written comments about political or religious views.
- Dropping off or picking up children in inappropriate clothing (clothing that is revealing, for example, pajamas or nightgowns, and showing underwear of any kind).
- Physical harassment, including obscene gesturing, and unwelcome physical contact or threats
- Attempts to directly monitor or manage staff.
- Breach of confidentiality (soliciting or sharing confidential information)
- Sexual harassment, including unwelcome advances, or other verbal or physical conduct of a sexual nature

- Non-verbal harassment, including distribution, display, or discussion of any written or graphic material which belittles, insults, or conveys hostility. This would include any harassment via all social networking outlets, such as Facebook.
- Inappropriate interaction with community members, program staff, children, or parents
- Involvement with any program-related operation in an impaired condition due to the use of alcohol or drugs
- Picking up children from The Fuller Centers or from any center-related activity in an impaired condition. Individuals that insist on driving themselves while in an impaired condition will be reported to law enforcement.

Possession of firearms or other weapons in any place of Fuller Center business.

All parents, guardians, and family members interacting with Fuller Center programs are expected to comply with all appropriate policies, procedures and instructions. Depending on the severity of the issue, failure to comply with these expectations can result in an individual's limited access/involvement in center operations, modification of program services, or program ineligibility.

CHILDREN'S HEALTH POLICY

Upon admission to the The Fuller Centers, the following is to be provided by the parent:

- An updated immunization (shot) record on a HRS680 form
- A recent physical signed by the child's physician
- An up-to-date emergency phone number list (turned in to the Registrar) where we can reach you or an authorized person who will be willing and able to pick up your child when he/she is ill
- Any medical information we should know about such as allergies

Every child must provide documentation of a complete physical examination (including blood pressure reading, hematocrit/hemoglobin and lead results) at orientation. If a child has not had a lead test, one will need to be completed. Medicaid providers are required to provide lead screenings at no cost. In addition all children are required to have current immunizations, a dental examination and documentation of allergies.

Physicals are good for 12 months only. A new physical will be requested and child will not be allowed to attend school without a current physical form. You will receive a written notice one month prior to the expiration date.

Immunizations must remain current. Your child will not be allowed to attend school with an expired immunization record or religious exemption. You will receive a written notice one month prior to the expiration date.

Please do not bring your child to camp if he/she is sick. Because of Public Health rules, we cannot keep sick children at the Centers.

Your child will be sent home for the following reasons:

- a. Severe coughing, causing the child to become red or blue in the face or to make whooping sound;
- b. Wheezing that is not control by medication;
- c. Difficult or rapid breathing;
- d. Stiff neck;
- e. Diarrhea (more than 1 abnormally loose stool within a twenty four hour period);
- f. Temperature of one hundred (100) degrees Fahrenheit or higher taken by the axillary method (armpit) especially when in combination with other signs or illness;
- g. Conjunctivitis (pink eye);
- h. Untreated infectious skin patches or infections;

- i. A communicable disease (chicken pox, etc.)
- j. Vomiting
- k. Dehydration
- l. Pediculosis (lice, nits). A child who has head lice shall not be permitted to return until treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and egg cases (nits); or
- m. Any unusual sign or symptom of illness.
- n. **See Covid Policy for Who Will NOT Be Permitted to Enter the Campus:**

A child that needs to be sent home is kept in the office or Family Support room until someone picks him/her up. When you are called to pick up your ill child, please do so immediately. If your child is not picked up within one hour we will notify you for the second time. At that time, if arrangements are not made to pick up your child, personnel at THE FULLER CENTER will contact your emergency contacts to arrange pick up. We reserve the right to call medical services and/or The Department of Children and Families if the ill child remains on campus. We understand the hardship that a sick child imposes and we will do our best to work with you.

Our Centers are monitored by the Palm Beach County Public Health Department who enforces this policy. If a child is sent home with vomiting, diarrhea, or temperature of 100 or above, they must stay home until they are symptom free for 24 hours. For communicable diseases, such as Chicken Pox, Measles, etc., the child must stay home until a doctor has provided a note clearing the child to return to the campus.

When sending medication: Only medicine prescribed by the doctor can be given. The bottle must have the child's name, date, name of medicine, dosage, times to be given and the name of the doctor. The doctor must also fill out a *Physicians Authorization for Student Medication form*. This form must state the type of medicine being prescribed, the times the medication needs to be given and the dosage that is to be given. The form must be signed by both the parent and the doctor. Please do not bring in over the counter medications.

THE FULLER CENTER COVID-19 Policies and Procedures for Operating

The Fuller Centers has created a comprehensive set of Policies and Procedures to ensure the health, safety and well-being of its staff, children, and families. This document serves as a guide to be implemented as we open under the CDC guidelines. Policies and procedures may change as recommended by our City, County, State, Health Department and contracting agencies. All staff and parents will be informed of changes as they take place.

Our goal is to provide a safe and secure environment for our children and staff as our businesses and parents return to work. Our job is to ensure our children enter Kindergarten ready for success and to provide the educational support services necessary to enrich each child's ability to reach their full potential. In addition, we provide the social, emotional, nutritional, health and family support services to protect every child from the stressors and challenges this pandemic has placed on their lives.

Who Will Be Permitted to Enter the Campus:

- Only employees and children of parents/guardians who have filled out and agreed to our disclosure statements will be permitted on campus. (*See attached “COVID-19 Public Health Emergency Special Work Condition/Special Program Attendance Acknowledgement and Disclosure”*)

ATTACHMENT A

- Only healthy staff and children will be permitted on campus.
 - Temperature scans and questionnaires will be completed daily for both staff and parents/children.
- Only designated parent/guardians will be allowed for Drop-Off and Pick-Up.
- In the event of an emergency, the parents must call in advance to make arrangements for another designee. That person must call into the office and wait in their car for our staff to clear them.

Who Will NOT Be Permitted to Enter the Campus:

- Staff or children with the following symptoms (or in contact with someone with the following symptoms) shall not be permitted to enter the campus until cleared by a physician:
 - Fever of 100.4 degrees or higher
 - Unusual dry cough
 - Shortness of breath
 - Chills
 - Loss of taste or smell
 - Sore throat
 - Muscle aches
 - Vomiting and/or diarrhea
 - Pink or crusty eyes
 - Rash with other symptoms
- Staff or children who may have been exposed to someone with COVID-19 (See COVID What If Map)
- Anyone who traveled foreign or domestically by public transportation and/or was around people outside of their direct, inner circle or large crowds must do one of the following:
 - Wait two days from arrival home or last contact, get a COVID PCR test, and can only return with a negative test and no symptoms
 - If not getting a test, staff or children must be out 10 days upon arrival home or last contact and must be symptom free to return
- Employees and children of parents/guardians who have NOT filled out or were unable to meet the listed criteria to our disclosure statements will not be permitted on campus. (*See attached “COVID-19 Public Health Emergency Special Work Condition/Special Program Attendance Acknowledgement and Disclosure”*) **ATTACHMENT A**
- Family members or others not previously authorized for Pick-Up in our Procure system or authorized in writing by parent.
- No visitors, mentors, or volunteers will be permitted on campus unless approved by Management. If approved, these guests must follow proper social distancing and PPE protocols. We may have outside walk-around tours for donors, prospective parents, and potential future volunteers/mentors, by appointment only and after working hours.

- Parents are not allowed on the campus or in any classroom.

COVID-19 Pick-Up and Drop-Off Policies and Procedures:

Please review the detailed “COVID-19 Pick-Up and Drop-Off” policies for both campuses.

ATTACHMENT C

- For health and safety purposes, all children will be dropped off and picked up at a central, outside, well-marked location. The West Campus will have 3 Drop-Off/Pick-Up zones.
- Parents will follow the signs, social distancing markers, and arrows clearly delineating where parents are to go for Drop-Off and Pick-Up.
- Parents will sign in/out each child, children will have their temperature taken by staff, and parents will be required to adhere to our posted COVID questionnaire.
- Additional staff will be present to escort the child to the proper classroom once cleared and will escort the child back to the parent/guardian upon departure.
- Each child will wash hands immediately upon entering the classroom/building.

COVID-19 Sick Child Policy and Procedures

The health and well-being of our families and staff are our highest priority. THE FULLER CENTER will have many procedures in place to ensure that our environment is as clean and safe as we can make it. (See “*Health and Safety Policies*”). We do recognize that there may be instances in which a child presents symptoms that could be or not be related to COVID-19. It is our duty to help mitigate the transmission of any symptoms from the other staff and children at our Centers.

- If a child is showing the following symptoms, the child will be taken to a designated isolation area, under supervision:
 - Fever of 100.4 degrees or higher
 - Unusual dry cough
 - Shortness of breath
 - Chills
 - Loss of taste or smell
 - Sore throat
 - Muscle aches
 - Vomiting and/or diarrhea
 - Pink or crusty eyes
 - Unusual, or green runny nose
 - Excessive sneezing
 - Rash with other symptoms
- The isolation areas will be set up in the following places: Outside, undercover (shaded) areas have been chosen for short stays to minimize contamination of indoor space frequented by others.
 - East Campus: the breezeway between the administration office and the kitchen
 - West Campus: outside of the main office behind the gate
- Isolation areas will be staffed by a designated employee who will be equipped with the proper PPE to provide them safety, including N95 masks, gowns, face shields, gloves, etc. There will also be access to chairs, cots, or cribs for the child(ren) in need.
- At the time symptoms are recognized, the staff will report to the Center Director and Family Support.

- The parent or guardian will then be contacted and will be asked to pick up the child as soon as possible.
- This child must remain out off-campus until they receive a negative COVID test and is symptom free and/or medical clearance is provided by a physician indicating their symptoms are not associated with COVID-19. This form cannot be completed by a family member. If the parent cannot provide either, the child must remain off-campus for 10 days and can return only if symptom free.

COVID-19 Sick Child/Staff – Positive Test – Policy and Procedures

If COVID-19 is confirmed in a child or staff member:

- Parents of children in that classroom or group, the Health Department, and our contracting agencies will be notified within 24 hours.
- The areas used by the person who is sick will be closed off.
- The classroom will be cleaned and disinfected.
- All areas used by the person who is sick, such as offices, bathrooms, and common areas, will be cleaned.
- Staff and Families will be notified.
- Staff and Children will be informed of their return to school/work dates once determined by the Health Department.
- See “Updated COVID ‘What If’ Questions” for more information.
- Management will complete the “COVID Case – Internal Checklist”.

If someone tests positive on campus an incident report will be written and the Senior Director, CEO or designee will inform parents whose child may have had contact with infected person. Licensing/ Health Department, ELC and LSF will be informed as well, within 24 hours.

COVID-19 “What If” Questions

Staff have been provided a list of “What If” scenarios for guidance in the event of a positive test or exposure. Staff understand that this is only guidance and that final decisions are made by the Health Department after their own internal tracing investigation. See “Updated COVID ‘What If’ Questions” for more information.

COVID-19 Staff Training

The Centers will be provide ongoing training as it relates to COVID-19 policies and procedures.

COVID-19 Cleaning and Disinfecting Plan

- Continue to follow the THE FULLER CENTER “Cleaning and Disinfecting Plan.”
ATTACHMENT D
- Further cleaning, sanitizing and disinfecting of frequently touched surfaces and play areas multiple times per day. These will include, but are not limited to, playground equipment, shared toys and objects, door handles, sink handles, drinking fountains, computers, pens/pencils, light switches, etc.
- Avoid the use of items that are not easily cleaned, sanitized, or disinfected.
- Remove carpets from all classrooms.
- Ensure the safe and correct application of disinfectants and keep these products away from children.

- Ensuring our ventilation systems are operating properly and increase circulation of outdoor air when possible.
- Additional steps will be taken to make sure water systems are clean and safe to use.

COVID-19 Health and Hygiene for Children and Staff

- Teach and reinforce hand-washing and the proper covering of coughs and sneezes among children and staff. Both children and staff will be reminded to wash their hands frequently throughout the day.
- Teach and reinforce the proper use of cloth face coverings for all children and staff.
- Adequate supplies to support healthy hygiene will be on-site, including soap, hand sanitizer, gloves, tissues, etc.
- Signs will be posted showing how to mitigate the spread and transmission of COVID-19, how to properly wash hands, how to properly wear a facemask, everyday protective measures for staff and children, and symptoms to look out for.

COVID-19 Proper Use of Face Coverings at the Workplace

The proper use of your face covering will be essential in stopping the spread of germs.* The face coverings act as a barrier from touching one's face in the event hands are contaminated, while also providing protection for our children, families and staff from droplet transmission.

**See "Expectations of Employees" on who is required to wear a mask and when.*

To maximize the benefits of your face covering, see the best practices below:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery in which it could get caught.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.

COVID-19 Children Facemask Policy and Procedures

In an effort to keep our children, families, and staff safe from the spread of germs, we will be providing two cloth masks to each child three years old and older in our care. The child's name will be written on it for easy identification and to prevent any cross-contamination. The following will be required daily:

- Children will be strongly encouraged to wear their masks if they are at any point within three feet of another child or staff member.

COVID-19 Children's Blanket Cleaning Policy and Procedures

In an effort to keep our children, families, and staff safe from the spread of germs, our staff will be required to wash the children's blankets as follows:

- Teachers will keep blankets in a plastic container separated from other blankets after nap time.
- A designated staff person will wash all blankets weekly according to laundry schedule.

ATTACHMENT E

- This staff member will wash these blankets and disinfect the bin.
- Staff member will return cleaned blankets and bin to the proper classroom.

COVID-19 Children's Diapering Policy and Procedures

See "Diapering Policy."

ATTACHMENT F

COVID-19 Communication with Parents

Due to the ever-changing nature of the COVID-19 pandemic, THE FULLER CENTER will work to proactively relay any new rules, regulations, and general information to our parents via phone, text, email and/or letter to the parent. In the rare event that our Centers must close due to COVID-19, we will follow the "*Emergency Closure Policy*" located in the 2020-2021 Parent Handbook.

COVID-19 Behavior Policy and Procedures

Children whose behavior may cause health or safety risks will be provided virtual programming that they can participate in off-campus. At this time, the Centers must provide an environment that protects everyone from possible exposure to COVID -19 (*See Parents Signed Waiver*). **ATTACHMENT A**

Rights and Responsibilities of Parents:

1. To take part in the planning and the operation of the program.
2. To help develop adult programs which will improve daily living for my family and me.
3. To be welcomed into the classroom.
4. To choose whether or not I participate without fear of my child's right to be in the program.
5. To be informed regularly about my child's progress.
6. To always be treated with respect and dignity.
7. To expect guidance for my child from teachers and staff which will help his/her total individual development.
8. To be able to learn about the operation of the program, including the budget and the level of education of various staff positions.
9. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
10. To be informed about all community resources concerned with health, education and the improvement of family life.

11. To learn as much as possible about the program and to take part in policy decisions.
12. To accept the opportunity through which I can improve my life & my child's life.
13. To take part in the classroom as an observer, a volunteer worker or paid employee, & to contribute in any way I can towards the enrichment of the total program.
14. To provide parent leadership by taking part in elections, explaining the program to other parents and encouraging their full participation.
15. To welcome teacher and staff into my home for Head Start program home visits to discuss ways in which parents can help their children's development at home in relation to school experience.
16. To work with the teacher, staff and other parents in a cooperative way.
17. To guide my child with firmness, this is both loving and protective.
18. To offer constructive criticism of the program, to defend it against unfair practices.
19. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
20. To become involved in community programs which help to improve health, education and recreation for all.

Children Learn What They Live

If children live with criticism
They learn to condemn.
If they live with hostility,
They learn to fight.
If children live with ridicule,
They learn to be shy.
If children live with shame,
They learn to feel guilty.
If children live with tolerance,
They learn to be patient.
If children live with praise,
They learn confidence.
If children live with fairness,
They learn justice.
If children live with security,
They learn to have faith.
If children live with approval,
They learn to like themselves.
If children live with acceptance and friendship,
They learn to find love in the world.

Dorothy Law Nolte

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.

CFR 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 and 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.



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**

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...



In: 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

Getting In; Getting Out...



Out: 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

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:

<http://www.dcf.state.fl.us/programs/cbc/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****

YOU WILL NEED TO BRING WITH YOU ON THE FIRST DAY OF SCHOOL: PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME:

- ❖ Set of clothing including underwear and socks and shoes in case of an emergency.
- ❖ 1 crib sheet and a child size blanket; Mats will be provided by the center.
- ❖ (For infants & Toddlers) 24 diapers every week and wipes in a box if applicable.
- ❖ (For infants-everyday) Bottles properly labeled with child's name and time and date stamp of preparation. Please include if it's formula or breast milk.

***** Please remember your physical and shot records if you didn't turned it in upon enrollment/intake. Also that all necessary paperwork was completed, signed and turned in before the starting date.**

***** For 4yr. old children your VPK enrollment certificate is needed with the application. If you don't have one please call Early Learning Coalition at (561) 514-3300.**