



APPLE ACCREDITED AND GOLD SEAL APPROVED
WE ACCEPT ELC SCHOOL READINESS, VPK AND THE CHILDREN'S TRUST SCHOLARSHIP

PARENT HANDBOOK
REVISED AUG 2023

MISSION STATEMENT

Our mission at Little Innovators is to provide each child with a safe, stimulating, and nurturing environment where children can explore the world around them and develop their critical thinking and problem solving skills. Our focus is the development of the 'whole child' through their interactions in an environment that is socially, emotionally, and academically stimulating.

Our mission is accomplished by:

- Hands on learning
- Opportunity for creativity through STEM (Science, Technology, Engineering and Math)
- Character Education (Respect for oneself, others, sharing and working cooperatively)
- Reaching each child cognitively, emotionally, socially, and physically

PHILOSOPHY

- Little Innovators provides a learning environment that helps children reach their potential in all domains- language, social, emotional, motor, and cognitive development.
- Little Innovators partners with families in the care and education of their children, creating a team approach that allows parents to be comfortable in the knowledge that their children are in a safe and stimulating learning environment.
- Little Innovators respects all cultures and helps all children learn about and embrace diversity. We believe in providing an environment where children thrive and develop as an "individual".
- Little Innovators promotes positive relationships for all children and adults to encourage each child's sense of individual worth.
- Little Innovators Implements a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Little Innovators uses developmentally, culturally, and linguistically appropriate and effective teaching approaches.
- Little Innovators provides ongoing assessments of a child's learning and development and communicates the child's progress to the family.
- Little Innovators promote the nutrition and health of children and protect children and staff from injury and illness.
- Little Innovators employs a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
- Little Innovators establishes and maintains collaborative relationships with each child's family.
- Little Innovators establishes relationships with and uses the resources of the community to support the achievement of program goals.
- Little Innovators provides a safe and healthy physical environment. Little Innovators implements strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experience.

SERVICES PROVIDED

- Daycare for Birth-2 year olds
- Preschool for 3-4 year olds
- VPK for 4 year olds
- Aftercare/Summer Camp- 5-12 Years Old
- Tutoring- School Age 5-12 Years Old

LICENSURE AND REGULATIONS

Little Innovators is licensed under the regulation of all-applicable state and local childcare agencies. A copy of the local childcare regulations is available at the front desk or online. A copy of our license can be viewed at the front office lobby bulletin board. As a matter of policy, Little Innovators operates its center to meet and/or exceed all state and local regulations.

SCHOOL SCHEDULE

Little Innovators is open Monday through Friday, twelve months a year. We offer full-time childcare and VPK with flexible scheduling on a space available basis. Please request a daily schedule from the administrative staff for a detailed schedule of all student activities. **ALL CHILDREN MUST BE DROPPED OFF BY 9:00 AM. DOORS ARE LOCKED AT 9:00AM AND NO ENTRY WILL BE ALLOWED AFTER THAT TIME.** Please schedule all doctor and/or other appointments for the afternoon, evenings or weekends.

ENROLLMENT AND REGISTRATION PROCESS

Your child must be at least six weeks of age to enroll at Little Innovators. Children must have all requirements on file prior to the first day of attendance. Enrollment applications will not be accepted unless ***all items*** are completed and included. To enroll your child at Little Innovators, we encourage both parents and children to visit the center first. During this time you will have the opportunity to tour our facility and have your questions answered. When you have made the decision to enroll, please ensure that all of the required documents in the enrollment packet are completed and any additional requirements are obtained. You must turn in all items at the same time. Partial applications will not be accepted. Please be mindful that immunization records must be updated regularly and a copy given to the front office after each visit.

STUDENT PRIVACY

All information pertaining to a child and his/her family is at all times confidential. At times a staff member, along with the administration, may review the child's files for information, which may be pertinent to the child's needs. By no means may the child's family information be released to any outside influences, except for the licensing agents and departmental authorities. Other than this, parental approval must be given.

OUR POLICY FOR NON-DISCRIMINATION

Our program is designed for children from six weeks to 12 years of age. Little Innovators accepts applications on a first come first-served basis and does not discriminate on the basis of race, color, religion, sex, martial or veteran status, national origin, handicaps or political beliefs.

CHILDREN WITH SPECIAL NEEDS

Little Innovators will accept children with special needs when it is determined that the child can best be served in the Little Innovators learning environment and that the quality of the experience of other children will not be affected. In many instances having a child with special needs is enriching for all children involved by helping them learn about disabilities and interact with people different from themselves.

Little Innovators staff member will work closely with the child's physician, therapist and other professionals or make referrals to a more appropriate setting when necessary. The more information provided to us about the child and resources he or she needs, the better Little Innovators would be able to meet those needs.

Developmental Screenings are performed four times during the year, if there is a need to provide a referral our staff will communicate with the parents and disseminate the information.

PROFESSIONAL STAFF

At Little Innovators we recognize the importance of maintaining a partnership between parents, children and teachers and in doing so building the foundation for school success. Every staff member at Little Innovators has unique talents and characteristics that they bring to Little Innovators team, making it the special place that it is. Backgrounds include formal training, Florida Child Care Professional Certificate (formally CDA) and degrees in education, previous teaching experience and the knowledge gained from caring, concerned parents themselves.

Each staff member completes a thorough application, screening and training process complying with local government regulations. This includes a criminal record check, three verified employment references, three personal written references and ongoing training. Applicants are observed interacting with children and questioned about their ability to carry out the Little Innovators mission and philosophy. Only those applicants most qualified and capable are selected, and then placed on a 180 probationary period status where they are closely monitored and evaluated. In addition, all of our staff members are certified in infant/child C.P.R. and first aid. Little Innovators staff members participate in continuing professional education, training and ongoing evaluations.

VISITATION AND TEACHER CONFERENCES

We encourage you to visit the center but you must have an appointment or a previously approved and planned classroom activity. By being an involved parent, your child's experience at Little Innovators will be enhanced for both of you. If your daytime schedule does not permit time for an in person conference, we can make arrangements for a phone conference. The Little Innovators staff will keep you continuously informed of your child's activities and progress by sending home communication notices. You are encouraged to speak with your child's teacher on frequent basis. If there is any question, problems or situations that need to be addressed do not hesitate to contact the administration.

BREAKFAST, LUNCH AND SNACK

Little Innovators is a part of the Child Care Food Program. We provide Breakfast, Lunch, and Afternoon Snack each day free of charge. Parents please make sure children are here by 8:30am to eat breakfast. Children arriving after 8:30am will not be permitted to eat breakfast. If your child has any known allergies that requires a change in their meal options, you must provide a medical form from your doctor. This form is included in the enrollment application and must be signed by a physician in order for us to provide alternative meal options that differ from the menu. Parents must provide a medical statement for children who are on a special diet. Infants will need formula pre-mixed in bottles. Parents please do not mix cereal with formula in bottles, because we will not be able to serve any bottles that have more than just formula in them.

NO OUTSIDE FOOD IS ALLOWED IN THE FACILITY

A TYPICAL DAY

Morning Session	Afternoon Session	Evening Session
Outdoor Play	Nap Time	Dinner
Breakfast	Snack	Snack
Curriculum	Arts, Crafts, Music	Small Group Activities
Circle Time	Outdoor Play	Arts and Crafts
Open Centers	Inside Organized Activities	Literacy & Reading
Lunch	Open Centers	Open Educational Centers

A day at Little Innovators is filled with various age-appropriate, stimulating experiences. Different areas of interest, in balanced time periods, are made available for the child to pursue. Of course, regular trips to the bathroom, playground time, meals, snacks, and rest time are a part of the day. A detailed schedule is posted on each parent bulletin board outside of the classroom and are available upon request. Please keep in mind that children are transitioned from one age group to another on their birthday.

HOLIDAY SCHEDULE

Our center is closed on the following days (please see the official school calendar for exact dates. At times a holiday is observed a day before or after):

Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas, New Years Day, MLK Birthday, Presidents Day, Good Friday, Memorial Day

UNSCHEDULED SCHOOL CLOSING

In case of severe weather, Little Innovators may have to close if necessary. In those instances, the closing and opening will be according to local weather advisory schedule as announced on local television and radio stations. In addition, there will be no refunds for absences due to school closure resulting from occurrences out of our control such as power outages, plumbing problems and acts of nature (e.g. storms, hurricanes, etc.). We will post our status on social media and will text message and email the main contact on record. Please ensure that your cell phone number **and provider** are up to date at all times, as well as your email address.

UNIFORM - MANDATORY

Your child must come to school wearing their uniform each day. The uniform consists of a shirt with our logo, khaki, navy or black shorts/pants, and velcro sneakers (no laces). Shirts are available for sale here at the school. Please see the front desk for more details. Please note: we have hands on projects that could get messy. All clothes must be marked with the child's name. It is required that parents supply extra sets of clothes in case of emergency. We are sorry, but the center cannot be responsible for lost clothing or possessions. PLEASE LABEL EVERYTHING and place each full outfit in a ziploc bag labeled with first and last name.

ITEMS FROM HOME

Things such as personal toys, candy, gum, food, jewelry, money, balloons, and toy weapons are prohibited and should be left at home. Parents are asked to help their children understand that it is not allowed. All prohibited items will be taken and held for you to pick up at the end of the day. Book bags are not allowed to be left in the classroom or at the facility. All required items must be given to the staff during drop off in Ziploc bags that are labeled with your child's name. All student items will be placed in their individual cubby upon arrival.

NO CAR SEATS, DIAPER BAGS, OR BOOK BAGS CAN BE LEFT BEHIND ANYWHERE IN THE SCHOOL.

IMPORTANT SAFETY REQUIREMENTS:

**NO BEADS ARE ALLOWED IN ANY STUDENTS HAIR
SHOES MUST BE CLOSED TOED WITH VELCRO CLOSURES- NO LACES**

SIGN IN/OUT

Parents, Guardians and other authorized adults, that you provide on the Emergency Contact Sheet, must complete the electronic sign in and out process on a daily basis. Please make sure your child is signed in and out daily for safety reasons and to prevent any interruption of childcare services.

SAFE ARRIVALS AND DEPARTURES

From the moment your child arrives, until he/she is picked up at the end of the day, your child's safety is our foremost concern.

- Procedures for arrivals and departures have been developed to assure the safety and well-being of everyone at the center. Your cooperation in complying with them is a state requirement and appreciated.
- Parents are to drop children off at the front door with a staff member.
- Children are always to be walked to the front doors of the building and be placed with a staff member before the parent leaves. Never leave a child outside the building or allow them to walk alone or accompanied by another child. You must be with them all the time.
- Parents/Guardians or authorized adults must Sign-In and Sign-Out on a daily basis. Parents that do not sign in their children will not be allowed to drop them off. Please make sure that your child is signed in daily to prevent any interruption of childcare services.

- When picking up your child, knock on the front door if there is not a staff member already outside. You can also call our main number. Your child will be brought outside to you.
- It is Little Innovators Policy that we will NOT release any child to anyone that appears to be intoxicated or impaired. The center will contact someone else on the authorization list to come for the safe release of a child. If no other person is able to pick up the child the proper authorities will be called as our end result is for the safety of each child in our care.
- Only the parents/guardians and those WITH WRITTEN authorization by the parents/guardians on the child's emergency contact sheet will be permitted to take the child from school. We will not release your child to anyone who is not on the emergency contact sheet for any reason. We do not accept pickup authorizations over the phone, text, fax or email. Everyone authorized to pick up your child must be identified **in writing and in person** on the emergency contact form. Photo identification will be required.
- Notwithstanding the above, Little Innovators abides by all provisions of Florida Law with respect to the non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parent with access to the child, to the records, and to other school-related information regarding the child. If there is a court order establishing certain rights or certain visitation please provide a copy of it to the administration staff.
- Individuals removing the children from the center must be at least 16 years of age.

PARENT INVOLVEMENT

We encourage parents to be involved in their children's educational experience. We offer many opportunities for parents to participate in the program through classroom involvement, events, and other volunteer opportunities. Parents need to make arrangements through the office before volunteering in the classroom, so all Department of Children and Families requirements and school policies and procedures are followed. Please be sure to Like & Share us on Facebook and follow us on Instagram, as we post frequent updates about the school and pictures of our time spent with your child.

PARENT/TEACHER COMMUNICATION

Parent feedback is extremely important in order for us to provide your child with the best quality of care. Please feel free to communicate with us when you are pleased as well as when you have a concern. Our Directors are here to serve you. Daily notes telling you about your child's progress will go home each day. Monthly or quarterly newsletters will also be sent home as needed.

PARENT CONFERENCE

Parents are welcome to sign-up for our conferences to discuss their individual child with the teachers. Conferences may be scheduled at any time by our administrative staff if the concerns are related to behavioral issues. Conferences will most likely be held via telephone.

MEDICATIONS

We do not give prescription or non prescription medications at this facility. Our staff CANNOT administer medication to any child FOR ANY REASON. Please do not bring any medication or other item that is not on the approved list of things you must provide for your child.

CLASS PLACEMENT AND TRANSITION

To ensure that we provide the best learning environment for our students, we use a developmental age-based criteria to place children in their appropriate class. Your child will be transitioned to the next class on their birthdate, which ensures they are always in a learning environment with peers of a similar age and development level. ***Children who are not potty trained before their third birthday will not be allowed to stay back in the two year old classroom and will not be allowed to transition to the three year old class. They will be required to stay home until the potty training process is completed.***

POTTY TRAINING

We ask that you begin this at home as early as possible and communicate with us about their progress. Parents are required to provide us with pull ups, vinyl training pants, and/or underwear depending on each child's individual advancement. We will follow through and maintain a potty training schedule, while also encouraging your child while they are in our care. Potty training is a priority in our two year old classroom only. Children who are 3 years

old and up will not be allowed to enroll in our school until they are fully potty trained. Additionally, children who are enrolled in our two year old class, must be potty trained before they turn three years old, in order to transition to the three year old classroom. If they are not fully potty trained before they turn three, you will be required to keep them home to work on potty training. Once fully potty trained they will be enrolled into the 3 year old classroom,

BUMPS, BRUISES, AND EMERGENCIES

A skinned knee or slight cut is not an emergency and will be given first aid attention by a qualified staff member. In the event of a medical emergency or accident, we will contact you, per the instructions provided on the emergency forms you provided to us. We are near excellent hospital services. Part of your agreement with our school includes forms that authorize the school to take whatever emergency measures are deemed necessary for the care and protection of your child.

EMERGENCY PROCEDURES

In the event of an emergency that requires school to be closed, you will be contacted immediately to pick up your child. Children must be picked up immediately.

ILLNESS

The Staff at Little Innovators have been trained to recognize signs and symptoms of illness so that they can safeguard all of the children in their care from becoming ill. We are not physicians and do not in any way mean to diagnose a child's illness, but we do have a duty to protect the whole group from the spread of infection. If your child exhibits any of these symptoms while in your care please do not bring them to the facility as they could get others sick as well. Please do seek medical treatment. If your child exhibits any of these symptoms while in our care you will be notified and will need to pick your child up immediately. It is our policy to remove the child from the group to prevent further spread of infection. They will remain in the office until your arrival. **If your child is out sick or leaves early due to illness we require a doctor's note in order for them to return to the center. The note must say that they are no longer contagious and can return to normal activities. There is a 24-hour period of quarantine and they will not be allowed to return for one full day from when they are sent home.**

List of signs or symptoms:

- Yellow/Green running nose
- Drainage from the eyes-yellow/green or crusty
- Excessive coughing
- Pulling on ears or discharge from ears
- Fever at or above 100 degrees
- Rashes of any kind
- Ring Worm
- Lice and nits
- Vomiting
- Diarrhea
- There may be other symptoms, which may cause us to feel there is a concern that is not listed. In any event the management has the right to decide when to require a doctor's note for return. This applies to injuries as well as illnesses.

GUIDANCE AND CLASSROOM MANAGEMENT POLICY

The staff models positive behavior and uses positive methods of guidance, which encourage self-control, self-direction, self-esteem and cooperation among children. By setting limits, we help a child understand what is expected of him or her. Under no circumstances is physical punishment, deprivation, or ridicule used as a form of guidance. Our goal is to give the children the security of knowing we care enough to prevent them from hurting themselves or others, and to provide each child with a happy experience. As a parent, you can expect we will adhere to all County and State rules regarding safety, fire, nutrition and teacher/child ratios. We use the following positive techniques to guide the children's behavior throughout the day:

- **Redirection** - Guiding children to new activities when they are arguing over a toy or directing them to another activity when they engage in socially unacceptable behavior.

- **Positive encouragement of a child's appropriate behavior** - Techniques that are verbal or non-verbal such as facial expressions, nodding and positive language.
- **Conflict resolution** - By describing the situation to encourage children's evaluation of the problem, discussing the possible solutions, and talk about their feelings.

It is the philosophy of Little Innovators in classroom management to focus on redirecting behaviors and allowing a child's self-esteem to remain intact. We apply careful guidance skills with positive re-enforcement in our interactions with all children to help them build independence and confidence in their own abilities to master skills and interact with others. In this process it is important that expectations and limits be clearly defined and consistently adhered to.

Little Innovators teachers believe in praising appropriate and positive behaviors. While taking into account that every child is an individual. Response to inappropriate and negative behavior might include redirecting the child to another activity or reasonably discussing the behavior.

Showing Each Child How To Behave:

"Do as you would be done by"

- Appropriate behavior gets rewarded (attention); inappropriate behavior does not.
- Positive instructions: "Do's" are used; "don'ts" are avoided".
- Instructions are clear and concise.
- Child is always told why.
- Child is trusted to do well (smothering the child with anxious instruction is avoided)
- Principles and rules are always consistent.
- Teachers admit and apologize when they're mistaken.
- When necessary, a child may be removed from the activity for a period of time. In these instances, a child sits apart from the group under direct supervision by a staff member. The period of time is limited to only a few minutes, appropriate for the child's age and involves a discussion of the problem (part of our redirection process).

It is our belief that punishments designed to make a child feel silly or undignified are very dangerous emotionally. If one is genuinely trying to show a child how to behave there is never a need to hurt or shame him. Behavior that is truly antisocial carries its own uncomfortable results. Therefore, the "punishment" is the result of his/her own action. It has nothing to do with "our" power. Each child will gradually take responsibility for his or her behavior.

Self-discipline and self-control are an everyday learning process. Little Innovators encourages children to build their confidence and self-esteem. Students are expected to make appropriate choices concerning their conduct and behavior. The Little Innovators teachers will attempt to guide student's behavior both directly and indirectly (modeling).

As part of our guidance techniques we include discussing with parents any problems or behaviors in need of correction. Often a child may be acting out in response to difficult situations at home or special physical or cognitive imparity. If there are particular circumstances that would affect your child's behavior (divorce, death, new sibling, etc), please let us know. Outside consultations or evaluations may be recommended when deemed appropriate. If such guidance is not sufficient and circumstances warrant, the following steps will be taken:

- Parents will be called to pick- up the student.
- Parents will conference with teacher and/or administration to develop individual behavior plan.

If the student continues to display inappropriate behavior he/she may be dismissed from the school at the discretion of the administration. In such cases there will be no refund of tuition.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we should expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child

CHILD ABUSE

Little Innovators Early Learning Academy is responsible for reporting any sign of child abuse and or neglect. Little Innovators will comply with all aspect of Chapter 415 Florida Statutes, which protects children from abuse and/or neglect. Florida law legally obligates professionals working with children to report any suspected case of child abuse and/or neglect. Any professional failing to report or knowingly preventing another from doing so is guilty of a third degree felony and may be prosecuted. If a parent suspects child abuse and/or neglect please contact the Department of Children & Families.

PHOTO/VIDEO AGREEMENT

By enrolling in Little Innovators, you understand that your child will be photographed and is recorded on video for security and safety reasons. You must give permission for us to video/photograph your child during the enrollment for educational, safety and security purposes. Your child may appear in the newsletters, on television, on social media or on our website or other marketing materials.

UNIFORM POLICY

All children from 12 months old and up will be required to wear uniform shirts with the centers logo. Acceptable required bottoms to be worn are blue/black/tan skirts, pants, shorts or dresses. Closed toed shoes must be worn at all times with velcro laces, no string laces are allowed. Jean material is NEVER allowed. Uniforms shirts are available at the front office.

LIABILITY AGREEMENT

By enrolling in our school, you release and hold harmless LITTLE INNOVATORS EARLY LEARNING ACADEMY and its employees from any liability or accident that may occur should you retain the services of any LITTLE INNOVATORS employee for the care of your children outside the child care center. You are not allowed to solicit LITTLE INNOVATORS ELA employees away from the childcare center for alternative employment opportunities.

IMPORTANT POLICES:

- There is no outside food or toys allowed in the facility .
- Drop off time ends at 9AM sharp. You will not be allowed to drop off your child after 9am.
- There are no vacation or free weeks. If your child is absent for any reason, you still pay.
- You will be charged \$1.00 for every minute you are late to pick up your child.
- Habitual absences (more than three per month) will result in being withdrawn.
- Uniforms are mandatory each day. No uniform = No Drop off. If a child is dropped off without uniform for any reason, a uniform shirt will be given to the child and your account will be charged.
- Prescription and Non-prescription medications are not allowed in the facility.
- You must provide sheets, blankets, wipes, diapers, bottles bibs and other necessary items. If you do not bring required items, we will provide your child a new item that they need and your account will be charged for that item and it will be yours to keep.
- If there is a lapse in your ELC funding your child will be withdrawn.
- A written 2 week notice is required to withdraw your child. You are responsible for tuition during that time.

ASSUMPTON OF RISK AND WAIVER OF LIABILITY

Our school has put in place preventative measures to reduce the spread of all communicable disease. However, we cannot guarantee that you or your child will not become infected with a communicable disease. Enrollment in our program could increase your or your child's risk of contracting a communicable disease. During enrollment you are required to sign an Assumption of the Risk and Waiver of Liability. If you would like a copy of that agreement, please notify the front office staff while registering.

TUITION POLICIES AND PROCEDURES

1. Tuition must be paid weekly. Tuition is due on Friday for the upcoming week and is considered late by 5:00pm on Friday and you will be charged a late fee of \$15
2. If tuition is not cleared on Friday by 5:00, your child will not be able to attend on Monday unless full payment is made at drop off only (by money order include \$15 late fee)
3. Late Pick Up- A fee of \$1.00 per minute is charged based on the time the parent exits the facility. Please be mindful that we must pay overtime for staff that have to stay past our closing time.
4. Your child's spot is reserved for the year. Therefore, tuition is still due in the same amount each week regardless of a short week, holiday, sick day, or family vacation.
5. Annual registration for all daycare, preschool and aftercare children is from August to the following August.
6. Annual tuition increase is calculated each year for the beginning of the school year and is applied to your account each August
7. We require all parents to obligate themselves to their entire tuition on a weekly basis as per contractual agreement
8. Should you decide to keep your child home, for any reason you will still be required to pay your scheduled tuition in full for the period of absence as part of your contractual agreement with us.
9. You guarantee payment of all attorney fees, court costs and collection charges incurred in the event that collection proceeding are initiated to collect past due fees that you owe.
10. You are required to give us a two-week prior written notice if you are withdrawing your child. We will continue to bill your account as usual until notice is given and for the two weeks after the written withdrawal notice is received. Once your two-week notice is given you will be required to pay your tuition for the final two weeks as part of this agreement
11. Three declined payments will result in an automatic withdrawal of your child
12. <u>ALL PAYMENTS ARE NON-REFUNDABLE</u>

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

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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.

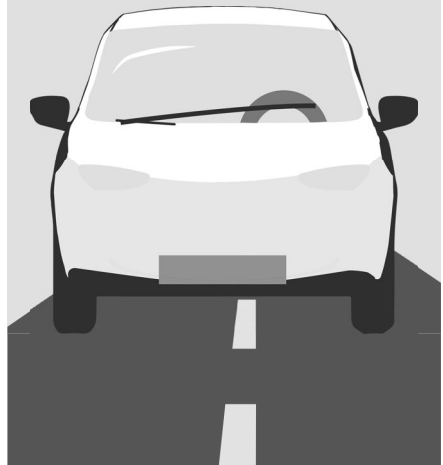
The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ 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.

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



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



**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.

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: cdc.gov/flu/ or 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 myflfamilies.com/childcare or contact your local licensing office below:

CF/PI 175-70, May 2018

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**

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.

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(5), F.S.,



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

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

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

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

Health Related Requirements

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

Training Requirements

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

Food and Nutrition

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

Record Keeping

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

Physical Environment

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

Quality Child Care

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

Quality Activities

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

Quality Caregivers

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

Quality Environments

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



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****

It is NOT Safe
to put anything in your baby's bed,
such as sheepskins, stuffed animals, baby
positioners, crib wedges, comforters, pillows,
heavy blankets or bumper pads.

It is NOT safe
to smoke around your baby or in a room
where your baby spends time.

It is NOT safe
to let your baby sleep on an adult bed,
air mattress, beanbag, reclining chair, sofa,
waterbed, or on any furniture not made for babies.

SLEEPING WITH YOUR BABY IS DANGEROUS

Even if your baby is breastfed and you
don't smoke, drink alcohol or use drugs
or other medications sleeping with your
baby still increases your baby's risk of
suffocation or strangulation while sleeping.
The only way to protect your baby from
higher risk is to have your baby sleep in a crib.

VISIT WWW.OUNCE.ORG/SAFE_SLEEP
for more information and tips on helping babies
fall asleep and stay asleep in their own safe space.



SAFE SLEEP FOR YOUR BABY



HELPING YOU REDUCE THE RISK OF SIDS AND SUFFOCATION

*"The safest place for an
infant to sleep alone is in a
crib, in the parents' room,
for the first year of life."*

THE AMERICAN ACADEMY OF PEDIATRICS



Sudden Infant Death Syndrome (SIDS)
is the sudden and unexplained death of a baby
less than one year old. This is very scary for
parents, but there are simple things you can do to
lower the risk of infant death. Some parents
believe sleeping with their baby will protect the
baby from SIDS, **but sleeping with a baby is
dangerous and actually raises the risk of infant
death.**

Important Information

Consider these facts before you decide where
your baby will sleep:

- Suffocation and strangulation in an adult bed is
the leading cause of injury-related death for
infants under one year of age in the state of
Florida.
- The risk of sleeping-related infant death is 40
times higher for babies who sleep in adult beds
compared to babies who sleep in their own cribs.

KEEP YOUR BABY SAFE DURING SLEEP

To lower the risk of SIDS and suffocation and keep
your baby safe while he or she sleeps, it is
important to:

- Make sure baby's crib, bassinet, cradle, or portable
crib is undamaged and meets current Consumer
Products Safety Commission standards.
(www.cpsc.gov).
- Put baby's crib, cradle, or bassinet close to parent
or caregiver's bed for the first year of life.
- Place your baby face up to sleep, sleeping on the
stomach or side increases the risk of suffocation.
- Tell everyone who takes care of baby about how
to keep your baby safe during sleep.
- Make sure the baby's mattress is firm and fits
snugly in its frame.
- Make sure the baby's sheet fits tightly around the
mattress and use only the mattress that comes
with the crib.
- Keep the baby's sleeping area away from all loose
strings (i.e. blind cords, electrical cords and
clothing).
- Offer your baby a pacifier (never a bottle) when
placing your baby down to sleep. The pacifier
should not be put back into the baby's mouth if it
is spit out during sleep. If the baby does not want
the pacifier, do not force it and never do anything
to hold it in place. If breastfeeding, do not use a
pacifier until the baby is one month old.
- Respond to your baby's cries during the night.
- Keep the room temperature of your baby's
sleeping area comfortable for a lightly clothed
adult to keep baby from getting overheated.
- Always hold the bottle when feeding your baby,
since propping a bottle can cause the baby to
choke and possibly die.
- Hang baby's mobile out of baby's reach and
remove it once baby learns to sit up.
- Lower the baby's mattress when your baby learns
to sit, and again when they learn to stand to
prevent baby from fallin

NEW CHILD ATTENDING CHECKLIST

Please be sure that your child has the following items at the school daily. You are responsible for replacing and laundering items when needed. All items are sent home each Friday and must be brought back clean on Monday.

INFANTS-

- ☐ Diapers- 8 disposable diapers will be needed daily for full time infants
- ☐ Baby wipes-labeled
- ☐ Crib fitted sheet-labeled. (The use of crib bumpers is your decision)
- ☐ Crib blanket-labeled
- ☐ 3 changes of clothing including socks/booties- in a Ziploc labeled on collar/inside
- ☐ Any foods, whether formulas or solids, must be supplied and labeled. Medication
- ☐ can be prescription only (see medication policy)
- ☐ All bottles must be labeled with name, date, and feeding time each day
- ☐ Infant feeding form must be completed (See Front Desk)

TODDLERS-

- ☐ Diapers- 8 disposable diapers will be needed daily for full time toddlers
- ☐ Baby wipes-labeled
- ☐ NO Bottles or sippy cups allowed
- ☐ 1 fittedsheet and 1 blanket- labeled
- ☐ 3 changes of clothing including socks/booties- in a Ziploc labeled on collar/inside

TWOS-

- ☐ Baby wipes- labeled
- ☐ 1 fittedsheet and 1 blanket- labeled

If not potty trained yet:

- ☐ Pull-Ups with Velcro tabs or Plastic training pants
- ☐ 3 changes of clothing including socks- in labeled Ziploc- No buttons, zippers, snaps on bottoms and labeled on collar/inside of clothes.

If already potty trained:

- ☐ 2 changes of clothing including socks- in a labeled Ziploc and labeled on collar/inside clothes

THREES, FOURS, VPK

- ☐ 1 small, fitted crib sheet or cot sheet and 1 blanket for naptime
- ☐ 2 changes of clothing including socks- in a labeled Ziploc- labels on collar/inside clothes

PLEASE NOTE: All items must be labeled including all bottles as well as the matching cap. Bottles must be brought with a cap. We are sorry but we cannot be responsible for any unlabeled items. Belongings must be taken home nightly and laundered (if needed).

IMPORTANT SAFETY REQUIREMENTS:

**NO BEADS ARE ALLOWED IN ANY STUDENTS HAIR
SHOES MUST BE CLOSED TOED AND VELCRO- NO LACES**

Little Innovators

Holiday School Calendar

2023-2024

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUPPLY LIST

INFANTS

___ Kleenex Tissue
 ___ Lysol Wipes
 ___ Lysol Spray
 ___ Hand Sanitizer
 ___ Ziploc's (Gallon)

ONE'S

___ Construction paper
 ___ Copy paper
 ___ Water color finger paint
 ___ Jumbo 8ct crayons
 ___ Lysol wipes
 ___ Lysol spray
 ___ Large Hand Sanitizer
 ___ Kleenex Tissue
 ___ Ziploc's (Gallon)
 ___ Painting Smock

TWO'S

___ Copy paper
 ___ Painting smock
 ___ Playdoh 6-8 pack
 ___ Crayola Jumbo 8ct Crayon
 ___ Washable Markers 8ct
 ___ Construction paper
 ___ Tempura Paint
 ___ Paint brushes
 ___ Lysol wipes
 ___ Lysol spray
 ___ Kleenex tissues
 ___ Ziploc bags (Gallon)

THREE'S, FOURS, VPK

___ 2 plain pocket folders
 ___ Blunt tip scissors
 ___ 2 composition notebooks
 ___ Sheet protectors
 ___ Tempura paint
 ___ Paint brushes
 ___ Construction paper
 ___ Copy paper white
 ___ Crayola Crayons
 ___ Crayola Washable Markers
 ___ Crayola Colored Pencils
 ___ Jumbo Pencils (Ticonderoga)
 ___ Dry erase markers
 ___ Kleenex Tissues
 ___ Lysol Wipes
 ___ Lysol Spray
 ___ Ziploc bags (Gallon)
 ___ Hand sanitizer