

City of Pembroke Pines Early Development Center Central Campus



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Parent Manual 2016-2017

The City of Pembroke Pines Early Development Center Central Campus is responsible for the establishment of policies relating to the operation of this school. Retaining final authority, the Site Supervisor delegates the authority needed to implement administrative policies and procedures. The City of Pembroke Pines Early Development Center Central Campus reserves the rights to alter, suspend, amend, revoke, terminate, or change any and all policies and procedures in whole or in part, at any time, and with or without prior notice.

**City of Pembroke Pines
Early Development Center Central Campus
Parent Manual**

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Early Development Center Central Campus (EDC)

WELCOME

Welcome to the City of Pembroke Pines Early Development Center (EDC) Central Campus. We hope your whole family will enjoy the Center and the friends they will make here. This manual has been written to describe the Center, goals, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please study it and keep it for reference, as it will answer many of your questions.

Our Mission:

The City of Pembroke Pines Early Development Center (EDC) Central Campus envisions a professional team of educators fostering parent and community partnerships with the purpose of inspiring students to reach their individual potential. We envision a standards based, inclusive, and challenging curriculum that stimulates learning and creativity in a positive and safe environment.

Our Vision:

Nurturing partnerships with families, we strive to teach our leaders of tomorrow; educating the whole child while embracing their uniqueness and creativity.

LEARNERS TODAY..... LEADERS TOMMORROW.....

Our Philosophy:

Research has shown that most of the child's potential for learning is established by age 6. During these early years, children need a stimulating environment which will enable them to build their own knowledge through many and varied opportunities to see, hear, smell, taste and feel. This includes opportunities to be "little scientists", to explore and experiment, to question and guess, to fail and try again.

Through research, we also know that young children learn primarily through play. In play, children feel the freedom to try out new ideas, practice skills and imitate adult roles.

As competent teachers plan activities and direct opportunities for children to work and play together, children learn to get along with others and to feel good about themselves. These experiences effect their growth and all learning for the rest of their lives.

We believe basic care routines provide as much opportunity for meaningful learning to occur as experiences planned for circle times and learning centers. Instruction in hand washing and toileting, sensible eating and proper care of materials is as important to a well planned curriculum as learning colors, shapes and letters.

Above all, we recognize value and respect the uniqueness of the individual that is your child.

Our Program:

The City of Pembroke Pines Early Development Center (EDC) Central Campus encourages children to choose freely from a wide range of play and learning experiences, and in doing so help them to recognize, understand and express their own emotions as well as to sympathize with the emotions of others.

The variety of experiences include opportunities for creative self-expression through the media of dance, musical rhythms and art; development of manipulative skills and motor coordination through puzzles, blocks, bikes and climbing equipment; the increase of knowledge through excursions, cooking and science activities; the development of concepts through exposure to materials which stimulate basic awareness; growth of language skills through stories, songs and dramatic play; and relaxation through water play and other quiet activities.

Our Objectives/Goals:

1. To provide a warm and nurturing climate built on trust and communication.
2. To provide an environment that will foster the development of confidence and high self-esteem.
3. To provide the opportunities for development of social skills.
4. To provide the opportunities for development of respect towards others.
5. To encourage independence and creativity.
6. To stimulate motor skills.
7. To encourage children to deal with their emotions and feelings.
8. To stimulate the development of cognitive skills.
9. To provide the opportunity for acquiring and refining language skills.
10. To teach responsibility for individual actions and consequences that may follow.

Statement of Policies - General:

1. Child Care Licensing, a division of Human Services, licenses each program.
2. Children between the ages of 2-5 years will be accepted for care, regardless of race, color, and/or religious beliefs.
3. The Center is open Monday through Friday from 6:45 a.m. to 6:00 p.m. all year around.
4. Our school year runs from August 22, 2016 up to and including June 8, 2017.

The following holidays are observed, and the Center will be closed for the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day

- Labor Day
 - Veterans Day
 - Thanksgiving and the day after
 - Christmas Day
5. The Center will close on December 26, 2016 and January 2, 2017.
 6. The Center will be closed on Friday, August 19th, 2016 and Friday June 9th, 2017 for teacher planning days (ALL THE AFOREMENTIONED DATES ARE SUBJECT TO CHANGE).
 7. All required forms must be completed and on file with the Center prior to the child being admitted. (Required forms are: Contract, # 1 Form, School Entry Health Exam (Form DH-3040), Florida Certification of Immunization with expiration date (Form DH-680), Parent's Statement, Emergency Information, Media Release, Medical Release Form, Discipline Policy, Release and Waiver and Release of Liability, Know Your Childcare Facility, Influenza Virus, The Flu, A Guide To Parents, Child Care Ordinance 65C-22.005, Payment Agreement, No Guaranteed Admission To Charter School, Alternate Nutrition Plan and the receipt for Parent Manual). **AS A COURTESY, WE WILL REMIND YOU THAT HEALTH AND IMMUNIZATION RECORDS ARE DUE TO EXPIRE, BUT IT IS THE RESPONSIBILITY OF PARENTS TO NOTIFY THE SCHOOL OF ANY CHANGES AND TO KEEP HEALTH AND IMMUNIZATION RECORDS UP-TO-DATE.**
 8. Transportation is not provided by the Center. It is the responsibility of the parents to arrange getting children to and from school.
 9. **Children in the three-and four-year old classes must be potty trained.**

School Fees:

1. A \$115.00 per year non-refundable registration fee is due upon registration and every year thereafter at the beginning of the calendar school year.
2. Payments may be made by cash, check or credit card (before 2:00 pm). Please note that a convenience fee of 2.6% of the total paid by credit card or debit card is assessed by electronic processing company, no part of the convenience fee goes to the City. Therefore, the convenience fee for credit cards or debit cards is non-refundable. **No bills for tuition will be sent.**
3. **Weekly and bi-weekly tuition is due the Friday before the following week.** Payments not made by Tuesday at 6:00 pm will be assessed a late fee of \$10.00. You will continue to be charged an additional \$10.00 each Wednesday the tuition remains unpaid. **Monthly tuition is due on the FIRST DAY OF THE MONTH.** Tuition not received by the **FIFTH** of the month will be assessed a \$25.00 late fee. You will continue to be charged an additional \$10.00 each week the tuition remains unpaid. Delinquent fees may result in termination of service. A NSF fee will be charged on all returned checks.
4. The last month of school tuition and lunch payments must be made either in **CASH**, Credit Card (before 2:00 pm) or online banking payment. **(PERSONAL CHECKS WILL NOT BE ACCEPTED)**
5. If your account indicates a history of dishonored checks, check payment privileges will be revoked for the remainder of the year. More than (2) dishonored checks, and the City will require that future payments be made in cash, money order, credit card or certified check.
6. No refund or adjustments are made for days of absence, holidays, illnesses or school closings due to inclement weather.

7. **Parents are required to pick up children by 6:00 p.m.** We realize that emergencies do occur. If you will be late, **it is your responsibility to call the school as a courtesy and inform the administrative staff, but this does not absolve you from paying the late fee charges. Please make note of our telephone number: (954) 322-3350.** A child who is picked up late can get anxious, and teachers who have worked a full day need to be able to count on leaving their job promptly. We pride ourselves on being a school whose parents are on-time and strive to have no violations of this rule.

Our school closes at 6:00 p.m.; **parents arriving after 6:00 p.m. will be penalized as follows:**

1. Parents will be charged a per-child late fee of \$20.00 for arrival between 6:01 and 6:06 p.m.
2. Arrival between 6:07 p.m. to 6:15 p.m. will be an additional \$25.00.
3. Arrival between 6:16 p.m. to 6:30 p.m. will be an additional \$25.00.
4. Arrival between 6:31 p.m. to 6:45 p.m. will be an additional \$25.00.
5. Arrival between 6:46 p.m. to 7:00 p.m. will be an additional \$25.00.

Parents who are late more than three (3) times in picking up their child will have their childcare services terminated.

8. In the event you should decide to withdraw your child from the Program, **WE REQUIRE TWO WEEKS ADVANCE NOTICE IN WRITING.**
9. There are activity fees for the in-house activities (2s, 3s, and Pre-k) for the school year and summer program. The fees may vary from year to year depending on the activities scheduled and are NON-REFUNDABLE AND NON-TRANSFERABLE. For the 2016/2017 school year the fee is \$140 for Pre-K (4s), 2-year olds and 3-year olds. The activity fee for summer is to be determined.
10. If your child will not be attending during the summer, **you must pay a non-refundable registration holding fee of \$278.00 before your child withdraws for the summer to guarantee a space for your child in the fall.** \$115.00 of the \$278.00 fee will go towards the fall registration fee.

Vacation:

After your child has been at the Center for three (3) months he/she becomes eligible for one (1) sick/vacation week each school year. The week must be used in a weekly (not daily) increment only. No fee will be charged for this week. During the school year or summer, vacation weeks must be requested in writing. Requests must be made PRIOR to the weeks being taken. If you fail to notify us in writing of the vacation weeks you plan to take you will be charged for those weeks.

**City of Pembroke Pines
Early Development Center Central Campus
Tuition Rates**

Registration - First Child \$115.00/Family \$176.00
Activity Fee \$140.00

<u>Weekly</u>	<u>1st Child</u>	<u>2nd Child</u>
Twos	\$166.00	\$158.00
Threes & Fours	\$158.00	\$150.00
VPK Voucher	\$120.00 (Wrap Around)	\$114.00

(Children in the three and four year old classes must be potty trained).

<u>Bi-weekly</u>	<u>1st Child</u>	<u>2nd Child</u>
Twos	\$332.00	\$316.00
Threes	\$316.00	\$300.00

<u>Monthly</u>	<u>1st Child</u>	<u>2nd Child</u>
Twos	\$719.00	\$685.00
Threes	\$685.00	\$650.00

***Prices Are Subject To Change**

REGISTRATION, ACTIVITY AND HOLDING FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Arrival and Departure Policy:

1. Children **MUST** be signed in and out daily. Parents are responsible for signing in and out (**WITH A LEGIBLE SIGNATURE AND TIME**) on the daily sign in sheets in their child's class. Any special instructions for the child need to be given directly to the teacher, and should be in writing.
2. Children must be brought to and picked up from their classroom by the parent or other designated ADULT (18 years old and older). This provides you and the teachers an opportunity to briefly discuss any special needs or circumstances regarding your child.
3. There will be a daily health inspection of each child upon arrival. The Center reserves the right to refuse admittance to any child showing signs of illness. The Center needs to be informed of any contagious diseases contracted by the child. Children should not be sent to the Center if any illness is suspected.
4. The Central Campus has a Keyless Entry System, which controls who enters the building at the front door during normal business hours (all other doors are locked from the outside). Each parent/guardian will pick a four (4) digit number as their unique keyless entry/passcode. This number should be known only to the parent/guardian and the people in charge of the Center. We highly discourage parents/guardians from revealing their unique code/password to anyone not authorized to pick up their child on a regular basis. Please do not allow your child to enter the code into the keypad.
5. In the event of a circumstance where no person authorized by the parent/guardian to remove the child is available, **THE PARENT/GUARDIAN MUST CONTACT THE CENTER AND VERBALIZE THE CORRECT PASSCODE/KEYLESS ENTRY CODE NUMBER ASSIGNED TO THEM, AND THEN AUTHORIZE ANOTHER INDIVIDUAL TO REMOVE THEIR CHILD FROM THE CENTER.** The person authorized by the parent/guardian to remove the child **MUST PRESENT PICTURE IDENTIFICATION (I.D).**

Parking:

Our parking lot has clearly marked spaces for parking. Please park in one of them.

1. The curb is a fire lane and parking in this lane is a violation of Fire and Police Safety codes. The Police Department does patrol the parking lot and will issue tickets.
2. Never leave a child or pet alone in a parked car.
3. Do not leave your purse or valuables in a parked car.

Emergency Closing Procedure:

In the event of a hurricane, weather emergency, or other natural disaster (crisis), we will usually follow the school closing guidelines of the **BROWARD COUNTY SCHOOL BOARD**. If Broward County Schools close, we close. You can obtain this information from your local media broadcast. There is no reduction or refund for days that the Center is closed.

Health and Safety Policy:

1. Emergency information must be kept current throughout the year while your child is enrolled.
2. **No child will be released to anyone other than the persons listed on the #1 Form.** This information must also be kept current. If the staff is unfamiliar with the person picking up your child, photo I.D. will be required.
3. If your child has been sick, he/she should remain at home until he/she is able to participate in a normal school day, **INCLUDING OUTDOOR PLAY** (weather permitting)
4. If your child has had a fever and/or diarrhea, he/she is required to **remain at home for 24 hours after the fever has subsided and diarrhea has stopped.**
5. Immunizations need to be kept up-to-date and must be recorded in your child's file at the Center within 15 days of enrollment.
6. Birth Certificates must be submitted at time of enrollment.
7. You must call the Center if your child will be absent from the Center.
8. Parents will be notified if their child becomes ill, or seems excessively uncomfortable or fussy based upon the judgment of the staff. If notified, please arrange to have someone pick up your child as soon as possible.
9. If your child was contagious, a doctor's note is necessary for him/her to return to school.

Medical Forms:

Children must have the following:

1. Original, up-to-date immunization record with expiration date (Form 680)
2. Original physical examination record every two years (Form 3040). Please complete front and back of form.

Your clinic or physician has the appropriate forms. These forms, signed by a physician, as proof of the above, must be on file at the center. These records must be on file within 15 days of enrollment, and must be kept up to date to continue enrollment. As a courtesy, the school will remind you that your child's immunizations/good health forms are due to expire. However, it is the parent's responsibility to keep these forms updated throughout the school year. **CHILDREN WILL BE REFUSED ADMITTANCE TO THE CENTER IF THESE FORMS ARE NOT KEPT CURRENT.**

Illness Policies:

In an effort to protect all the children and the staff, sick children are not allowed to enter or remain in the school. State law mandates that any child who is suspected of having a communicable or infectious disease OR who develops a fever or other signs and symptoms which include, but are not limited to any of the following: diarrhea, rash, pink eye, skin infection, or head lice shall be placed in isolation. The condition shall be reported to the parent, and the child **MUST** be removed from the childcare facility within two (2) hours. Such children will not be allowed to attend the facility if they have any of the following symptoms:

1. Fever: Temperature over 99 degrees.
2. Behavior: If a child looks or acts differently, is awake all night and crying, is unusually tired or pale, lacks an appetite, is irritable or restless.
3. Respiratory: Breathing difficulties, e.g., wheezing, and severe coughs.
4. Vomiting: More than usual infant "spitting up".
5. Diarrhea: Is characterized by more than one watery or green-colored bowel movement.
6. Rash: Undiagnosed rash other than mild diaper or heat rash.
7. Sore Throat: Sore throat especially when other signs are present.

Re-admittance to the Center is allowed AFTER 24 HOURS of normal temperature (below 99 degrees), no other signs of illness for 24 hours, and by a doctor's signed statement. CHILDREN RETURNED TO THE CENTER WITH SIGNS OF ILLNESS OR DISEASE WILL BE REFUSED ADMITTANCE.

IF YOUR CHILD IS SUBJECT TO ALLERGIES, A DOCTOR'S NOTE IS REQUIRED. PLEASE BE SURE TO LIST ANY ALLERGIES ON THE APPLICATION FORM.

Conditions for re-admittance to the Center for the following communicable diseases shall be:

- a. Chickenpox - When all lesions are dry and crusted.
- b. Impetigo (blisters covered with honey-colored crusts) - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
- c. Conjunctivitis (pink eye - redness of the eye with itching, burning and discharge) - at least 24 hours after the start of medication and with no drainage present.
- d. Lice and scabies - following medical treatment, with no visible signs of eggs.
- e. Pin worms - no restrictions following the start of treatment
- f. Strep throat - no sooner than 48 hours after the start of oral medication or 24 hours after an injection.

Medications:

In general, we feel that a child on medication needs to be at home. However, some medication must be given over a specific number of days, even though the child has improved. Parents may request, under these circumstances, that the child be given medication while at the Center.

Prescribed medications by your child's physician can be administered at school. The parent must first sign the appropriate form (#5). All medications must be in the original container, which shows the prescription label. Over the counter medications can be administered if they are in the original container, accompanied by a doctor's note and a #5 medication form is signed by the parent.

Facility Program:

Our Center will provide a flexible schedule and The Creative Curriculum that will include the following:

1. Appropriate activities and learning experiences for your child's developmental levels.
2. Varied experiences with language and books.
3. Time to listen to music, play "instruments" and sing.
4. Activities and materials, which promote imaginative play and problem solving.
5. Indoor and outdoor play.
6. Time for art activities and puzzles.
7. Cooking.
8. Time for meals and snacks.
9. Activities to promote math and science skills and exploration of the natural environment.
10. Experiences with computers.
11. Holiday celebrations.
12. Rest time.

Parent-Program Communication:

Parent-Teacher Conversations: Parents and teachers need to communicate! Please feel free to talk to your child's teacher at school or drop a note at the office requesting a call back or a note in response, or e-mail the teacher at the center.

Many parents tend to call during the day to speak with the teachers in their child's classroom. With 18-22 children in each class, this makes for quite a few phone calls each day. Unless there is an emergency situation, **NO PHONE CALLS WILL BE TRANSFERRED INTO THE CLASSROOMS FOR TEACHERS OR ASSISTANTS BETWEEN THE HOURS OF 8:30 AM – 1:00 PM.** The front office staff has been instructed to take messages for all teachers and assistants between those hours. Messages will be given to the teachers and assistants, who will return the phone calls during their lunch or break time.

The Site Supervisor has an open door policy, and welcomes parent comments or concerns regarding any aspect of the program.

Parents are expected to escort their child to the classroom. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk.

Parent-Teacher Conferences are scheduled on a bi-annual basis. Your child's teacher will observe your child and assess their level of development prior to these conferences. Conferences are your opportunity to sit down with your child's teacher and discuss your child in depth. The Center or a parent can request a conference at any other time throughout the year if there are any special concerns.

Parent Bulletin Board:

A bulletin board is available outside/inside each classroom with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of

the Center happenings and/or announcements. Weekly lesson/monthly plans will be posted for viewing.

Notices:

Your child's teacher will provide a weekly notice outlining some of the activities at school. We hope these notices will enable you to share in your child's school life. Periodically, parents will be receiving note-worthy newsletters via e-mail from the Site Supervisor to keep them informed of upcoming events, classroom activities, etc. Always check your child's folder and your e-mail for notices. Notices may also be posted on the classroom door or written on the board located at the front door of the school. Handouts will also be found in the front office. **Please take the time to read all notices.**

Program Evaluation:

Parents will be given opportunities to evaluate the Center, the curriculum and our ability to meet your special needs. These evaluations are very important to us. Please take the time to fill out the evaluation when it is received, and return it to your child's teacher or the front office.

Assessing Your Child's Development:

We will be observing your child throughout the year to assess their development; their physical, emotional, social, cognitive and language skills. A Progress Report will be done. This information will provide the basis for the parent-teacher conferences held twice each school year. Conferences can be held at any time if either the parent or the teacher requests one.

First Day Preparations:

The first day is always exciting and sometimes frightening for parents and for the child. Preparation beforehand makes this time a positive experience. Explain to your child what preschool is about, why he/she is going to spend the day here. Tell your child how much fun it will be and that he/she will learn new things. Assure your child that you will return. When you arrive with your child, remain a while. Talk with the teachers and the other children, play with the toys, and say "Good-bye" with a smile when you leave. If the parent has a happy attitude, the child will feel better about the first days. Each day will become easier for both. Continue with a positive attitude and your child will feel positive, too!

Napping:

We provide a quiet rest or nap time for all children. Some children may need sleep; others may only rest. We try to accommodate each child's sleep needs. Children who cannot go to sleep, but have shown us that they can rest quietly for 15 to 20 minutes are given a small bag of "nap toys" to play with by themselves while others are sleeping.

Each child will have his/her own mat. Please provide a sheet, a small blanket for naptime and an optional "lovey" with **all items labeled**. Blankets should be taken home each Friday and cleaned.

Daily Schedule (sample): The schedule is subject to change.

6:45-8:15	Welcome, self-directed activities in learning areas
8:15-8:30	Clean-up
8:30-9:00	Snack, self-help and bathroom time
9:00-9:20	Circle Time; students come together as a Group for discussion of the day's activities, sharing information and singing songs/story time, calendar
9:20-11:00	Learning/Center Time; Blocks, Dramatic Play, Toys and Games, Art, Library, Discovery, Sand and Water, Music and Movement, Cooking, Computers and Outdoors.
11:00-11:15	Music and movement, special activity
11:15-11:30	Clean-up and bathroom
11:30-12:10	Outdoor play period
12:10-12:20	Wash hands/prepare for lunch
12:20-1:00	Lunch time/bathroom/preparation for rest time
1:00-2:30	Rest time
3:00-3:15	Story time
3:15-4:30	Learning/center time
4:30-4:45	Bathroom
4:45-5:15	Outdoor play period
5:15-6:00	Wash up/quiet activities and preparation for dismissal

In the event of inclement weather children will participate in alternative indoor physical activities (i.e. music and movement, parachute play and physical fitness activities).

Clothing Policy:

1. Dress children in somewhat loose and comfortable clothing appropriate for playing.
2. One complete set of clothing should be kept at school at all times (socks, pants, underpants, shirt and sneakers).
3. **CLEARLY LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S NAME. THE SCHOOL CANNOT BE RESPONSIBLE FOR LOST ARTICLES.**
4. If your child is toilet training, 6 pairs of underpants need to be in his or her cubby, and at least 2 extra sets of clothing.
5. A jacket or sweater is also recommended.
6. Parents must supply diapers and wipes (labeled with child's name).
7. **SHOES, SNEAKERS, OR ANY OTHER CLOSED SHOE. NO CROCS, FLIP FLOPS, SANDALS, SLIPPERS, BACKLESS SHOES OR COWBOY BOOTS, PLEASE. Your child will not be allowed on the playground in inappropriate footwear!**

In-House Activity:

In house activities are used as a teaching tool in order to explore the world we live in. Permission slips will be handed out at the beginning of each school year and are required for

each child. A separate, non-refundable activity fee for the in-house activities will be charged.

Toys from Home:

Past experience has shown us that toys from home create many problems at school. We have a wide variety of materials as well as many opportunities to work on sharing at school. We encourage you to encourage your child to leave personal belongings at home. **Play guns, weapons and other toys that encourage aggressive play are never welcome in our classrooms.** We are trying to build cooperation and concern for one another in our school. These items promote aggression, competition and hostile feelings. Please leave them at home.

Lunch and Snacks:

We offer hot lunches that are available for a nominal fee. Since these lunches are catered from an outside source, fees must be paid in advance on a monthly basis. If your child is absent on any day that you have ordered lunch, you cannot be given credit for the missed meal since meals are ordered in advance. Your advance payments may be made either by cash or checks made payable to The City of Pembroke Pines.

If you prefer to send in your child's lunch, please note the following:

1. Lunch boxes (labeled) can be used if they contain a cold pack or if its contents do not require refrigeration.
2. Nutritious meals, only, should be sent to school with your child. (This is a Broward County and Florida Law).
3. Because of the large number of children we serve, we are unable to heat up any food sent in from home. **NO EXCEPTIONS, PLEASE!**

We provide a morning snack and an afternoon snack for our children.

Birthday Parties:

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with the above request.

If you choose, you may send in a birthday treat (**store bought only, homemade items are not acceptable and will not, under any circumstances, be served**), that your child can share with his/her classmates. We prefer a treat which is nutritious and healthy. Some suggestions for nutritious snacks are: fruit salad, melon balls, fruit and cottage cheese, fruit juice bars, raw vegetables and dip, carrot cake, apple cake or muffins, granola cookies, cornmeal muffins, banana or raisin bread, bagels and cream cheese, GO-GURT portable yogurt. The teachers can help you with other ideas.

The class will sing Happy Birthday to the birthday child. **We ask that you do not invite other relatives or friends nor send out invitations for an in-class celebration.**

Please do not rent entertainment (examples: clowns, magicians, musical entertainment, bounce houses or petting zoos) as birthday entertainment for your classroom party. Activities of this nature are more appropriate for an in-home celebration. These activities are inappropriate for a school setting.

Staff:

Our staff consists of teachers who hold a Child Development Associate Credential (CDA) or Florida Child Care Professional Credential (FCCPC), a Bachelor of Arts Degree in Early Childhood, Child Development or Elementary Education, or have a Teacher's Certificate with the required units in Early Childhood Education. Everyone on staff has completed the required 45 hours of early childhood training. They have undergone a background screening and fingerprinting process, which is monitored by Childcare Licensing and Enforcement. The majority of our staff is CPR/First Aid certified.

All staff is required to participate in continuing education classes throughout the school year. Most importantly, they are patient, creative and supportive of children. All personnel at the school are required by law to report any suspicion of child abuse or neglect.

Any staff member accused of abuse or neglect will be investigated, and if the complaint is founded will be terminated immediately.

Discipline Policy Sec. 7-4.07 Broward County Child Care Facility Ordinance

Child care facilities must ensure that age appropriate, individual and constructive disciplinary practices are used for each child in care. Child care personnel shall adhere to the following:

1. Children shall not be directed or permitted to discipline other children.
2. Children shall not be subjected to discipline that is severe, humiliating, or frightening.
3. No cruel, harsh, physical, or unusual punishments shall be permitted.
4. No physical restraints, equipment, devices, or furniture shall be used to confine a child, including, without limitation, swings, walkers and spinners.
5. No child shall be confined in an enclosed area, such as a closet, locked room, box or bathroom.
6. No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
7. No child shall be punished for failure to eat or sleep, or for toileting accidents.
8. No child shall be punished by withholding food, rest, or use of the toilet.
9. No physical punishment shall be used, such as, but not limited to, spanking, hitting striking, biting or pinching.
10. No child shall be threatened with any punishment that is prohibited by this paragraph.
11. Children shall not be prohibited from participating, or required to participate in, any physical activity as a method of punishment.

DISCIPLINE AT THE CITY OF PEMBROKE PINES EARLY DEVELOPMENT CENTER CENTRAL CAMPUS

At the City of Pembroke Pines Early Development Center Central Campus, we view discipline not as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where the limits are set, how to maintain control over their bodies and how to problem solve in the event of a conflict.

Discipline is most effective when it follows logical consequences. The consequences for behavior have to make sense to the child. If a child is throwing sand outdoors, it is logical to tell the child that the sand stays in the sandbox and that if it gets thrown again the child will have to find somewhere else to play. But let's not leave it at that. We get the child involved in a discussion about what would happen if all the sand was thrown out of the box. A little bit of nonsense and humor doesn't hurt either. If this child was simply told to leave the sandbox after having thrown sand, what would he/she have learned by the experience?

In life there are also many natural consequences. Unfortunately, these are hard to teach, because a child will often get hurt waiting to find these out. Telling a child to stay away from a hot oven because they might get burned, or to walk on the sidewalk because they might fall and get hurt if they run are examples of natural consequences. Children need to be warned of these, but an adult needs to take precautions to make sure that they do not happen.

Since the purpose of discipline is to teach, more verbal children will be encouraged to talk to their peers when conflict arises (i.e., a child who was struck by a peer should be encouraged to tell that peer that they do not like to be hit and that it hurts). This helps children to empathize with one another's feelings and really see the results of their actions. We do not ask a child to apologize for their actions. Generally, they are not sorry for what they did. If they are truly sorry, they will apologize on their own.

Limiting a child's choices of activities due to inappropriate behavior is an effective means by which to teach children to respect property and one another (i.e., a child who is stepping on plastic blocks should be warned that he/she will be asked to find a different toy if they do it again, because stepping on toys can break them).

Separation of children may become necessary in the case of two or more children having extreme difficulty playing together without conflict. The teacher will then assign appropriate play areas for the children, with the message that they may try playing together again later on if they do well on their own. The use of a time-out shall be very limited. A time-out is an opportunity for a child who is out of control and at risk of harming himself or others, to calm down and gain control once again. A time-out is NEVER used as a punishment. It is not the logical consequence for the behavior. A time-out shall never be demeaning (forcing a child to sit in a corner or put his head down). Again, it is an opportunity to gain control over oneself, so that the child and adult can discuss the situation and a more appropriate action may be taken.

When talking to children about their behavior, we give them input on what they feel is an appropriate consequence for their action. This works especially well as children get older (i.e. a child who is hurting children with housekeeping utensils may be asked, "What can we do to help you to remember how to use the utensils properly?") You may be surprised at how a child may respond to this. If their suggestions are inappropriate, then the teacher will make the decision herself. The child stands to gain the most if he/she makes retribution on his/her own terms.

Inappropriate behavior shall be viewed as exactly that. Children will NEVER be referred to as naughty or bad. We will always address the behavior as the problem, not the child. Whenever possible, we will give a child a choice. We let them own their actions by choosing what they will do. A teacher is not expected to love all of the children all of the time, but they are expected to give unconditional acceptance of the child as a good person trying their best to learn about life.

Chronic Disruptive Behavior

We will make every effort to work with the parents of children having difficulties in pre-school. We are, however, here to serve and protect all of our children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of another child may require the following actions:

Initial Consultation:

The Site Supervisor may require the parent(s) of any child who attends the Center to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation:

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Site Supervisor. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent. A behavioral contract will be signed.

Suspension:

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from pre-school indefinitely. The Site Supervisor may immediately suspend a child at any time if he exhibits uncontrollable behavior which is harmful to him or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by the child care staff. That parent may be asked to take the child home immediately. Suspensions from the Center may vary from a few hours to an indefinite period.

Discharge Policy:

The City of Pembroke Pines Early Development Center (EDC) Central Campus reserves the right to cancel the enrollment of a child for the following reasons:

Non-payment or excessive late payments of fees;

Not observing the rules of the Center as outlined in this parent agreement; (i.e., habitual lateness or absenteeism in the VPK program);

Child has special needs which we cannot adequately meet with our current staffing patterns;

Physical and/or verbal abuse of staff or children by parent or child.

Preschool: What to Expect

Based on our experience and the advice of experts, (all, some, none) of the children in our preschool will experience (none, some, all) of the following. All are normal behaviors.

1. Your child may become overly tired and irritable on preschool days. This may cause him to be overactive and noisy. This new experience is very stimulating. Give him snack and quiet time.
2. Your normally outgoing child may be very quiet at school or vice versa. Accept this and let him enter at his own pace. Many young children prefer to watch first before entering play or a group.
3. Your child may do things at home for himself that he will not do at school or vice versa, like dressing or feeding himself.
4. Your child may pick up behavior or language you dislike. This can happen anywhere, not just in school. Relax and do not make an issue of it.
5. Your child will not necessarily "play together" with other children. He will play alone or along side others. He may go quickly from one activity to another, spending little time with any.
6. Your child may come home spotted with paint or food stains, but glowing with wonder over his experiences. Don't scold, threaten or bribe.
7. Your child may suddenly not want to come to school or will want you to stay. Look for the reasons. Talk with the teacher. Don't scold threaten or bribe.
8. Don't expect your child to be equally happy every day. We all have ups and downs. Part of preschool is learning about life and to accept its ups and downs.
9. Do not always expect your child to learn facts or complete songs, or bring home a finished product suitable for framing. He is learning skills, developing coordination and developing happy, well-adjusted attitudes towards others and life.
10. Parents – expect to watch your own child and be mostly concerned for him at first. But learn to look at and be interested and concerned for the other children, and their growth and development.

Parent's Role

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

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

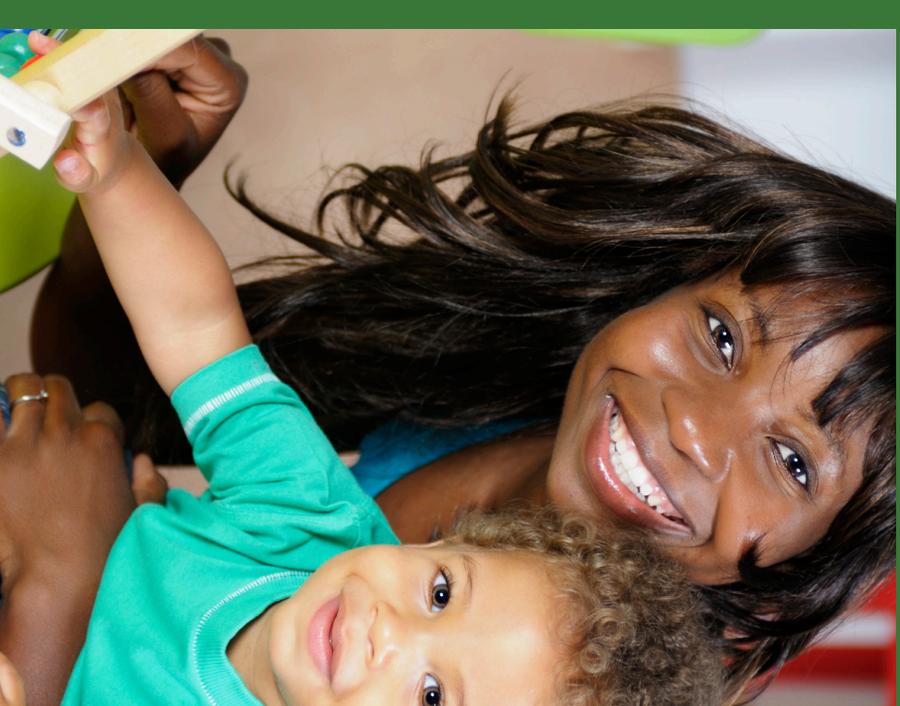


More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: ____/____/____
License Issued on ____/____/____
License Expires on ____/____/____
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



Know Your Child Care Facility

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.,

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.

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.



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.

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

What 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.

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.



**“The Flu”
A Guide
for Parents**

INFLUENZA VIRUS

Drowning is the #1 Cause of Death Among Children Ages 1 to 4



Facts You Need to Know About Drowning

- The main cause of drowning can be directly traced to an action or inaction by a parent or adult. Good people can make small mistakes that have tragic consequences.
- Most parents of a drowning victim say, "I can't believe this happened to my child." They never realized how quickly a drowning incident could become their reality.
- Most children pulled from the water during a drowning incident are wearing regular clothes - not a swim suit.

Simple Steps Save Lives

Supervision

- Supervising your children means eyes on them, and giving your full attention.
- Do not rely on responsible behavior from an older child or other adults.

Extra Layers of Protection *if Supervision Fails*

- Install door alarms to alert the household should a child possibly leave the home unsupervised.
- Use an "isolation" fence to separate pool area from the house and rest of the backyard.
- Use self-closing gates that self-latch.
- Clear the area around the fence for objects children could use to climb over.
- Learn to swim: parents and child.

Be Aware of All Water Hazards

- These include bathtubs, garden ponds, swimming pools, buckets/containers of water, canals, lakes, and beaches.

Know How to Respond to an Emergency

- Learn CPR.
- Remove the child from the water immediately.
- Call 9-1-1, begin CPR.

Talk to Your Child

- "Don't go near a pool or other water without an adult."
- "If you see someone in trouble in the water, don't jump in to help! Run, get an adult."
- "If you fall into a pool, turn in the water, find the wall, and climb out or yell for help." Practice this technique in the pool.

Take Action Now and Think, "I know this could happen to my child, and I will do whatever it takes to prevent it."

- Enroll your child (and yourself) in swim lessons.
- Learn CPR with rescue breaths.

To learn about available coupons for swim lessons, location of swim classes and CPR training, visit: <http://www.watersmartbroward.org/>

