



After School 2022-2023

Guide for Parents and Guardians

Licensed Child Care Facility with the Florida Department of Children and Families
Endorsed as a Trauma Informed Center
Certificate Number: **C08AL0028**

After School Parent Guide

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At Girls Place, we empower girls to grow courageous, strong and self sufficient. We inspire our girls to celebrate themselves—their minds, their hearts, and their physical well being.



Mission

Girls Place girls become independent women who embrace diversity, express their ideas, rise above obstacles, enhance their communities, and lead those around them.



Vision

Values



At Girls Place, we believe that all girls should be inspired, challenged and nurtured to become their very best.

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HISTORY

In more than 35 years of serving girls in Alachua County, Girls Place has evolved into a passageway from childhood to womanhood for many girls in the Gainesville community. The young women of today are learning to become tomorrow's future by living and developing in a continuously changing world. Girls Place embraces this opportunity and challenge and is confident that girls will prosper through our after school, athletic and summer programs.

March – April 1981	The Gainesville Junior Woman's Club began investigating the need and interest for a girl's club in the community with surveys and public meetings.
September 1982	A 20-member Operations Board of Directors was created. The Girls Club of Alachua County was issued non-profit status.
January 1985	Renaee Clements (the first executive director) was hired.
June 1985	The first Girls Club summer day camp was held at Sidney Lanier School, run by volunteers and was an incredible success.
November 1985	The City of Gainesville granted Girls Club 5.3 acres of land.
April 1986	Construction commenced on the Girls Club clubhouse. Summer Day Camp continued being held at Westwood Middle School.
August 1987	The first after-school program at the Girls Club of Alachua County Clubhouse was inaugurated
January 1988	United Way announced the Girls Club as one of their affiliated agents
April 1991	A fifteen-member rotating Board of Directors of the Girls Club of Alachua County Foundation was created, and officers were elected
November 1991	Girls Club of Alachua County Foundation was issued non-profit status.
September 2008	The Girls Club underwent a name change and officially became known as Girls Place, Inc.
July 2013	ACHIEVE (Academic Counseling and Help Increasing Educational Victories Everyday) Program founded
September 2013	Renaee Clements retired and Janna Magette, PhD began her tenure
October 2015	BrainPower Program began
July 2017	Girls Place, Inc. became a Department of Children and Families licensed childcare facility.
September 2017	Christi Arrington became our 3 rd Executive Director.
June 2020	With the support of Anthem Church, donors through the Amazing Give, our GP Family and Friends, and the Women's Giving Circle, we completed 3 new classrooms for our girls! Thank you to SVM Architects, Mitchell Gulledge Engineering, and Joseph Engineering for their in-kind contributions.

STAFF, CONTACT INFORMATION AND VOLUNTEERS

Administrative Staff

Name	Title	Responsibilities	Email
Nevada Smith	Program Director, After School	Curriculum, structure, staffing for after school	Nevada@girlsplace.net
Tara Counts	Operations Director	Billing, collections, Procure administrator	Tara@girlsplace.net
Jillian Ariet	Operations Coordinator	Procure administrator, front desk, events, social media	Jillian@girlsplace.net
Kate Williams	BrainPower Coordinator	Mental health counseling	Kate@girlsplace.net
Devin Woody	Program Facilitator	Daily lesson plans, direct counselor supervision	Facilitator@girlsplace.net
Lynn Little	Program Director, Summer Day Camp and ACHIEVE	Curriculum, structure, staffing for summer and ACHIEVE	Lynn@girlsplace.net
Tamarian Mixon	Program Director, Athletics	Teams, coaches, structure for athletics	Tamarian@girlsplace.net
Christi Arrington	Executive Director	Vision and growth for GP	Christi@girlsplace.net

After School staff

- Fingerprinted and passed a level II background screening
- CPR and First Aid certified
- Ratio of 1:15 (adult to child)
- As staff are in place, their names and photos will be shared with parents



Additional contact information

Phone: (352) 373-4475
 Fax: (352) 373-5550
 Website: www.girlsplace.net

Individual Volunteers

- Volunteers are generally college students; many seeking credit for class; we will limit onsite volunteers until our comfort level increases
- Volunteers are given an orientation, trained on how to interact with the girls and are fingerprinted and background checked
- They are under the direct supervision of the program or administrative staff
- **Parents must also be background screened if they would like to accompany the girls on field trips or assist in the classroom.** Legal parents and guardians can have access to their children at any time. Depending on circumstances, the parent/guardian can meet in office space rather than extended time in classroom space or with the group.

Groups/Guest speakers

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- Sororities, fraternities, nursing students and various organizations visit on occasion to do activities with the girls
- Dates are arranged with the Program and Operations Director and activities are directly monitored by program staff

HOURS OF OPERATION

Monday – Friday from 7:30 am – 5:30 pm

Office hours 11:00 am – 5:30 pm (the phones are not typically answered prior to 11:00)

FEES

The following fees are required to secure space in the program:

Membership Fee: \$20 for one child; \$40 for 2 or more children in the family (non-refundable and non-transferable). Participants are required to be members of Girls Place. This fee is charged once per calendar year.

Weekly fees: \$52 for the first child and \$43 for each sibling. \$32/week for middle schoolers. Fees must be paid online (with a credit card via Procure) or in person (cash, check, credit card or money order).

Notes:

- Please consult the [After School Payment Policy](#) for payment deadlines, debt collection, and non-sufficient funds, refunds, and late fees.
- Fees can be paid online, or an office staff will be available between 11:00 am and 5:30 pm. Please plan accordingly.
- In general, parents will not be required to pay additional fees for field trips. Parents and guardians will be notified in advance should a trip require an additional cost.
- Late fees: In accordance with Board of Directors policy, parents or guardians will be charged \$1 for every five (5) minutes late beyond 5:35 pm. Regardless of late fees, **please** call if you will be late.



CHECK-IN AND CHECK-OUT PROCEDURES

Check in

- Girls are checked in with a staff member at the front desk.
 - Please communicate if your child will not be attending. We ask that you communicate through the Procure app
- Girls report to their classrooms or dedicated space immediately
- Girls and parents are asked to turn over any money to the staff during check in or check out outside

Checkout

- Girls can be checked out at any time from Girls Place, but must be picked up no later than 5:30 pm
- Parents/guardians must complete a registration form indicating who can and cannot pick up their child; **people authorized to pick up a child must be at least 16 years old and have identification**

- Parents and guardians must use the pick up line to pick up their girls and remain in their vehicles
- A staff member will call your child to the front desk; **please call if someone does not see you and come outside to process check out**
- Please be patient with new staff people requesting your identification or if pick-up is delayed due to someone not being on the list
- If an unknown person comes to pick up a child, he or she will be verified in ProCare, and their ID will be checked
- Reminder: late fees will be charged after 5:35 pm
 - If parents or guardians are late on a consistent basis, Girls Place reserves the right to refuse service to the family
 - If a parent or emergency contact is later than 15 minutes or cannot be reached, Girls Place reserves the right to release the child to the Gainesville Police Department

CURRICULUM AND ACTIVITIES

Groups

- Girls are placed in groups by the grade level they are in. Pink (K-1), Red 2, Red 3, Yellow 4, Yellow 5, Green (6-7), Blue (8-9)
- Within their specific age groups girls engage in age-appropriate activities based on the components of wellness.

Facilitators

Girls Place employs facilitators to plan the activities for the school year. They establish the structure and related activities each day.

House Rules

- G – Give your heart
- R – Respect comes first
- O – Own your genius
- W – Win with trust



ACHIEVE

As a part of the after-school program, girls participate in a year-round educational program to enhance learning. Activities include academic enhancement, one-on-one tutoring or mentoring, and educational field trips.

We are committed to helping our girls excel and be ready to learn! The girls read a minimum of 20 minutes each day and additional activities (i.e. journal, science experiments, social studies, etc.) are planned frequently to support learning.

BrainPower

As part of the after-school program, girls participate in Social and Emotional skills building led by our BrainPower staff and partners. Social and emotional learning contributes to positive decision making and improve attitudes about self and others.

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Field Trips

Field trips may occur on school holidays. When field trips occur, they may include local parks, trails, swimming, or community service.

- Trips are **NOT** optional but part of the objectives of the program
- A schedule of events is provided so families can prepare
- Parents and guardians may not drop off their child or pick them up from a field trip
- Any families arriving after the child's group has departed for a field trip **CANNOT** stay at Girls Place; please be on time
- Most often, girls will return by 4:30 pm unless otherwise noted on the schedule

Program Areas Include

- Front desk
 - Staffed in the mornings and afternoons to facilitate check in and out
- Playground
 - Access is granted to only one group at a time

Classrooms

- Girls are separated by the grade they are in to limit group size
 - Classrooms will have no more than 20 youth and 1 adult in them at a time
 - Girls will remain in the same room for duration of after school
 - Classrooms are arranged to promote physical distancing
 - Volunteers and guests cannot access the classroom; presentations will be outside or via zoom
- Gym
 - Gym access is granted to two groups at a time (one on each half of the court)
 - Girls wash their hands entering and leaving the gym
 - Bathrooms
 - Girls go in pairs to the restroom
 - Counselors use walkie talkies to communicate about bathroom usage
 - Girls wash hands prior to leaving



MEAL PROGRAM (SNACK)

Snack

- Snack is donated by Bread of the Mighty Foodbank OR parents may provide an afternoon snack
- Individually packaged snacks can also be purchased through our concession stand
- **NO CASH WILL BE ACCEPTED** at the concession window; must be turned in during check in
- An account must be established with our Operations Director
- Cash payments only
- Staff serving meals will wear a mask and have gloves on
- Girls are discouraged from sharing food
- Physical distancing will be encouraged in lines and once outside
- Girls wash hands before and after snack

Please be aware that we have children who have severe peanut and tree nut food allergies. All girls are required to wash their hands often, before and after all meals. Outside food for groups need to be pre-approved by a Program Director and individually packaged.

Accounts

- Concession accounts can only be established with **CASH**; no other forms of payment will be accepted
- An account can be set up and spending limitations can be set
- We cannot be responsible for lost or stolen money
- Please give money to front desk or administrative staff in the front office

BEHAVIOR AND DISCIPLINE

As previously mentioned, Girls Place has established our House Rules for all our programs. Please help us help your children GROW and integrate these terms into your conversations with your child.

- G – Give your heart
- R – Respect comes first
- O – Own your genius
- W – Win with trust

Expectations for staff

- Staff is expected to provide and maintain a safe atmosphere which will encourage positive behavior, high achievement, and show respect for all individuals by treating them fairly and impartially
- Recreational aides and other staff members may develop individual rules and disciplinary practices, which supplement the Discipline Policy but do not conflict with it
- All staff members have, or are working on, their 40 hours of DCF licensing
- All staff members have their 12 hours of training through the Office of Early Learning

Expectations for girls

- Girls are expected to know, understand, and abide by the rules set forth by the administrative staff as well as the classroom counselors

Expectations for parents

- Parents are asked to support Girls Place staff and the rules that are in place to protect the girls
Disciplinary Policy
- An effort is made to involve the parents in every aspect of a child's experience while at the Girls Place. Please make sure that you, as a parent, understand the levels of offenses and the consequences. Also, please be sure that you reinforce Girls Place House Rules with your child
- Please know what Classroom Counselors are responsible for your child and consult them as necessary.
- Girls Place takes a holistic approach to all things we do, including discipline. We work to prevent behavior challenges by getting to know the girls as individuals, working with the girls and families on an as needed basis
- Understand that you cannot physically discipline your child on Girls Place property

Factors that are considered when determining the level of discipline for misbehavior include but are not limited to:

- Seriousness of offense
- Planning, impulse, or self defense
- Age and/or disability
- Strength of evidence

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- o Cooperation/remorse
- o Disciplinary history

The following chart defines the levels of offenses, examples of misbehaviors and possible consequences:

Offense	Level 1	Level 2	Level 3	Level 4
Definition of offense	-Least serious acts of misconduct which interfere with orderly procedures and/or activities	-Serious acts of misconduct which include repeated minor misconduct and acts directed against persons or property	-More serious acts of misconduct, including repeated similar misbehavior, serious disruptions of the orderly conduct of Girls Place and threats to health, safety, or property; may result in suspension	-Most serious acts of misconduct; these violations require notification to law enforcement
Example of Misbehaviors	-Abusive Language (random & direct) -Group Disruption -Harassment -Unsafe acts -Defiance -Bus/Van Misconduct	-Repeated or continuous Level 1 misconduct -smoking/using tobacco -Fighting -Theft/larceny -Vandalism -Trespassing -Disorderly Conduct -Threat/intimidation	-Repeated or continuous level 1 or 2 misconduct -Assault -Burglary/breaking and entering -Battery on staff member -Robbery -Kidnapping -Arson	-Sexual battery Aggravated Battery -Possession, use or sale of explosive device -Illegal, street or recreational drug possession or use -Weapons: possession/use of items wielded for intent to harm
Possible Consequences	-Verbal Reprimand -Time Out -Withdrawal of Privileges -Work detail/ Restitution -Conversation with Program Director or Executive Director	-Referral form signed by parent/guardian -Suspension from Girls Place (after 3 rd write up) -Alternative placement or expulsion from Girls Place -Notify proper law enforcement authorities.	-Alternative placement or expulsion from Girls Place -Notify proper law enforcement authorities -Suspension from Girls Place activities	-Suspension from Girls Place activities -Recommend alternative placement -Notify law enforcement -Recommend expulsion

EXPULSION PROCEDURES

Given the diversity of the families and communities that we serve, it is upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program. Unfortunately, there are sometimes reasons we have to remove a child from our programs 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.

Parent/guardian actions for expulsion

- Failure to pay fees and/or failure to pay fees on time
- Failure to complete required forms or comply with Girls Place policies and procedures
- Habitual tardiness when picking up your child

- Verbal abuse or intimidation towards staff
- Failure to support staff as we develop and navigate Success Plans

Girls' actions for expulsion

- Failure to comply to Girls Place's House Rules in a reasonable amount of time
- The child is at risk of causing injury to herself or others
- Uncontrollable outbursts
- Physical, verbal, and emotional abuse to staff or other girls

If after the remedial actions identified in the Behavioral Policy have not worked and the Girls Place administration finds that they can no longer accommodate the child, the parent/guardian will be asked to remove her. The child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting expulsion. Expulsion is meant to be a period of time so that the parent/guardian may work on the child's behavior and/or to come to an agreement with our organization. The parent/guardian will be informed regarding the length of the expulsion and the expected behavioral changes required for the child to return to Girls Place.

TRANSPORTATION

Transportation is provided from school and field trips only; Girls Place does not provide transportation to or from a member's home. Members will be transported in Girls Place vans or buses; the staff is unable to transport girls in their personal vehicles.

Van/Bus Rules

- The bus is equipped with a driver and a monitor to supervise the children
- Children should be seated at all times
- Everyone should wear their seatbelts while the vehicle is in motion
- All feet should be out of the aisles
- Voices should remain at a conversational level
- Heads and arms must remain inside the windows
- Girls are asked to have their bags or backpacks on the floor between their feet or on their laps rather than on the seat



In registering for the after-school program, parents authorize Girls Place to arrange for transportation in case of an accident or acute illness of the participant. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for treatment. Additionally, registration authorizes a physician to administer medication and to perform necessary treatment for the preservation of the participant's health and well-being. Any cost incurred for treatment of sudden illness or accident shall be paid by the identified payers.

HEALTH/SAFETY CONCERNS

Physical Distancing

- Parents, visitors, and volunteers cannot enter the building
- First aid and emergency needs will not be impacted by physical distancing
- Tables arranged in classrooms and outside to promote physical distancing
- Physical distancing on vehicles is more challenging and masks will be required by girls and staff

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Personal Protection

- Girls are required wear masks or facial covering indoors, on vehicles, and outside if physical distancing is not possible
- Staff are masked and are required to wear while serving meals, entering, and leaving the building
- Staff are trained and reinforce proper hand washing, the importance of covering your cough/sneeze and doing so into the bend of your arm, and physical distancing
- Sanitizer will be available for instances when hand washing is not possible as long as the supply lasts
- Staff and girls that feel ill are required to stay home

Cleaning and Sanitizing

- Bathrooms will continue to be well stocked with soap and paper towel
- Bathrooms are sanitized as needed by staff
- In addition to staff responsibilities, a contracted cleaning company cleans nightly with emphasis on high touch areas
- If a child or staff person is diagnosed with Covid-19, Girls Place may have to close for deep sanitizing
- Keyboards, Laptops and Electronic Equipment are sanitized between uses as well

Isolation

- If a child develops symptoms, she will be isolated
- Parents are expected to pick up or arrange transportation **within 30 minutes** of child being isolated
- The isolation area is sanitized in between uses and at the end of the day

Response to positive or possible Covid diagnosis (adapted from the Field Guide, American Camp Association)

- Communicate with team and parents
- Communicate with Department of Children and Families (DCF), Early Learning Coalition (ELC), and Department of Health (DOH)
- Record potential contacts and close interactions (per CDC, close interaction includes within 6 feet for more than 15 minutes)
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection
- If less than 7 days, close off areas that were used by the person who is sick and carry out the following:
 - Open outside doors and windows to increase air circulation in the areas, if possible
 - Wait up to 24 hours or if practical before you clean or disinfect the space to allow respiratory droplets to settle before cleaning and disinfecting
 - Outdoor venues and equipment could be cleaned without delay
 - Clean and disinfect all areas used by the person who is sick
 - Run ventilation system during cleaning
- For a suspected or confirmed COVID -19 case, the following enhanced cleaning protocol is followed:
 - First, clean visibly dirty surfaces. Then perform disinfection
 - Use disposable wipes/paper towels to clean surfaces, if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces
 - All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed of in sealed bags or containers after use
- In each area, pay particular attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared sports equipment, or craft tools
- Clean and disinfect an area extending 12 feet in all directions around the child's seat, focusing on all horizontal surfaces and high touch objects



- Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas

First Aid

- Basic first aid supplies are available and will only be administered by certified staff
- Accident reports are completed and placed on the check-out sheets when an injury occurs, and treatment is given
- Parents will be notified immediately if an injury is severe or requires additional attention

Medications

- All medications are secured in a lock box
- Medications can be doctor prescribed or those that are taken on an as needed basis (ex. Tylenol or Advil)
- A signed consent form must be completed for staff to allow the child to take medication; Only certified staff members will be allowed to administer medication and a medication log will be kept up to date
- Any medication must be in a current and labeled prescription bottle with members' name, dosage, and usage clearly labeled

Lice

- Periodic lice checks are conducted
- Parents or guardians will be called if nits or lice are evident
- If a member is sent home due to head lice, they may return after proof of treatment.
- Girls are instructed not to share brushes, hats, or clothing due to the potential spread of lice
- Literature is available in the office on preventing the spread of lice and treating it

Illnesses

- If your child is diagnosed with a contagious illness such as COVID-19, chicken pox, measles, or mumps please notify office staff immediately; we are obligated to notify the Health Department and notify parents immediately
- If a child complains of illness during the day, her temperature will be taken, and symptoms assessed. If a temperature is above 100°, parents will be contacted to pick up the child and need to have a plan for the child to be picked up within 30 minutes
- If symptoms develop or persist anytime within that seven-day period, the time starts over, and the seven-day time-period begins again. A doctors note may be required, Parents/Guardians will be able to sign their child in with the appropriate temperature and health responses
- For everyone's safety, do not give your child fever reducing medication prior to arrival at Girls Place

Soiled clothing

- Please pack clean underwear and shorts if your child is known to soil her clothing on a regular basis; staff will not help the girls change their clothes
- We have a very limited supply of clothes if a child soils her clothes
- Girls Place has the right to refuse service to any child who consistently soils her clothes

Reporting

We are required by the State to report that all incidents and accidents are logged for documentation. This includes any injury that requires first aid, such as using a bandage or performing CPR. It also includes reporting potential injuries, like falls. Incident and accident reports are completed at the time of the incident/accident and require a parent/guardian signature

Emergency Preparedness

- We practice fire, inclement weather, and possible intruder drills periodically throughout the year
- All plans have gone through the Alachua County Sheriff's office to help us create the safest plans for Girls Place, Inc.

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- We will notify parents by emailing and texting in the event of an actual emergency. We will use a phone call home if needed. Please make sure phone numbers are up to date

ADDITIONAL INFORMATION

Lost and Found

- We cannot be responsible for items that are lost or stolen at the Girls Place, Inc – please **DO NOT** bring expensive or valuable items
- Periodically check lost and found for belongings
- Clothing will be donated to a local organization each Friday

Electronics

- **Electronics are not allowed at Girls Place**
- Electronics include, but are not limited to cell phones, iPods, smart watches, and tablets, etc
- These items have proven to be a HUGE distraction for the girls
- It is understandable that many parents want their child to carry a cell phone. We do not disagree with their right to carry them; we do, however, disagree with the necessity of cell phones during after school. If you need to get in touch with your child, please call the front office (352) 373-4475
- Please be advised that if the counselors see any electronic devices, they have been instructed to take the device and turn it into the front office until the child goes home
- **Girls Place will not be responsible for damaged, lost, or stolen electronics that are brought on property**

Photo Release

- Reminder: during activities and events at Girls Place your child may be photographed or videotaped by Girls Place staff
- If you agree on the registration form, your child may be used in Girls Place publications including newsletters, fliers, and brochures in addition to local newspaper and television promotions

Social Media


- Members are NOT given access to any social networking sites (Facebook, Instagram, Urban Chat, etc.) during Girls Place time
- Members are prohibited from getting on these sites during our visits to the library or any other field trip that provides access to technology
- Counselors are prohibited from being “friends” with any Girls Place members on social media
- It is also strongly discouraged for Counselors to be “friends” with members’ parents
- We do encourage parents to be involved in their child’s activities online; the internet has opened up the world to your children and opened your children to the world
- Please visit the North Florida Internet Crimes Against Children website for more information on protecting your child on the internet <http://floridaicac.net/>

Section 402.3125 (5), F.S. requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Childcare Facility"

Parent's Role


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

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



More information and free resources:


MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).


License Number: _____
License Issued on: ____/____/____
License Expires on: ____/____/____

For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



Know Your Child Care Facility

MyFLFamilies.com/ChildCare



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.

CFPI 175-24, 03/2014
This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.

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

- Emergency procedures that include:
 - Posting Florida Abuse Hotline numbers 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 examination/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

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

Quality Child Care

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

Quality Activities


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

Quality Caregivers

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

Quality Environments

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



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Section 65C-22.008(3)(III), F.A.C. requires that parents are provided with the information detailing the causes, symptoms, and transmission of the influenza virus.

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:


Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

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.



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.

When should my child stay home from child care?

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

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

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



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

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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