

HARVARD ACADEMY

8955 NW 50th Street Sunrise, FL 33351 Tel: 954-748-0006 Fax: 954-572-5229
harvardacademy@earthlink.net

Dear Parents,

At Harvard Academy, we strongly believe in the uniqueness of each child. For this reason, we strive to provide:

Open Communication and Listening – We use language that children can imitate, modeling “I-Messages,” providing children with plenty of time to speak and practice active listening skills.

Affirmation and Support – We assist children in finding their own solutions to problems to the best of their ability, but to never shy away from asking for help when needed. After all, we all need help sometimes.

Sense of Trust – Children learn that feelings are a part of human nature. We practice what we teach and keep our word. To promote trust, we provide a safe daily routine for activities.

Respect for Others – We teach children to celebrate differences, show respect for the property and personal space of others, and follow the class rule: Be Kind to Each Other.

Sense of Humor and Play – School is a fun and exciting place where children can enjoy learning and socialization.

At Harvard Academy, we offer a safe, nurturing environment. Only the best care and the highest quality programs are presented to our students.

Sincerely,
Mr. Chan
Principal



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Registration and Tuition Policies

Registration Fees are due and payable at the beginning of each school year. Your child's space is reserved when registration is received. This is a non-refundable fee.

Tuition is scheduled on a monthly or weekly basis, paid in advance. In order to keep our fees down, please remain current with your payments.

Monthly payers – Tuition is due on the first of the month and is late after 7 business days. A \$40.00 late fee is assessed for each late payment.

Bi-monthly payers – Tuition is due on the first and sixteenth of each month and is late after 7 business days for the first payment and 4 business days for the second payment. A \$25.00 late fee is charged after each late payment.

Weekly payers – Tuition is due on Monday and is late if not received by Wednesday. A \$12.00 late fee is assessed Thursday morning for each late payment.

****The method of payment can only be changed at the beginning of a quarter. ****

Upon receipt of a dishonored check, a \$25 fee is assessed to your account. On the second returned check, a late fee is also charged to your account. We will no longer accept your checks after the third returned check.

If you have an outstanding debt on the account, a warning letter will be issued. At the discretion of the director, a payment plan is required after 2 warning letters. Expulsion of the child(ren) results if the payment plan is not met. Being expelled does not relieve your financial responsibilities.

Weapons Policy

It is a violation of Florida law to possess a concealed weapon (sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon) on school property (including the parking lot). All cars, bags, or purses located on our premises are subject to be searched. If you see a concealed weapon, contact school staff immediately so the proper action can be taken.

Absence and Credit Policy

Credit Days

Full time students ages 2 and up are eligible for a monetary credit against the account if your child attends all five days of the week. Credit days are to be used throughout one school year and do not roll over to the following school year. 10 days are available for children who attend both the morning and afternoon sessions. 5 days are available for AM or PM students. No credit days are issued for infants, toddlers, or after-schoolers.

Split week schedule students (M/W/F or T/Th) are entitled to make up twice the number of scheduled days per week per school year. You are still responsible for the full amount of the tuition.

In the event of an emergency closure due to uncontrollable circumstances, parents can elect to use the credit days remaining. If no more remain, then you are still responsible for the full amount of the tuition.

Withdrawals

If you must withdraw your child(ren) from school for any reason, you are still responsible for tuition until the end of the current period. No refund will be issued. If we receive a 2-week notice of your withdrawal, you will only be charge for the time used.

Extended Leave of Absence

If you have used all of your credit days and your child will not be attending for a period of two weeks or longer, you will be charged 50% of your current tuition to hold your child's space in the class. Your child's spot will not be held unless the 50% fee is paid in advance. This only applies to preschool ages 2 and up, not after-school or elementary school students. If the 50% fee is not paid, you must re-register at the full fee and no further credit days will be issued for the remainder of the school year.

Holidays

Harvard is closed for New Year's Day, Independence Day, Thanksgiving and the Friday following, Memorial Day, Labor Day, and Christmas Day. We close at 3PM on Christmas Eve.

If the holiday falls on a Saturday, it is observed on Friday.

If the holiday falls on a Sunday, it is observed on Monday.

Medical Information

Each child enrolled in a preschool program is required to have health records on file. Records include a certificate of immunization and a statement of good health. The forms are obtained from your child's pediatrician and must be kept current, as per Florida regulations.

Medical Emergencies

In the event that your child appears to be or becomes ill or injured during school hours, you will be notified immediately. The child will be made comfortable and first aid will be administered. If the incident is serious and we cannot reach you or someone listed on your information card, we will call your doctor. Unless

otherwise directed, if your doctor is unavailable, or if the situation warrants, we will contact emergency services. Any medical expenses incurred because your child is ill will be your responsibility.

Illness

Please plan for alternative care when your child is sick. It is unfair to your child, as well as his/her classmates, to attend school with an illness. A parent or guardian is contacted immediately for pickup if any of these symptoms are displayed: fever (over 100^o), vomiting, excessive coughing, conjunctivitis (pink eye), skin rash, infection, and/or diarrhea (more than one abnormally loose bowel movement). As per Broward County Child Care Licensing Regulations, children must be asymptomatic **without medication** for twenty-four hours or a doctor's note indicating the child is not contagious or infectious before allowed to return to school. Please notify staff immediately of any contagious diseases in order for us to take the necessary steps to alert other parents.

Medication

Medication may be given to your child by our staff only when the required form is completed. A new form is necessary weekly and medication must be in the original container with the child's name, if prescribed by a physician. Over-the-counter medications must be in the original container. Children with allergies should have medication available at school with a completed form in the event of symptoms. **Do not leave medication with your child or in a lunchbox – hand it directly to a front office administrator.**

Birthdays

Birthdays are very important to young children. We are happy to share your child's birthday at school if you would like to bring a special treat for snack or after lunch. To comply with county ordinances, food brought in by parents for the use of sharing with other children must be commercially prepared. In addition, a permission form detailing the items to be eaten must be posted and signed by each parent in order for children to participate. Please ask the teacher to post one the week before your child's special day. We will be happy to distribute invitations for a party being held outside the school, but we cannot release personal information of your child's classmates. We rent out the game room and/or the bounce house on the weekends for parties, please ask for details.

Discipline Policy

Harvard Academy staff members use only a positive approach toward discipline. Children are redirected away from a negative situation while praise or token rewards reinforce positive responses. Time-out is used occasionally. Discipline is never related to bathroom privileges or food. Spanking or any type of physical punishment is **NOT** used at all. We believe punishment can produce undesirable emotional side effects like fear, shame, and/or avoidance that may impair learning. By using positive reinforcement as a tool for controlling behavior, our students will have a positive image of themselves and a comfortable, loving relationship with their caregivers.

If parents and teachers working together cannot extinguish a behavior that is detrimental to classmates, we will give notice for removal. Depending on the situation, we will give as much notice as possible. The same discipline policy applies to school-age children and those enrolled in after-care and/or vacation programs.

Arrival and Dismissal

It is your responsibility to provide transportation to and from our school. After-school children are picked up and dropped off at the elementary schools we service. We will not release your child to anyone not listed on your information card. Please notify us of any changes needed on your information card and/or if someone else will be picking up your child. A valid photo identification card must be presented at the time of pickup. All students must be signed in by the person dropping off and signed out by the person picking up.

Hours of Operation

Harvard is open from 6:30 AM to 6:30 PM. A \$15.00 late charge is charged for every fifteen-minute interval that a child remains beyond the program enrolled. If you know you will be late due to an emergency, please call as soon as possible so we can reassure your child.

Clothing and Supplies

All preschool children are required to keep a change of clothing at school. Please label and bag all garments. Parents of diapered children are responsible for keeping a supply of disposable diapers and wipes at school. Pull-ups may be used only for the short period of training. Please do not use this type of diaper if your child is not involved in potty training. Children attending school 2 or 3 days a week should bring an extra change of clothing and a nap blanket in a tote bag. These children may share storage space in a classroom.

Please dress children in appropriate, comfortable play clothes. Shoes should be closed-toe or sneakers. Clothing should be appropriate for outdoor activities and exercise. We are not responsible for accidents on equipment if the child is wearing sandals, plastic shoes, or slippery dress shoes.

Lunches and Snacks

It is your responsibility to provide a nutritious lunch for your child every day. Label lunch boxes and all containers. Refrigeration is available upon request. Leave the labeled lunch box at the front desk as you enter and it will be refrigerated. We will give your child any assistance needed to eat; however, independence is encouraged. We provide a healthy morning and afternoon snack. The county ordinance allows only milk 2% or less to be served in school to children ages 2 and up, unless the child has a prescribed special diet by a physician on file.

Naps - Preschool

All full-time children are required to rest or sleep. We provide a mat. Parents are required to provide a labeled blanket, crib sheet, or towel to cover the mat. These items must be taken home every Friday to be washed. In the event that a child tears or rips a mat, the parent(s) and/or guardian(s) is required to replace it. Children may bring a special stuffed animal or pillow for sleeping, but pacifiers are not allowed.

Toys from Home

Please do not allow your child to bring toys from home unless it is for a specific class activity. We cannot be responsible for lost or broken items. Toys that promote violence are not acceptable. Books are always welcomed. A special security object can be brought for naptime.

No Smoking Policy

Pursuant to Chapter 386, F.S. of the Child Care Standards, smoking is prohibited on our premises, including the parking lot and outdoor areas. If you smoke, please refrain from smoking in the car upon approaching the school. Clean air indoors and outdoors is of the utmost importance for the developing lungs of our students.

Communication

We consider communication with you to be of the utmost importance. Please talk with us about any questions or concerns you may have. Do not send messages with your children. A note to the teacher should be handed to a staff member. If you wish to have a conference with a teacher, please make an appointment to insure individual attention. We can arrange telephone conferences if schedules conflict. You are welcome to school at any time to observe your child in class.

Physical Activity Policy

Children ages one and up shall have a minimum of 40 minutes of indoor and outdoor physical activity for every 3 ½ hours of care, excluding naptime. Parents shall dress children in appropriate footwear and attire for outdoor physical activity. All children must participate in these activities unless a written doctor's note is filed. Typical outdoor activities, depending on age-appropriateness, may include using the playground equipment (Swing, slide, glider, bicycle, and other toys), running, jumping, playing basketball, football, dodgeball, kickball, jump rope, skipping, tennis, volleyball, etc... Alternate indoor activities for inclement weather are posted in front of every classroom. Our daily classroom schedules already outline designated outdoor play times, no changes are necessary, except for the physician's note if your child is to be excused from physical activity.

Screen time / Use of Electronic Media

Electronic media shall be limited to instructional physical activity, except for listening to music during planned activities. Children under the age of 2 are prohibited from any electronic media use. Children ages 2 to 5 are limited to 1-2 hours of screen time per day, and only for the use described above. School age children may only be permitted to use electronic media for 90 minutes per week for educational purposes and 90 minutes per week for instructional physical activity except for school-related assignments and educational e-books. Children ages 2 and up may use electronic media only for instructional physical indoor activity during inclement weather for up to 2 hours per day. These changes will affect early morning drop-off and late afternoon pick up times. Children will be in the classrooms instead of the TV rooms. After-school children and campers are no longer permitted to bring personal electronic devices for recreational use (ie: Nintendo DS, cell phones, tablets, etc...)

Equal Opportunity

The policy of Harvard Academy is intended to protect the welfare of all students in order to provide the best quality care. Students are enrolled without regard to race, religion, or color. We abide by all state, county, and city licensing requirements for fire and safety precautions, health and sanitation, and ratios.

Hot Lunch Menu
By Exquisite Catering by Robert

Monday – Chicken nuggets, fruit, potato chips, and juice.

Tuesday – Pasta with marinara sauce, vegetable, bread, dessert, and juice.

Wednesday – Chicken & Rice, veggies, cookie, and juice.

Thursday – Pizza, cookie, fruit, and juice.

Friday – Hot dog, fruit, cookie, and juice.

Snacks are provided twice a day. Morning snacks consist of fresh fruit, cereal, granola bars, or bagel with juice. Afternoon snacks consist of vegetable sticks, pretzels, or crackers with juice.

Additional \$15 for the week
(\$3 per day)



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Enrollment Information Form

Date: _____
Child's Last Name: _____ First: _____ Middle: _____
Address: _____ City: _____ Zip: _____
DOB: ____/____/____ Male _____ Female _____ Birth Place: _____ Citizenship: _____
Primary Language: _____ Other Language: _____
Password: _____ Schedule: M T W H F AM _____ PM _____ FT _____ After School _____
Summer _____ Elementary School Name: _____ DOE: _____

Mother/Guardian

First Name: _____ Last Name: _____
Address (if different from above): _____
Main Phone #: (____) _____ Work #:(____) _____ Alternate #: (____) _____
Email address: _____ Social Security #: _____ Occupation: _____

Father/Guardian

First Name: _____ Last Name: _____
Address (if different from above): _____
Main Phone #: (____) _____ Work #:(____) _____ Alternate #: (____) _____
Email address: _____ Social Security #: _____ Occupation: _____

Parents Marital Status: Together _____ Separated _____ Divorced _____
If not together, legal custody of children belongs to: Mother _____ Father _____ Other _____
May the non-custodial parent pick up the children? _____ *If no, you must provide a copy of the custody papers.*
Notify in case of illness/emergency: Mother _____ Father _____ Guardians/Other _____

Emergency Contact Information/Release Form

The child/children will only be released to the people listed in this section.

1. Mother: Yes No (Circle one) or Legal Guardian/s (please list) _____
2. Father: Yes No (Circle one)
3. Name: _____ Phone #: _____ Alt #: _____
Address: _____
4. Name: _____ Phone #: _____ Alt #: _____
Address: _____
5. Name: _____ Phone #: _____ Alt #: _____
Address: _____

Medical Data and Information

Allergies / Medical Problems: _____

Child's physician: _____

Address: _____ Phone: _____

Date of last DPT or Tetanus Shot: _____

Child's medical insurance company: _____

Phone: _____ Policy Number: _____

Child's Dentist: _____

Address: _____ Phone: _____

Authorization for Emergency Medical Care

I hereby authorize the staff and Director of Harvard Academy to give consent for any and all emergency medical care for my child(ren) while he/she/they are in Harvard's care. I give consent to transport him/her/them by ambulance if necessary.

Parent/Guardian Signature: _____ Date: _____

Insurance

Harvard Academy's insurance coverage is designed to work with your personal health insurance as a supplement. In the event of an accident, both you and the Director must complete the accident claim form. If the expenses for an accident are less than \$100.00, our policy will pay in full. If the expenses are over \$100.00, our policy will only pay for those expenses not paid by your health carrier. In order to collect the remainder of the expenses after payment from your health insurance, you must send the bill with your child's name and date of the accident to Harvard's insurance company. Please discuss concerns and questions with the Director.

Parent/Guardian Signature: _____ Date: _____



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Financial Obligations

Name of financially responsible party: _____

Name of financially responsible party: _____

I/We agree to pay tuition: Monthly_____ Bi-monthly_____ Weekly_____

*****Monthly payments are due the first of the month, bi-monthly payments are due the first and sixteenth of the month, and weekly payments are due every Monday. Automatic late charges will be assessed according to the following schedule: Monthly payments not received by the 7th business day - \$40, weekly payments not received by Wednesday - \$12, Bi-monthly payments not received after 7 business days for the first payment or 4 business days for the second payment - \$25. Returned check fee: \$25 each. *****

I/We have read the Harvard Academy policy agreement and accept the conditions stated therein. I/We agree to pay a non-refundable fee at the time of enrollment to be renewed each September. I/We understand that it is very important that each family meet its financial commitment on time. Prompt payment of accounts assures that Harvard Academy can strengthen programs, faculty compensation, and operate with fiscal responsibility. The school is completely dependent upon tuition payments for its operation and it is very important that payments are received promptly when due. The school cannot assume financial responsibility for your child's tuition. If a student is absent, transfers, or withdraws from the school for any reason, he/she will be charged until the end of the current period. No credit on tuition is given beyond what is granted in our policy or the discretion of the director. The responsible party/parties agree to pay all reasonable costs of collection including, but not limited to attorney fees, court costs, and interest on the balance due - including late fees at the highest interest rate allowed by law.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent Authorization

1. I give permission to photograph my child(ren) for publicity purposes, ie social media, bulletin boards.

Parent/Guardian Signature: _____ Date: _____

2. I give permission for my child(ren) to be transported by Harvard Academy on field trips.

Parent/Guardian Signature: _____ Date: _____

3. I give permission for my child(ren) to be transported by Harvard Academy to and from _____ Elementary School.

Parent/Guardian Signature: _____ Date: _____

4. **FOR WEST PINE STUDENTS ONLY:** I give permission for my child(ren) to walk to and from West Pine Middle School. I understand that it is the child's responsibility to arrive on time.

Parent/Guardian Signature: _____ Date: _____

5. I give permission for my child(ren) to swim at Harvard Academy.

Parent/Guardian Signature: _____ Date: _____

Emergency Procedures

Dear Parents and/or Guardians,

As ordered by the Sunrise Fire Marshall, the following is our policy for an early dismissal in the event of a natural disaster or weather emergency.

Hurricane Watch – Be Alert

Hurricane Warning – Pick up your child(ren)

It is your responsibility upon a hurricane watch to be on alert. Once a hurricane warning is issued, you must pick up your child. If a warning is issued before school opens, we are **NOT** permitted to accept children into school.

Lockdown Procedure

If a lockdown notice is in effect for our area, we secure all children and staff in the building until local police gives the “All Clear”. **We cannot release or accept students into the building and parents will not be allowed to pick up.** Please check with local media to keep up-to-date about the latest information or call us. When the lockdown notification is lifted, we will open our doors again.

Please be sure to inform us of new addresses and telephone numbers for emergency contact.

I understand and have read the emergency procedure policy.

Parent/Guardian Signature: _____ Date: _____

Child’s Name: _____

Receipt and Acknowledgement of Registration, Tuition, Discipline, Sick, Physical Activity, Electronic Media, Nutrition and Food-Sharing Policies & Child Care Brochure Statement

I have read and agree to the all the policies mentioned above in the parent manual and received a copy of the Know Your Child Care Brochure.

Parent/Guardian Signature: _____ Date: _____

Child’s Name: _____

Board of County Commissioners, Broward County, Florida
HUMAN SERVICES DEPARTMENT
Bureau of Children's Services
Child Care Licensing and Enforcement Section

ALTERNATE NUTRITION PLAN

Date: _____ Name of Facility/Home: Harvard Academy
Address: 8955 NW 50th St, Sunrise, FL 33351

Dear Parent:

In accordance with the Broward County Child Care Ordinance\Family Child Care Ordinance, parents, and the child care facility/home are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility/home.

Please read the following carefully, sign, and return as soon as possible to Harvard Academy
(facility's name)

The facility/home agrees to provide a nutritious:
(Operator/Director checks those which apply.)

- breakfast
- mid-morning snack
- mid-afternoon snack
- evening snack
- no meals or snacks

The parent agrees to provide a nutritious:
(Parent checks those which apply.)

- mid-morning snack
- lunch
- mid-afternoon snack
- supper

I have read the preceding and agree to meet the child's nutritional needs as defined above.

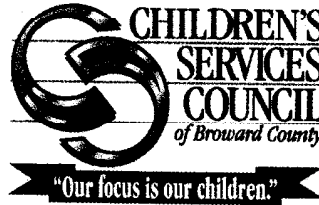
Sug Chan
Operator/Director Signature

Parent Signature

Parent — please tear and keep this portion.

Meals provided by parents shall consist of the following:

- A. Meat/Poultry/Fish 2 ounces
or cheese 2 ounces
or eggs 1 egg
or peanut butter 4 tablespoons
or dried beans and peas 1/2 cup
- B. Fruits (2 or more) 1/2 cup
or vegetables 1/2 cup
or fruits and vegetables 3/4 cup *total amount and
vegetables must equal 3/4 cup.
- C. Bread 1 slice
- D. Butter 1 teaspoon
- E. Milk 1 cup - 8 oz.



SWIM CENTRAL WATER SAFETY EDUCATION QUESTIONNAIRE

Child Care Facility: _____ Date: _____

Child's Name: _____ Age: _____

Parent's Name: _____

Address: _____

- 1. Has your child ever taken swim lessons? Yes _____ No _____
- 2. Can your child roll over and float on his/her back? Yes _____ No _____
- 3. Can your child swim to the side of the pool? Yes _____ No _____
- 4. Have you taken a Community Water Safety Course? Yes _____ No _____
- 5. Is anyone in your household certified in CPR? Yes _____ No _____

Additional Comments: _____

Please mail or fax this back to: SWIM Central
1 North University Drive Suite 401B
Plantation, FL 33324
Fax: 954-357-8102

_____ I have received SWIM Central water safety information

_____ I have NOT received SWIM Central water safety information

Licensing Standards

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: www.myflorida.com/childcare.

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:

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25
- ✓ 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.

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.

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.

Health Related Requirements

- ✓ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and monthly fire drills with children and staff.
- ✓ Locked storage place for storing medication and hazardous materials.

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 medications.

Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:



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

To report non-compliance with state licensing standards, please contact your local licensing office.

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 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, and 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.

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.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

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



Know Your Child Care Facility



CF/PI 175-24, 7/2005

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.3125(5), F.S.,



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

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

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

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



What should I do if my child gets sick?

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

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

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



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

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

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

What is the influenza (flu) virus?

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



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

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



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

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**“The Flu”
A Guide
for Parents**

INFLUENZA VIRUS