



STUDENT APPLICATION FORM

Enrollment Date: ____/____/____

First Day of Class: ____/____/____

PRE-SCHOOL & PRE-KINDERGARTEN APPLICATION FORM 2020-2021

CHILD

Last Name: _____ First Name: _____ M: _____

Sex: ☐ Boy ☐ Girl Date of Birth: ____/____/____ Nickname: _____

Parent's Name(s): _____

Street Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Phone Number 1: _____ Phone Number 2: _____

Cell Phone Number: _____ Email: _____

School year begins August 2020 and ends June 2021. (dates subject to change based on County schedule) Winter Break, Spring Break and Summer Camp are separate programs **not** included in the school year fees. **Full School year tuition** can be paid in full at the start of the school year and a discount will be applied. **Monthly tuition** can be paid in full on the 2nd day of each month and a discount will be applied. Details are provided in the Payment Agreement.

There is an annual, non-refundable, non-transferable registration and materials fee of a \$150.00.

VOYAGERS (5-12 Months by sept. 1 2020)

____ MONDAY - FRIDAY (6:30AM – 6:00PM)

____ MONDAY - FRIDAY (7:30AM – 1:00PM)

ADVENTURERS (Two years old by sept. 1 2020)

____ MONDAY - FRIDAY (6:30AM – 6:00PM)

____ MONDAY - FRIDAY (7:30AM – 1:00PM)

EXPLORERS (18 Months by sept. 1 2020)

____ MONDAY - FRIDAY (6:30AM – 6:00PM)

____ MONDAY - FRIDAY (7:30AM – 1:00PM)

IMAGINEERS (Three years old by sept. 1 2020)

____ MONDAY - FRIDAY (6:30AM – 6:00PM)

____ MONDAY - FRIDAY (7:30AM – 1:00PM)

EXPEDITIONERS (Four years old by sept. 1 2020) WITHOUT VPK CERTIFICATE

____ MONDAY - FRIDAY (6:30AM – 6:00PM)

____ MONDAY - FRIDAY (7:30AM – 1:00PM)

EXPEDITIONERS (Four years old by sept. 1 2020) WITH VPK CERTIFICATE

____ MONDAY - FRIDAY (6:30AM – 6:00PM)

____ MONDAY - FRIDAY (7:30AM – 1:00PM)

EXPEDITIONERS (Four years old by sept. 1 2029) **VPK ONLY**

____ MONDAY - FRIDAY (8:30AM – 11:30PM)

Pre-K/VPK Program is inclusive of the 3-hours that are funded by the State of Florida certificate of eligibility from your county coalition.



SCHOOL YEAR REGISTRATION FORM

Enrollment Date: ____/____/____

First Day of Class: ____/____/____

Password: _____

CHILD

Last Name: _____ First Name: _____ M: _____

Sex: ☐ Boy ☐ Girl Date of Birth: ____/____/____ Nickname: _____

Street Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

CONTACT INFORMATION

Legal Custody: ☐ Both Parents ☐ Mother ☐ Father ☐ Guardian: _____

MOTHER

Last Name: _____ First Name: _____ MI: _____

Date of Birth: ____/____/____ Drivers License: _____

SS: ____/____/____ E-mail: _____

Cellular: _____ Work Phone: _____

Occupation: _____

FATHER

Last Name: _____ First Name: _____ MI: _____

Date of Birth: ____/____/____ Drivers License: _____

SS: ____/____/____ E-mail: _____

Cellular: _____ Work Phone: _____

Occupation: _____

ADDITIONAL CONTACT

In case of illness, accident, or emergency, if for some reason, parents / guardians cannot be reached, please indicate who should be notified by the center. *(Please attach a copy of their drivers license)*

1 Name: _____ Phone: _____
Relationship: _____ Pick Up: ☐ Yes ☐ No

2 Name: _____ Phone: _____
Relationship: _____ Pick Up: ☐ Yes ☐ No

RELEASE AUTHORIZATION

Additional person(s) authorized by the parent(s)/guardian(s) to withdraw the child from the center.

1	Name: _____	Relationship: _____	Phone: _____
2	Name: _____	Relationship: _____	Phone: _____
3	Name: _____	Relationship: _____	Phone: _____

MEDICAL INFORMATION

CHILD'S PHYSICIAN:

Name: _____	Phone: _____
Specialty: _____	Cellphone: _____
Street Address: _____	Suite: _____
City: _____	State: _____ Zip Code: _____
Known Allergies: _____	
_____ <input type="checkbox"/> Not Known	
Other Medical Conditions: _____	
_____ <input type="checkbox"/> Not Known	

_____ I hereby grant permission for the staff at A World of Discovery Academy to contact the above mentioned medical personnel to obtain emergency medical care if wanted.

MEDICAL EMERGENCY AND TRANSPORTATION AUTHORIZATION

In the event of a serious illness or accident, and if parents cannot be reached, A World of Discovery Academy shall have written instructions from parents / guardians regarding the arrangement of immediate treatment.

"I hereby give my consent and authorize A World of Discovery Academy to seek emergency treatment for my child _____."

"I give my consent and authorization for any health facility or physician to provide necessary medical treatment to my child, _____ in the event of a emergency, at which time I cannot be reached. I give consent to transport my child by ambulance if the situation warrants it"

_____ "I will take full responsibility for payment of all medical services which might be rendered due to an emergency situation."



PAYMENT & POLICY AGREEMENT

Enrollment Date: ____/____/____

First Day of Class: ____/____/____

2020-2021 PARENT/GUARDIAN PAYMENT, POLICY AGREEMENT AND CONSENT

Child's Name: _____

Primary Parent/Legal Guardian Name: _____

Drivers License #: _____ Phone Number: _____

Other Parent/Legal Guardian Name: _____

Drivers License #: _____ Phone Number: _____

Home Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

I/We, _____ parent(s) or guardian(s) of _____ do hereby enroll my/our child in A World of Discovery. This payment and policy agreement and consent form will be in effect for any time my/our child is enrolled during Summer Camp 2020, and/or School Year 2020-2021 and will remain in effect until the child is withdrawn from A World of Discovery Academy. (See *withdrawal policies*)

All policies must be read and initialed prior to registration process.

REGISTRATION

I/We agree to pay A World of Discovery the non-refundable, non-transferable registration and materials fee of \$150.00 for enrollment in the infant through Pre-Kindergarten program. This is an annual registration fee and is due at the time of registration. Any circumstances that may lead to re-enrolling a child during the same school year will require a new registration form and full registration fee. VPK 3-Hour Program is required to pay the \$50 material fee only.

TUITION

I/We understand that \$_____ per week is the current rate for the _____ program. I/We understand that I/we are enrolling our child in an ongoing school year program and tuition fees are payable either in full weekly by the end of the day on Tuesday starting on the first week of attendance. **Full School year tuition** can be paid in full at the start of the school year and a discount will be applied. **Monthly tuition** can be paid in full on the 2nd day of each month and a discount will be applied. Winter, Spring and Summer Camps are separate programs that require separate registrations and fees. The school year payments remain the same for the months that Winter, Spring and Summer Camps occur. There is no proration of school year tuition during those months, as the tuition fee is part of the full school year program. **I/WE HAVE RECEIVED, READ AND UNDERSTAND THE TUITION FEE SCHEDULE.** Payment can be made by check on site or by credit card, debit card, or bank account. **American Express is not accepted.** When paying by check, please note your child's name in the memo section. If I/we are enrolling our child in only the Summer Camp program, Winter Break or Spring Break camps. I/we agree to follow the payment requirements and due dates described in the camp registration forms. I/We understand that **NO REFUNDS OR CREDITS ARE GIVEN FOR ANY FAMILY VACATIONS, MOVING OR ANY OTHER INTERRUPTIONS IN**

ATTENDANCE. If your child is unable to attend due to sickness, you must provide a doctors note (*no copies*) and A World of Discovery will credit your account 1/2 tuition (*child must be absent all week*) **NO EXCEPTIONS**

DISCOUNTS

- **MULTIPLE CHILD DISCOUNT:** If two or more siblings attend full time (6:30 – 6:00), the child with the greater tuition will pay the full amount and a 10% discount will be applied to the lesser tuition of the siblings (not applicable to Summer Camp, Winter Break, Spring Break or registration fees).
- **SCHOOL YEAR PAID IN FULL:** If the entire school year tuition is paid in full by the first day of the school year calendar in August, a 2% discount will be given if payment is made by check or credit card.
- **CAMP AWOD DISCOUNT:** If all weeks of the entire summer camp program are reserved for full time and paid for in full prior to the first day of camp, a 10% discount will be applied to the tuition fee.
- **Discounts do not apply to fees for before school, after school, before camp, after camp Winter Break, Spring Break, or any fees other than preschool or summer camp tuition.**

CAMP AWOD

Camp AWOD is a separate program offered to preschool and elementary school children during summer break.

- There is a \$55.00 summer fee for each child to attend these programs. Plus weekly tuition.
- The hours are 6:30 a.m. to 6:00 p.m.

OTHER FEES

- UNIFORMS:** I/we understand that A World of Discovery Academy is a uniform school, and a **BRANDED POLO SHIRT** is required to be worn every day. Polo shirts are to be purchased at the main office. Any khaki shorts or pants are acceptable. Closed toed shoes or sneakers are required. Sandals, Crocs® and other open toe shoes are not allowed. The only exceptions will be on special dress up days for which parents will be notified in advance, such as Friday color days, photo days and Halloween, etc.
- BACKPACKS:** I/we understand that to maintain order in the classroom **A World of Discovery will provide a backpack for the low cost of \$10.00 to be used for the fitted sheet and blanket** needed for my child's nap time. The bag will be brought to school every week on Monday and will be returned home on Fridays.
- EXTRA CURRICULAR ACTIVITIES:** I/we understand that all extra curricular activities are separate programs offered by A World of Discovery Academy to the parents, such as but not limited to, gymnastics and music & movement. These activities have limited spaces and will be charged at an additional fee of \$39.00 a month per activity/per child. Other activities may be charged at a different rate depending on the program provider.
- LUNCH:** Lunch will be provided from our catered lunch service at the low cost of \$45 per month. Lunch fee must be paid in advance for the month. There are no refunds given for absences or cancellations after this time.

ATTENDANCE

If a child does not arrive to school, the custodial parent/legal guardian must communicate with the school administration within one hour of the child's typical arrival time. (*If there was no prior communication from the custodial parent/legal guardian of the child's absence.*) If child care personnel are unable to reach the child's parent/guardian, emergency contacts must be notified. I/We will let the front desk know in advance of a planned absence. **IF MY CHILD WILL NOT BE ATTENDING SCHOOL FOR ANY OTHER REASON, I/WE WILL CALL THE FRONT DESK AS SOON AS POSSIBLE. (954) 584-7820**

DROP-OFF

I/We understand that A World of Discovery is not a daycare facility, it is a Preschool and as such we run a fully educational program beginning with our morning Circle Time. I/We understand that **DROP-OFF TIME SHOULD BE NO LATER THAN 9:30 A.M.** to ensure my child is ready to follow their daily learning schedule and to avoid disrupting the class when it has already started. I/We understand that if the child is dropped off during Circle Time, the child will stay in the office until circle time is over. If you plan to arrive late due to doctors appointment or any other emergency, please call the front desk to notify staff of late arrival. **IN SUCH CASE PLEASE DROP-OFF YOUR CHILD BEFORE 12 P.M. TO AVOID INTERRUPTING NAP TIME.**

RELEASE OF CHILDREN - GOVERNING POLICIES

I/We understand that the State of Florida requires that parents be informed of the governing policies that regulate the release of children from a facility, and to keep signed records of this acknowledgment. I/We understand that no child shall be released to any other person than the authorized parent, guardian listed on the registration form. All those authorized to take child from the school, other than the child's parents or guardian known by the center, must present a picture ID to the administration before the child is released. In the event in which no person authorized to remove a child from care is available, the child's parents or guardian must contact the school and authorize another individual to remove the child from the facility. I/We understand that authorization will require that the parent or guardian verbalized the correct password. Assigned to each child at the time of enrollment in the facility and recorded in this registration form. A World of Discovery Academy is required by law to notify DCF and the local police department in the event a child is not picked up by an authorized person within one hour after the scheduled closure time of the facility. Please contact the center immediately should you expect any difficulty to arrive on time. I/We understand and agree to comply with the above outline State of Florida governing policies.

MONTHLY ATTENDANCE VERIFICATION - CHECK-IN/OUT SYSTEM

I/we understand that the State requires A World of Discovery Academy to keep daily records of every child's attendance. A world of Discovery Academy keeps this records in our Procure© System. Parents and persons authorized to pick up the children must check-in/out daily. I/We acknowledge the importance of keeping attendance records accurate and will comply with the State of Florida governing policies.

PENALTY FEES

I/We acknowledge that the following penalties shall apply for late payment, late pick up and/or returned checks.

- a. **\$30.00 LATE PAYMENT FOR WEEKLY TUITION AND \$50 FOR MONTHLY TUITION:** All pass due accounts will be charged a late payment fee on the third business day following the due date of the tuition payment. I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child until my account is made current, and the school cannot guarantee a child's a spot will be held when a child is withdrawn due to non-payment of tuition, **ANY UNPAID TUITION FEES MAY BE SENT TO A THIRD-PARTY COLLECTION AGENCY.**
- b. **LATE PICK-UP FEES:** A fee of \$20.00 for the first 15 minutes and \$1.00 per minute after will be charged to the account for late pick up after scheduled enrollment hours or closing hours of the school.
 - **FULL TIME:** 6:30 A.M. - 6:00 P.M.
 - **PART TIME:** 7:30 A.M. - 1:00 P.M.
 - **VPK ONLY:** 8:30 A.M. - 11:00 P.M.
- c. **RETURN CHECK FEES:** All returned checks shall incur a charge as set forth in Florida Statute 68.064 of \$50.00. If two returned checks or two declined credit cards are received, all future payments must be made by; certified check or cashier's check. Replacement payment for all returned checks must be made by certified check, or cashier's check.

DISCIPLINE POLICY

A World of Discovery believes children and families deserve to be full members of their communities and to experience a sense of belonging. Children also deserve access to high-quality learning and development opportunities. We are an integral part of these fundamental experiences. At A World of Discovery know that suspensions and expulsions from early childhood programs can have a significant negative impact on children and families. We take suspension and expulsion decisions seriously, consider the impacts carefully, and keep children enrolled whenever possible. We work closely with families to set children on positive paths. When we talk to families about issues as they arise, we can often avoid suspension and expulsion.

To prevent suspension and expulsion we:

- Create learning environments in which every child feels good about being there.
- Design a learning environment that promotes children's engagement.
- Focus on teaching children what to do-specifically, by teaching expectations and routines as well as skills children can use in place of challenging behaviors.

Corporal punishment will not be used under ANY circumstances. Our discipline policy is intended to promote children's social and emotional skills, thereby preventing concerning behaviors. Suspension and expulsion are a last resort, used only when

other steps taken to resolve an issue have been unsuccessful. Even after the difficult decision to end care has been made, we will do our best to help make the transition as smooth as possible for the child and family. We do this by:

- Giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services.
- Help families find alternate care by connecting them with community based child care resources and referral agencies.

DISENROLLMENT POLICIES

I/We understand that if a child is in attendance on the 1st of the week, payment for that week will be due in full. Tuition payments are due no later than Tuesday of each week during the school year or attendance will discontinue until payment is made and child may be dis-enrolled from the school. Summer camp fees must be paid in full according to the payment schedules. If not received by these dates, it will be grounds for disenrollment from the program. I/We understand that all fees not paid in full shall be subject to collection. I/We understand that there will be **NO refund of registration fees**. A child may be disenrolled by A World of Discovery Academy without prior notice if, in the sole opinion of A World of Discovery Academy, it is in the best interest of the child or the school.

WITHDRAWAL POLICIES

If a child is in attendance on the 1st day of the week, payment for that week will be due in full. I/We agree to notify the school in writing submitted to the office with a minimum of 15 days prior to the withdrawal of the child during the school year and a minimum of 1 week prior to the start of any summer camp reserved week. Summer camp will require a \$30.00 fee to be paid per week for any cancellations made. I/We understand that there will be **NO refund of registration fees**. If a child withdraws and returns to A World of Discovery during the same school year, payment will be due for the time missed and a new registration fee must be paid.

EXPULSION/DISMISSAL POLICY

We will make reasonable efforts to prevent expulsion/dismissal of children in our care. However A World of Discovery reserves the right to cancel enrollment for the following reasons:

- Non-payment of tuition
- Failure to adhere to policies
- The child's needs exceeds the capabilities of our center
- Child's behavior endangers the safety and well-being of other children and/or staff.
- Parent/Guardian behavior and/or actions threaten other children, parents or staff.

ILLNESSES OR ACCIDENTS

I/We understand that should my child _____ become ill or suffer an accident while she/he is in the care of A World of Discovery, school staff will first attend to the child's immediate needs and then will make reasonable efforts to contact me/us immediately. If the school staff deems it necessary, they are authorized to seek and obtain medical attention, treatment and service for my/our child through medical services (911). If my child is exposed to or contracts a contagious disease, I/We agree to notify the school and I understand that my child will be re-admitted according to the re-admission criteria of the Director and the Doctors.

EMERGENCY CARE

I/We understand that A World of Discovery does not provide on-site nurses or medical professionals, nor are there other emergency medical services available at the school. Only CPR and basic first aid are available until emergency medical services arrive. A World of Discovery Academy staff are not trained to provide medical care. I/We will notify the school in writing of any medical condition, illness, allergies, or other special need that my/our child has. I/We understand that A World of Discovery academy has the right to deny admission, or discontinue attendance if they feel they are not able to safely care for the child. A World of Discovery Academy does not discriminate on the basis of disability or any other protected status.

SEVERE WEATHER CLOSING

I/We understand that in most circumstances, if County Schools close for severe storm warnings or any emergency situation, A World of Discovery Academy will also be entitled to close. At this time, I/we must contact the school and immediately pick up my/our child, if required. In some circumstances, A World of Discovery Academy will be open on County School Emergency Days. It is my/our responsibility to contact the school to verify whether A World of Discovery Academy will be open. **TUITION REFUNDS WILL NOT BE GIVEN FOR THE DAYS IN WHICH THE SCHOOL IS CLOSED.**

FAMILY HANDBOOK & ADDITIONAL INFORMATINAL BROCURES/FLYER

- I/We will receive the Family Handbook prior to my child's first day of school and sign an acknowledgement stating I/we have read all policies.
- I/We have received and understand the Influenza Brochure
- I/We have received and understand the "Know Your Child Care Facility" brochures.
- I/We have received and understand the Child Care Licensing Distracted Adult Flyer.
- I/We have received and understand the Child Care Licensing Rilya Wilson Act Flyer.

BEHAVIOR MANAGEMENT

I/We have been advised that A World of Discovery Academy follow a child-oriented approach to behavior management. This includes, but is not limited to, such techniques as gentle reminders, ignoring negative attention seeking behavior and reinforcing the positive with praise and love. Food and fun are not withheld from the children. At no time is corporal punishment tolerated at A World of Discovery Academy.

MEDIATION

I/We have been advised and agree that any dispute or claim arising out of or relating to the services provided by A World of Discovery Academy shall be submitted to non-binding mediation prior to the commencement of arbitration, litigation, or any other proceeding before a trier of fact. The parties agree to act in good faith to participate in mediation and to identify a mutually acceptable mediator. If a mediator cannot be agreed upon by the parties, each party shall designate a mediator, and those mediators shall select a third mediator who shall act as the neutral mediator to assist the parties in attempting to reach a resolution. All parties to the mediation shall share equally in its costs.

HEALTH REGULATIONS

I/We understand that the laws and regulations of the State of Florida require all students to have on file **before** attending the first day of class, specific records **(HEALTH, IMMUNIZATION AND PHYSICAL) AND REQUIRED ENROLLMENT FORMS.**

INDOOR AND OUTDOOR PHYSICAL ACTIVITY

I/We understand that A World of Discovery Academy consider the outdoors an extension of the classroom. Each class is allotted a minimum of 40 minutes of combined outdoor and indoor physical activity for every three and a half hours in care, excluding quiet rest time. There are planned activities incorporated into each classroom's weekly lesson plans that contain planned physical activities designed to meet the age-appropriate developmental needs of the children. These planned activities promote physical, emotional, social, and intellectual growth of each child. Because students will be actively engaged in physical activity including but not limited to running, climbing, balancing, hopping and skipping, it is A World of Discovery Academy's policy that each child should wear closed-toed shoes with a rubber sole. Additionally, each child should wear clothing that permits them to move freely without getting caught on anything or that they may become tangled in. This clothing requirement also pertains to appropriate dress for weather conditions. Children should arrive to school wearing close-toed, rubber soled shoes daily.

BABYSITTING POLICY

I/We understand that in an effort to maintain the professional status of A World of Discovery Academy staff and prevent any potential conflict of interest, babysitting by center staff members is discouraged. However, should I/we hire any school staff members for any off-site purposes, including, but not limited to: transportation, private tutoring, instruction, coaching, or babysitting care, it must be outside the school premises and with the understanding that such arrangements and payment for services are solely between me and the school staff member. A World of Discovery Academy does not sanction the arrangements, and I/we agree to hold A World of Discovery Schools harmless from any such arrangement.

PHOTOGRAPHS/VIDEO PERMISSION

I/We give permission for my/our child to be photographed and videotaped in the school and during program functions and field trips. I/We understand that photographs/videos may be taken by school staff. I/We understand that these photographs may be used throughout the school, graduation ceremonies, teacher workshops, Facebook or any social media platform used by our school, website, and occasionally in various forms of advertising media, such as but not limited to brochures, magazines, newspaper, television, etc. I understand A World of Discovery Academy will protect my child's(ren) identify and will not publish my child's(ren) name if a video/photograph of my child's(ren) is used as described above. I/We understand that such photographs shall become the property of A World of Discovery Academy, which has the right to duplicate, reproduce, and/or make other uses as A World of Discovery Academy deems necessary. I/we grant or deny permission for A World of Discovery Academy and/or it's representatives to use any photographs and/or video including my child for any lawful media purpose without compensation, according with the following directions.

☐ Yes

I confirm that I have read and understood the above and thereby give consent for use of my child(ren) photograph/video as described above.

☐ No

I do not wish to have my child(ren) photographed

CHILDREN'S CONFIDENTIAL FILE

I/We understand that information about children is gathered routinely and confidentiality is maintained. Files are accessible to the Director, Assistant Director, other administration, teachers, social service agencies, legal and regulatory authorities and other appropriate school personnel as reasonably necessary. I/We also understand that all necessary forms must be in my child's folder for him/her to attend school and any changes in the pertinent information in my/our child's records must be provided within 5 days of the changes.

MERGER AND AMENDMENT

This Agreement embodies the entire representation, warranties, agreements and conditions in relation to the subject matter hereof, and no representation, warranties, understandings or agreements, oral or otherwise, in relation thereto, exist between the parties except as herein expressly set forth. This Agreement may not be amended or terminated orally, but only as expressly provided herein or by instrument in writing, duly executed by the parties hereto.

I/We have read, understand and agree to the policies stated in this document.

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child



Leslie C. Novoa - Operator/Director



EXPULSION POLICY

Enrollment Date: ____/____/____

First Day of Class: ____/____/____

Child's Name: _____ Parent's Name: _____

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

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

IMMEDIATE CAUSES FOR EXPULSION:

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

SCHEDULE OF EXPULSION:

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three year old program.

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

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child

These policies are subject to change without notice.





ALTERNATE NUTRITION PLAN

In compliance with:
Broward County Commissioners
HUMAN SERVICE DEPARTMENT
Community Partnership Division
Child Care Licensing and Enforcement Section

ALTERNATIVE NUTRITION PLAN

Name of Child Care Provider: A World of Discovery Academy

Child's Name: _____

Date: _____ Address: 7025 NW 4th Street, Plantation, FL 33317

Dear parent/guardian:

In accordance with a Broward County Ordinance, parents/guardians and child care providers are urged to work cooperatively to assure that children are provided with nutritious snacks and meals when they are not offered by the provider.

THE PROVIDER AGREES TO OFFER A NUTRITIOUS:

- ☐ Breakfast
- ☒ Mid-morning snack
- ☒ Lunch - Monthly \$45 fee
- ☒ Mid-afternoon snack

THE PARENT AGREES TO OFFER A NUTRITIOUS:

- ☒ Breakfast
- ☐ Mid-morning snack
- ☐ Lunch
- ☐ Mid-afternoon snack

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

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child

Leslie C. Novoa - Operator/Director



HEALTHY FOODS & NUTRITION POLICY

Dear Parents,

Our school is working on a healthy food and nutrition policy. Due to this reason we avoid giving the children chips, popcorn, cookies, candies, chocolates, and sodas. Peanuts, peanut butter and nuts in general are highly allergenic products that can be harmful for some children so they are not allowed in the school. Please do not send Nutella products either because they have nut ingredients.

If you are sending food from home please be advised that our classrooms do not have microwaves. By law, we are unavailable to warm up food, for this reason we ask that you send your child's food already warm in a thermos container. Please help us promote healthy eating by sending healthy lunch. Lunchables, hot dogs, peanuts, peanut butter and jelly sandwiches, chef boyardee, etc. are not accepted at our school. Our healthy food policy also applies to snacks. Please avoid sending chocolate, flavored milk, juice with high sugar, potato chips, donuts and decaffeinated drinks, etc.

Examples of appropriate healthy snacks include:

- Yogurt
- Applesauce
- Crackers
- Jell-O
- Fruits
- Pretzels
- Cheese
- Veggie Sticks

Here at A World of Discovery Academy we are committed to work as a team to benefit your children. We thank you in advance for your cooperation!

Thank you,

A World of Discovery Academy Staff

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child

Leslie C. Novoa - Operator/Director



SPECIAL SNACK/COOKING ACTIVITY PERMISSION

In compliance with:
Broward County Commissioners
HUMAN SERVICE DEPARTMENT
Community Partnership Division
Child Care Licensing and Enforcement Section

SPECIAL SNACK/COOKING ACTIVITY PERMISSION SLIP (2020-2021)

Dear Parents,

At A World of Discovery Academy as a part of our curriculum and learning activities we have a planned cooking activity/special snack planned each week. If the classrooms are eating/preparing something other than what is listed on our snack menu there will be a Home School Connection notice posted for your child's classroom. This is an opportunity for families to contribute an ingredient for the activity and/or to let the teachers know that your child can NOT have something that is listed. The snacks are varied throughout the school year depending on the curriculum. Here is a list of some of the common ingredients that are used. This is not a complete list, so it is important that you look at the Home/School Connection that is listed each week to ensure that your child can participate.

Common ingredients: celery, carrots, broccoli slaw, apples, bananas, strawberries, grapes, cream cheese, hummus, raisins, crackers, rice cakes, tortilla chips, cheddar cheese, tomatoes, butter, ice cream, yogurt, blueberries, raspberries, peas, salsa, ketchup, granola, eggs, milk, etc.

In addition there will be some special events during the school year where other food may be served.

I give my child, _____, permission to participate in Special Snack/Cooking Activities and Special Events where food might be served at A World of Discovery Academy. My child has the following allergies/dietary preferences so they may NOT have the following: *(Put an X next to any food/ingredients your child is not permitted to have.)*

_____ Fruits (<i>fresh/canned</i>)	_____ Cloves	_____ Bread Sticks	_____ Cocoa
_____ Vegetables (<i>fresh/canned</i>)	_____ Knox Gelatin	_____ Sour Cream	_____ Syrup
_____ Milk (<i>regular/soy/almond</i>)	_____ Chocolate Chips	_____ Oil/Cooking Spray	_____ Pasta
_____ Bologna	_____ Tortillas	_____ Margarine	_____ Molasses
_____ Granola	_____ Canned Frosting	_____ Crescent rolls	_____ Sprinkles
_____ Oats	_____ Brown Sugar	_____ Chowmein noodles	_____ Biscuits
_____ Cereal	_____ Buns	_____ Waffles/Pancakes	_____ Cinnamon
_____ Fruit Juice	_____ Ketchup	_____ Cake Mixes	_____ Nutmeg
_____ English Muffins	_____ Mustard	_____ Vegetable Dips	_____ French Toasts
_____ Baking Soda	_____ Mayonnaise	_____ Baking Powder	_____ Salt
_____ Extracts (<i>lemon/vanilla</i>)	_____ Cool Whip/whip cream	_____ Food Coloring	_____ Yogurt
_____ Cool Whip/whip cream	_____ Ranch Dressing	_____ Kool-Aid Mix	_____ Biscuits
_____ Pizza Sauce	_____ Spaghetti Sauce	_____ Bagel Bites	_____ Ginger
_____ Ham/Pepperoni	_____ Butter/Cheese	_____ Baking Powder	

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature



BIRTHDAY & POLICIES AND GUIDELINES

Dear parent/guardian:

Birthday parties are a wonderful experience for children. A child's self-esteem and his/her sense of growing up are developed through celebrating that special day.

At A World of Discovery Academy, we love to recognize each one of our children on their special day. If you would like to organize a birthday party at the school please follow these policies:

- **ALL FOOD MUST BE STORE BOUGHT OR COMMERCIALY PREPARED.** Home made items are not acceptable
- Parties can be celebrated in your child's classroom during the 30 minute afternoon snack time.
- Teachers must be notified at least one week in advance in order to allow the teacher to modify her lesson plan around the party.
- Teachers have a very structured day of work. We ask parents to organize their party and pick up after it, so they are not derailed from their main responsibilities.
- You can bring mini cupcakes or a cupcake cake (no cream). Keep in mind that our school promotes healthier low sugar nutrition and the same applies for these events. Jell-O, fruits, low sugar cookies, etc. are acceptable alternatives. Beverages must be 100% juice. Please ask the teacher about your options since some children may have allergies. All treats must be pre-packed from the store, or come from a recognized bakery. Home made items are not acceptable.
- Parents, siblings and grandparents are welcome to attend the event.
- "Piñatas", characters, clown, and superheroes are not permitted.
- If you wish to bring "goody bags" please make sure that they don't contain candy of any kind. Preferably you may include small things such as stickers, magnets, bubble bottles, fruit snacks, etc. Please make sure they are appropriate for their age and enough for all classmates.

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child

Leslie C. Novoa - Operator/Director



SPECIAL EVENTS POLICIES AND GUIDELINES

Dear parent/guardian:

Special classroom events are a wonderful experience for children to work on their social skills and learning while celebrating with their friends. At A World of Discovery we have different events throughout the year such as but not limited to Valentines, St. Patricks, Easter, End of Summer, Fall Festival, Christmas etc. For this events parents may volunteer to bring food for the children to share.

At A World of Discovery Academy, nutrition and safety are our #1 priority, for this reason we ask our parents to adhere to the following policies:

- **ALL FOOD MUST BE STORE BOUGHT OR CEMMERCIALLY PREPARED.** Home made items are not acceptable.
- Peanuts, peanut butter and nuts in general are highly allergenic products that can be harmful for some children so they are not allowed in the school.
- Any food that is served to toddlers must be cut into pieces ½ inch or smaller to prevent choking.
- Please ask the teacher or refer to the allergy list in each classroom about any children that may have allergies.
- If you volunteer to bring “goody bags” please make sure that they don’t contain candy of any kind. Preferably you may include small things such as stickers, magnets, bubble bottles, fruit snacks, etc. Please make sure they are appropriate for their age and enough for all classmates

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child

Leslie C. Novoa - Operator/Director



EXTRA CURRICULAR ACTIVITIES REGISTRATION

Enrollment Date: ____/____/____

First Day of Class: ____/____/____

2020-2021 EXTRA CURRICULAR ACTIVITIES REGISTRATION FORM

Child's Name: _____

Child's Date of Birth: _____ Age: _____ Classroom: _____

REGISTERING FOR: *(please select all that apply).*

_____ **MUSIC & MOVEMENT** (\$39 per month for 4 classes once per week).

What Children Learn from Being Exposed to Music

The exposure to music from early childhood onwards helps children to speak more clearly, develop a larger vocabulary, and strengthen social and emotional skills. Music has the ability to strengthen the connection between the body and brain to work together as a team. The exposure to music supports children in their development process to learn the sound of tones and words. Music is a language, and children are oriented toward learning language. Music evokes movement, and children delight in and require movement for their development and growth. Through music, children take an inner experience and move it into a shared creative experience. Group music-making releases energy which can be channeled in creative, productive directions while learning about themselves and others by listening to each other — tapping into hidden courage that can be played out by singing together or discovering the inner resources to listen quietly to one another.

_____ **GYMNASTICS** (\$39 per month for 4 classes once per week).

Your child will learn the different elements in the sport of Gymnastics and basic skills. Beam, Bars, Floor and Vault while working on their coordination, discipline and self-esteem. Our coach Ms. Gina utilizes certified age appropriate safety equipment to learn different elements in the sport of gymnastics. The benefits include the introduction to physical fitness, physically challenged activities, a positive attitude towards fitness as well as developing fine and gross motor skills, such as balance, coordination, and hand eye, foot coordination. It also helps the child build self-confidence and self-esteem.

_____ **SOCCER** (\$58 per month for 4 classes once per week).

Success Through Character - Developing Life Skills thru Soccer

Sports provide a great environment for kids to develop character. However, character is not learned unless it is taught. The Mighty Kicks program introduces these positive virtues that sports can encourage. Our quality instructors build a foundation for these important Life Skills that are proven to help children succeed on the field, in the classroom and in life. These life skills are: Confidence, Respect Others, Positive Attitude, Share, Play Fair, Be Kind, Try Hard, Have Fun, Be Brave, Work Together.

Program Benefits:

- Coordination – Confidence – Character
- Agility – Balance – Strength
- Life Skills – Team Skills – Social Skills
- Basic Soccer Skills – Elementary Techniques – An understanding of the game
- Healthy lifestyle habits – Fitness – Endurance

- Improved Self-Control and Self-Esteem
- Creativity – The Curriculum engages the children and makes them use their imagination
- Fun – Kids learn best while enjoying themselves
- Educational – encouraging learning and development through experience and repetition of skills

Exercise — improves memory, attention, immune system, mood, and fights obesity, stress, depression, diabetes, and low self-esteem

I/We, _____ parent(s) or guardian(s) of _____ do hereby enroll my/our child in A World of Discovery extra curricular activity. This agreement and consent form will remain in effect through the school year 2020-2021. I/we understand that in order to dis-enroll my child I must inform the school in written a month prior to dis-enrollment.

Primary Parent/Legal Guardian Name (*Print Name*)

Other Parent of Legal Guardian Name (*Print Name*)

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child



HEALTH FORM REMINDER

Attendance will not be allowed at A World of Discovery without the following

Up-to-Date Health Forms

(Originals required for all our A World of Discovery Students)

VACCINATION RECORD (FORM DH-680)

This form must not be expired and must include all required shots for child's age and must include hepatitis B shots.

PNEUMOCONJU SHOTS

VARICELLA OR VARIVAX VACCINE (chicken pox)
or date of chicken pox disease

GOOD HEALTH CERTIFICATE (FORM DH 3040)

This form is valid for 2 years from the date of the last physical.

THESE FORMS ARE AVAILABLE FROM

A florida pediatrician or www.Flshots.com

OUT OF STATE OR COUNTRY FORMS ARE NOT ACCEPTED.

**NO CREDITS WILL BE GIVEN TO YOUR ACCOUNT FOR MISSED DAYS IF YOUR FORMS
HAVE NOT BEEN SUBMITTED TO OUR SCHOOL OR HAVE EXPIRED.**

Primary Parent/Legal Guardian Name *(Print Name)*

Other Parent of Legal Guardian Name *(Print Name)*

Primary Parent/Legal Guardian Signature

Other Parent/Legal Guardian Signature

Relationship to the Child

Relationship to the Child



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of:	Attach Voided Check Here	\$
	Deposit slips not accepted	Dollars
123456789	1800338	0226
Routing Number	Account Number	Check Number

A service of





***Convenient and Safe
On-time Payments***



PARENT FAQs

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign up – just ask us.

Frequently Asked Questions

When I pay my tuition automatically, how secure is my account information?

Very secure – more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account or worse, steal your identity. Automatic payments greatly reduce this potential problem by limiting the amount of information available and who has access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

What if the child care center makes a mistake and takes out too much money?

Report the error to your child care center immediately – it was most likely an honest mistake. The child care center will then adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment was taken out of my account?

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

When I sign up for Tuition Express, how will this help my child care provider?

Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Most importantly, automatic payments reduce the amount of time your child care center spends on management activities, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at www.tuitionexpress.com.



Know Your Child Care Facility

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

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, storytelling, 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.

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 chapter 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 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.

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.

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 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.

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

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

What is the influenza (flu) virus?

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



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

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



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

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**

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

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

Name: _____
Child's Name: _____
Date Received: _____
Signature: _____

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



What should I do if my child gets sick?

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

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

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



How can I protect my child from the flu?

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

What can I do to prevent the spread of germs?

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

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



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms 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/>

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2018

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





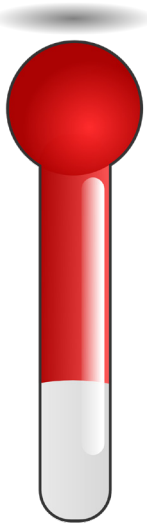
FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**,

the temperature inside a vehicle can cause heatstroke.

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



PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session,

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



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

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



SWIM Central Water Safety Education Questionnaire

Parents: *Do you know that drowning is the leading cause of death among children?*

Complete this form to receive information to protect your child from drowning.

Child's Name: _____ Date of Birth: _____

Parent Name: _____ Parent Signature: _____ Date: _____

Email (optional) _____

Your information is for the use of the Broward County Swim Central Program.

1. How would you rate your own swimming ability?

- ☐ Unable to swim
- ☐ Can swim a little, but NOT comfortable in deep water
- ☐ Able to swim for an extended period of time in deep water

2. Has your child ever received formal swimming lessons?

- ☐ Yes
- ☐ No, check all the reasons below that apply:
 - ☐ Do not know how to find information about swim lessons
 - ☐ Swim lessons are not important
 - ☐ Schedule of lessons not convenient
 - ☐ Equipment such as swim suit, towel, goggles too expensive
 - ☐ Transportation problems
 - ☐ Lessons are too expensive
 - ☐ We are too busy

3. Do you or a family member know how to perform CPR with rescue breaths?

- ☐ Yes
- ☐ No

4. Has your child's doctor talked to you about drowning prevention and water safety?

- ☐ Yes
- ☐ No

5. Would you redeem a \$40 coupon to apply to the cost of swim lessons for your child?

- ☐ Yes, visit [Water SMART Broward Swim Instruction](#) for details.
- ☐ No

PART ONE FOR OFFICE USE ONLY:

Broward Ordinance 2004, Section 7-8 requires parents/guardians to complete SWIM Central questionnaire and for **Child Care Facilities** to mail or fax a copy to SWIM Central. Also required is a copy of this form to be placed in each child's file to be monitored by the staff of the local licensing agency.

Facility Name: _____ Facility License #: _____

Documentation of the original form via fax or mail is required, indicate below:

Date form faxed: _____ or, date mailed: _____

Fax: 954.357.8077

SWIM Central
3700 NW 11th Place
Lauderhill, FL 33311

Form and educational handout for parent distribution can be downloaded: [Water SMART Broward](#)

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: [Water SMART Broward](#)

