



Educational Research Center for Child Development

UNIVERSITY *of* WEST FLORIDA

Parent Handbook

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The University of West Florida
Educational Research Center for Child Development (ERCCD)
Family Handbook

INTRODUCTION

Welcome to the ERCCD family! We are honored that you have chosen us to care for and educate your child. We are committed to providing the highest quality early childhood education program. Our classrooms are staffed with caring, well-trained early childhood educators, who are committed to ensuring your child is well cared for in a learning environment that is warm, inspiring and inclusive. We want to partner with you in the care and education of your child, as we recognize you are your child's first teacher. We look forward to building a relationship with you that is mutually respectful, open and caring. This handbook was prepared to help you learn about us and to communicate our policies and procedures to help ensure that our relationship has clear expectations and guidelines. We believe most of your questions regarding our programs, policies and procedures are answered in this handbook but if not, please do not hesitate to ask questions about anything that concerns you. We know it is hard to leave your child for the first time in a new place. The ERCCD staff is here to help make your transition a smooth one by supporting and assisting both parents and children. We are excited to serve you and your child.

MISSION

The Mission of the Educational Research Center for Child Development is to provide high quality care and early education that promotes a lifelong love of learning and discovery in an environment that is reflective of current best practices and research in the field of early childhood education; to support and encourage academic persistence and success for students, faculty, staff and alumni; to provide experiential learning opportunities for adult learners; and to provide rich opportunities for UWF faculty and students to conduct research.

PHILOSOPHY

We believe children learn best and retain knowledge through hands-on sensory based learning activities in a safe and nurturing environment. We believe each child is a unique individual with their own learning styles and timing. We believe children need a variety of learning experiences that encourage the whole child's development addressing cognitive, physical and social-emotional skills.

VISION

The UWF ERCCD will operate with integrity in all matters, while providing a safe, dynamic learning environment that promotes a culture of inclusiveness, innovation, and mutual respect benefiting the children, parents, staff and academic community.

GOALS FOR CHILDREN

- To develop confident self-esteem and positive views of others.
- To develop strategies to self-regulate emotions and behavior.
- To develop a sense of inclusion that appreciates and celebrates the differences in others.
- To develop basic skills for decision making, problem solving, communication and cooperation.

ORGANIZATIONAL STRUCTURE AND STAFF

THE ERCCD is a department within the Division of Academic Engagement and Student Affairs. An AVP within the Division provides oversight for the program and direct supervision for the ERCCD Director. The ERCCD staff includes:

ERCCD Director

Responsible for the overall direction of the UWF ERCCD including managing and supervising personnel, fiscal/budget management, designing and implementing departmental strategies and objectives to ensure University, division and departmental goals are met and developing and supervising the implementation of programs, policies and procedures in compliance with the University and state policies. Facilitates communication between families and the ERCCD.

Assistant Director

Manages ERCCD's enrollment program including eligibility and placement; the collection and maintenance of data related to VPK, CCAMPIS grant and DCF requirements and maintenance of the ERCCD's waiting list. The Assistant Director is the primary contact for prospective parents; providing an explanation of services offered, tours of the facility, parent orientation sessions, and assistance with all required enrollment documentation. The Assistant Director is responsible for various accounting functions and provides administrative support for the Director. The Assistant Director is responsible for the day-to-day administrative operations of the ERCCD in the Director's absence.

Managing Lead Teacher

Responsible for supporting and encouraging Lead Teachers in planning, developing, arranging and organizing their classroom environments; assists Lead Teachers with preparing and implementing daily lesson plans and learning ERCCDs; assists Lead Teachers with supervising Assistant Teachers; assists Lead Teachers with developmental assessments and record keeping;

ensuring all training is up to date for the ERCCD staff. The Managing Lead Teacher is responsible for the day-to-day administrative operations of the ERCCD in the Director's and Assistant Director's absence.

Lead Teachers / Teachers

Responsible for the daily operation of an assigned age group program including pedagogy, classroom management, and direction of support staff; may be responsible for one or more room assignments working with Lead Teachers, Assistant Teachers, Interns and Practicum students. Lead Teachers are responsible for planning, developing, and supervising the care and education programs in their assigned classroom environments.

Assistant Teachers

Support and assist Lead Teachers with classroom management, lesson planning, assessments, and supervising the children assigned to their classroom. Assistant Teachers can be assigned to multiple classrooms.

BOARD of ADVISORS

The ERCCD Advisory Board serves as a consultative board, making recommendations and providing information to ERCCD administration on subjects such as admissions priorities, standards of conduct for the children, fees and the hiring of the ERCCD Director. The Advisory Board shall consist of UWF faculty and staff members, parents of children in the ERCCD, and at least one representative from the Student Government Association ("SGA") chosen by the SGA President. Board meetings are open to the public and reasonable notice of scheduled meetings will be provided.

LICENSING

The ERCCD is licensed by District I, Department of Children and Families (DCF) and is inspected regularly by the State agency, the Escambia County Health Department, and Florida State Fire Marshall. The program, facility, and staff meet or exceed Florida standards for childcare services. Quarterly unannounced inspections of the ERCCD are conducted by DCF to ensure compliance with state standards, policies and procedures.

ACCREDITATION

The ERCCD is nationally accredited by Cognia. Cognia is deeply committed to the care and education of all young children in an environment that supports learning, growth and development of young children in a culture of continuous improvement that engages children, parents, staff and community leaders.

RESEARCH SITE

The ERCCD serves as a site for university related class assignments and research. Students participating in field experiences are under the direct supervision of the ERCCD staff. Research

projects related to the education and development of young children may be undertaken at the ERCCD. All projects are subject to the rules governing University research. Parents will be kept informed of the topic and nature of any research planned and written permission will be solicited as needed.

CONTACT INFORMATION

Educational Research Center for Child Development

11000 University Parkway, Building 99, Pensacola, FL. 32514

Telephone Number: 850-474-2195 Fax Number: 850-474-3158

HOURS OF OPERATION

The ERCCD operates from 7:30 a.m. until 5:30 p.m., Monday through Friday. The ERCCD closes on all University observed holidays and following the close of the Fall and Summer Semesters.

1. ADMISSIONS/ELIGIBILITY

NONDISCRIMINATION POLICY

The ERCCD does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations including enrollment.

ELIGIBILITY

The children of UWF students, faculty, staff, alumni and the local community are eligible for enrollment at the ERCCD.

The children of UWF students have priority followed by UWF student siblings of currently enrolled ERCCD children, faculty/staff, alumni and local community children. Children six months to five years are eligible for enrollment in our early care and education programs. School age children up to ten years old are eligible for our school age Summer Camp Program.

ENROLLMENT

Only full-time enrollment is accepted with an exception for VPK and Summer Camp children. Parents are required to indicate which hours and days their children will be attending. This information will be recorded on the back of the Emergency Information Card completed each semester. Parents are expected to adhere to those hours and days throughout the semester since staffing and programs are planned to accommodate the expected children.

Currently enrolled children have priority for the following semester provided they meet

enrollment criteria. New children will be accepted as space becomes available. Children of University of West Florida students are given priority for any available spaces.

To be accepted for enrollment as a student and receive student rates, the parent must be fee paying, enrolled in and maintain active status in a minimum of six undergraduate hours or three graduate hours taken for credit. During the summer semester, the parent may be enrolled in only 3 hours either graduate or undergraduate. If a student is not enrolled in classes for summer term their child/children may remain enrolled for the summer but must pay the non-student rate.

Parents are responsible for notifying the Assistant Director of any changes in affiliation status within 10 business days of the status change. Failure to notify the ERCCD does not absolve the parent of the responsibility for additional payments due because of the change in status.

WAITING LIST

The ERCCD does maintain a waiting list. To be placed on the waiting list, interested parents should go to our website and complete the waiting list application. It is on a first come, first serve basis with students having priority.

ENROLLMENT PROCEDURES

To enroll your child/children in one of the ERCCD's early care and education programs, you will need to go to our website and complete the enrollment application. Once offered a slot, parents have 5 business days to accept it and pay the registration fee or reject the slot. Parents that accept the slot will need to meet with the Assistant Director to complete enrollment paperwork and provide the required enrollment documents. We require that parents pick up registration packets from the ERCCD's office in order that we may review the packet and our program with you in person.

ADMISSION FORMS

The following forms must be completed and on file in the ERCCD office **before** your child can attend the ERCCD:

- Health Record
- Emergency Information/Schedule Card (Completed each semester)
- Immunization Record and Student Health Examination Record

Parents are responsible for updating their Emergency Information/Schedule Card if changes in schedule, address, phone numbers or emergency contact information occur.

IMMUNIZATIONS & HEALTH EXAMINATION FORM

All children must have a current Florida Certification of Immunization (Form 680) and Part II

Medical Evaluation (EH3040), available from the child's physician, before a child may begin attending the ERCCD. Parents must provide the updated documents before the expiration date. Notice of a scheduled appointment with a physician will not be accepted in place of an expired document. If a child's medical or immunization records become outdated the child will not be permitted to attend until the proper documents are received.

Parents that wish to be exempt from immunization requirements must provide a Religious Exemption from Immunization Form from their child's physician.

Non-immunized and under-immunized children will be removed if a vaccine-preventable disease to which children are susceptible occurs in the ERCCD.

PARENT OF RECORD

The parent or legal guardian enrolling the child at the ERCCD is responsible for authorizing who is allowed to drop off, pickup, or visit the child within the constraints of any court order. If the Emergency Information Card indicates that a parent is prohibited from picking up their child, the legal documents stating any restrictions must be on file at the ERCCD at the time of enrollment or immediately following any legal proceedings. The parent of record is responsible for submitting the most current court documents to the Assistant Director.

To ensure the safety of the children and staff, the ERCCD will not become involved in custody issues between parents. Should a custodial problem arise, the ERCCD reserves the right to discontinue services immediately at its sole discretion.

AUTHORIZED PICK UP

Under no circumstances will a child be released to a person not listed on the emergency information card unless the Director or Assistant Director has been informed of additional authorized persons **in writing**. Authorized persons must present a picture I.D. before a child will be released to them.

NOTE: It is the policy of the ERCCD to allow either parent to pick up a child unless a copy of a court order indicates that one or the other parent does not have the right to pick up the child. This court order must be on file in the ERCCD's office.

ATTENDANCE POLICY

It is important that your child attend school every day on time, in order to receive the educational foundation needed to support and nurture their learning.

Young children's security is provided through daily predictable routines they can anticipate. In order to promote a smooth transition into the ERCCD and avoid classroom disruptions, we require that you arrive in time to help your child settle into their classroom before **9:00 AM**. Except VPK children who must be here by 8:30 AM.

ARRIVAL PROCEDURES

It is important that parents adhere to the procedures for bringing children to the ERCCD and picking them up as it ensures their health and safety. Upon arrival at the ERCCD, parents must accompany their child to their classroom where they will begin the day's activities. Greeting your child's teacher(s) when you arrive and depart lets them know when your child is present in the ERCCD and gives you an opportunity to discuss any changes in eating or sleeping patterns or any other news about the home that might help them support your child.

**** Drop-off takes place at the classroom door; this does not include infant parents.**

DAILY SIGN IN & OUT PROCEDURES

Every child must be clocked in and out through ProCare when you arrive and depart the ERCCD. The computer station for attendance tracking is on the left side of the ERCCD foyer when you enter the front door. Each person authorized to pick-up your child is issued a personal pin number. Signing in & out requires entering your pin number twice. The first time you enter your 4-digit pin number, the second time enter your 4-digit code plus a zero. Once the pin number has been entered into the computer, your child's name will appear on the screen. You must click on the name (it will be highlighted) then click on FINISH. A green "thank you" screen will appear. The checking-in process is complete. The parent must accompany the child into the ERCCD. For emergency and billing purposes, it is essential that all children be clocked in each day. If you are unable to sign in, please see the Assistant Director or the Director and they can assist you.

DEPARTURE PROCEDURES

In the afternoon, plan your day to arrive in time to collect your child's belongings and speak to your child's teacher and exit the building **before** the ERCCD closes at 5:30 PM. You will need to check your child out each afternoon or ProCare will not let you check them in the next morning.

**** Pick-up takes place at the classroom door; this does not include infant parents.**

DOOR SECURITY

The security of your child and our staff is of significant importance to us and one way we keep them secure is through limited access through the entrance door. You will be required to get a Nautilus Card if you do not have one to use for accessing the building. Individuals with nautilus card access to the building is restricted to ERCCD Administration, current ERCCD employees, parents of currently enrolled children, UWF police, UWF facilities and maintenance staff and others with the approval of the ERCCD Administration. Your door access is restricted to 7:30 AM to 5:30 PM, Monday through Friday.

Your card will not work prior to or after these hours. Parents and employees need to see the Assistant Director to gain nautilus card access to the building. The ERCCD Administration reserves the right to deny access to the building to protect the safety and best interest of the children, staff and parents. Failure to obtain and maintain a valid Nautilus Card may result in termination of your child's enrollment.

LATE PICK-UP NOTICE & FEES

The ERCCD's hours of operation are from 7:30 a.m. until 5:30 p.m. Parents of any child not checked out/picked up by 5:30 p.m. will be charged as follows:

1st Time - Courtesy Notice

2nd Time - \$15.00 + \$1.00 per minute after 5:30 PM

3rd Time - \$20.00 + \$1.00 per minute after 5:30 PM

Parents are required to pick up their child up and exit the building by 5:30 PM. If a child has not been picked up within 30 minutes after closing and parents nor emergency contacts can be located, the ERCCD staff will contact the UWF Police Department for their assistance. The ERCCD Director will be apprised of families who are consistently late and will contact the parent(s) for a recurring late pick up conference. Failure to adhere to the hours of operation of the ERCCD may result in termination of your child's enrollment. Late Pick Up notices and associated fees start over each academic year.

CELL PHONES

Cell phone use during drop off and pick up is **prohibited** in the building. Children and teachers need your full attention in order to effectively communicate with you, so please complete your cell phone conversations prior to entering the building.

ENROLLMENT WITHDRAWAL

The ERCCD requires a 30-day written notice of withdrawal from the program to avoid additional tuition cost. Parents wishing to withdraw their child but who fail to provide a month's written notice will be held responsible for a 30-Day Withdrawal Notice tuition invoice. There will be no refunds when withdrawing a child from the program.

A hold will be placed on parents' UWF accounts if an outstanding balance remains at the time their child is withdrawn. UWF reserves the right to place a financial hold on parents' accounts until the balance due is paid in full. Accounts deemed uncollectible by the ERCCD Director will be turned over to a collection agency. ERCCD Administration recognizes there are some circumstances beyond parental control. Therefore, exceptions to the 30-day written notice may be made within the Director's discretion.

TERMINATION OF ENROLLMENT

We anticipate that you and your child will make a smooth transition into the program; however, at times the ERCCD may not be the best placement for a family. The ERCCD reserves the right to give notice of termination of enrollment under the following circumstances:

- When the needs of a family/child are incompatible with ERCCD's philosophy or policies.
- When any condition or behavior compromises the safety or intimidates the children or staff.
- When the needs of the child or family exceed the ability or resources available at the ERCCD.
- When efforts to resolve a concern/conflict have been exhausted without resolution.
- Frequent attendance of a child when ill or unable to participate in the usual class activities.
- Failure of the parent(s) to adhere to the ERCCD's policies including late pick-up, payment of charges, or the schedule given on the Emergency Information Card.

FEE PAYING POLICIES, PROCEDURES AND FINANCIAL OBLIGATIONS

Fees are based on parent status. Faculty and staff enrolled exclusively under the employee tuition waiver do not qualify for student status.

. Effective semester dates are from the first day of classes to the end of exam week. Fees charged by the ERCCD will be computed at approximately 4-week intervals. The Emergency Card, except class schedules, must be completed before the child can attend the ERCCD. A copy of the parent class schedules must be provided by Friday of the first week of each term.

You will receive a billing schedule at the beginning of each semester notifying you of the coverage dates, invoice issue dates, payment due dates, extended week dates and school closings for holidays. A non-refundable Registration Fee is added to the first invoice of each semester to reserve your child's spot for the following semester.

LATE PAYMENT FEE

All invoices must be paid within the current billing period or the child's enrollment will be suspended or terminated. All accounts not paid in full after 5 business days of a billing period will be charged a late payment fee on the following business day. Delinquent accounts are sent to collections resulting in additional fees. Once an account has been sent to collections that child will not be permitted to enroll again in the ERCCD's program. Payments are made through the Department of Financial Services. You may pay in person at the Cashier's Office, Building 20-E with a check or cash only, OR on-line through the CASHNET options. Records, transcripts and registration are delayed until the account is paid in full. Once an invoice has been issued, you are financially responsible for the amount billed.

CREDIT WEEK

Full credit may be given for one (1) Monday through Friday week per academic year (fall, spring, or summer semester) per child under the following circumstances:

- The child is ill, and the ERCCD office is notified during the week.
- The ERCCD is notified prior to the beginning of the billing period if one week's absence is for any reason other than the child's illness.

Parents are responsible for completing a "Credit Week Request Form" (available at the front desk). Credit will not be given for EXAM WEEK unless the ERCCD is notified prior to the beginning of the final billing period. Credit will not be given for legal holidays when the ERCCD is closed. Credit will not be given if inclement weather or other emergencies force the ERCCD to close temporarily. Credit or refunds will not be given for early withdrawal of the child. The ERCCD must be notified prior to the beginning of the billing period for any credit. Credit will be shown on the invoice for the following billing period.

Children enrolled in the Florida Voluntary Pre-Kindergarten Program and the Summer School Age Camp are not eligible for credit weeks.

Credit cannot be given for absences other than a full, Monday – Friday week. We cannot refund money, so we urge you to carefully consider our policies and the hours that you choose.

EXTENDED WEEK

Limited service will be offered during University Spring Break and breaks between semesters. Reservations are required for these special arrangements and parents must complete an Extended Week Request form prior to the extended week. To be eligible for Extended Week, the parents account must be current with no outstanding balance. Parents who choose this option will pay for the contracted hours even if they are unused.

2. PROGRAMS

Each child is placed according to his/her age on September 1 to be consistent with the public schools in Florida. Children visit new classrooms on numerous occasions prior to their move to the new classroom. Children are moved to the next classroom (age group) at the beginning of the Fall Semester. Children 6 months through 2 years may enroll in the Infant and Toddler Programs; children 3 years through 5 years may attend the Preschool Programs. School-age children up through age 10 may attend the Summer Camp program.

The classroom daily schedule consists of large and small group activities, outside play, multiple learning ERCCDs, lunch, snacks, and time for rest. Each day offers enriching opportunities, in and out of the classroom, for social, cognitive, physical and emotional development in a safe, nurturing and supportive environment. Each classroom schedule can be found on our website within the individual classroom's parent handbook. The curriculum is child centered and driven by both teacher-planned themes and the interests and needs of the children.

Some variations in schedules will be noted for each age group and when special activities are planned. Daily schedules and weekly lesson plans are posted outside each classroom.

TYPICAL DAILY SCHEDULE

- 7:30 ERCCD opens - children enrolled on the Infant and Toddler wing will gather in Room #125 (Younger 2's) until 7:45, then disburse to age range groups and finally at 8:00 AM to individual classrooms for free choice of self-directed activities and learning ERCCDs for early arrivals.
- Children enrolled on the Preschool wing will gather in Room #115 (Preschool 1) until 7:45, then disburse to age range groups and finally at 8:00 AM to individual classrooms for free choice of self-directed activities and learning ERCCDs for early arrivals.
- 9:00 Morning snack followed by circle time activities.
- 9:30 Small group activities both self-directed and teacher-directed (stories, music, manipulative ERCCD time), inside and outside.
- 11:00 Lunch for Infants and Toddlers followed by nap (outside time for Preschool).
- 11:30 Lunch for 2's followed by nap (outside time for Preschool).
- 12:00 Lunch for Preschool followed by quiet activities.
- 1:00 Naptime for Preschool groups. All children will nap or rest quietly in their classrooms for 1 to 1-1/2 hours. Quiet activities follow as children awaken.
- 3:00 Afternoon snack.
- 3:15 Self-directed and teacher-directed small group activities, inside and outside.
- 4:30 Children return to classroom, straighten learning ERCCDs, put toys away, and have quiet activity before going home.
- 5:30 ERCCD closes.

FLORIDA VOLUNTARY PRE-KINDERGARTEN PROGRAM

VPK is a federal program conducted by the state. The program provides families with free early education for their children to prepare them for kindergarten. Children do not have to attend VPK, attendance is on voluntary basis only. The ERCCD is an approved VPK provider and is offered in two pre-school classrooms. Children must be four years old on or before September 1st to take part. The State of Florida covers the cost of the VPK program for all Florida residents. Tuition credits are applied to monthly bills. Parents are responsible for paying for wrap-around care (12:00 – 5:30).

SCHOOL AGE SUMMER CAMP

The School Age Summer Camp is offered during June, July and part of August for children who have completed kindergarten and are 10 years old or younger. Summer Camp gives an opportunity for children to explore their creativity, build new friendships, and engage in a thematic unit based on the interests of the children over the course of the Summer. Parents must go online to make reservations for this program. Spaces are extremely limited.

HOLIDAYS & CLOSINGS

The ERCCD will be closed each year for the following Holidays/Closings:

During Fall Semester

- Labor Day
- Veteran's Day
- Thanksgiving
- Break between Fall and Spring (winter break) depending on the academic calendar for Fall, the ERCCD may offer an "Extended Week" between these semesters.

During Spring Semester

- MLK Holiday
- Break between Spring and Summer - "Extended Week" available.

During Summer Semester

- Memorial Day
- Juneteenth
- Independence Day
- Break between Summer and Fall - ERCCD closes 1 week and may be followed by an "Extended Week" (Transition Week) depending on the University's academic calendar.

CLASSROOM PLACEMENT

Children are placed in the classrooms according to their age on September 1st. Children are only transitioned to new classrooms in August.

MULTI-CULTURAL and ANTI-BIAS POLICY

As part of our multi-cultural and anti-bias curriculum, we include holidays celebrated by children of various ethnic and religious groups from around the world, without overemphasizing any one of them. Occasionally, we make up our own celebrations such as

Pajama Day or Silly Day. We strongly encourage families to share their traditions and customs with the classrooms as they enrich the learning environment and build community. If you would like to share your family holiday traditions or holiday customs with family photos, songs or books, talk with your child's Lead Teacher or the ERCCD Director.

BIRTHDAYS

We are happy to celebrate birthdays and encourage parents who might like to send or bring treats to keep it simple, i.e., cookies or small cupcakes. All treats MUST BE commercially prepared, in a factory-sealed container with an ingredient label, for the birthday child to share with classmates. If you are having a birthday party for your child and wish to distribute invitations at the ERCCD, please include all children. We do not allow birthday entertainment (clowns, etc.) or gift exchanges. Please let your child's Lead Teacher know in advance what you would like to do.

HOLIDAY CELEBRATIONS

As part of the Florida State University System, we serve a diverse population representing many religious and ethnic groups. Holidays from around the world are celebrated as a part of our educational activities. Children are not required to participate in any activity or take part in a celebration if it is not in accordance with his/her parents' wishes. Plans are posted in advance. If you do not want your child to take part, stop by the office and let us discuss potential alternatives with you.

3. CURRICULUM & LEARNING ENVIRONMENT

CURRICULUM

The ERCCD staff uses Creative Curriculum, (a research based, State of Florida approved curriculum) to provide play based educational/developmentally appropriate activities within a safe, nurturing environment. Teachers interact with children to assess their strengths and needs and use that knowledge to develop curriculum objectives and individualized teaching methods. Curriculum Goals and Objectives give children the opportunity to explore and inquire based on their interests and abilities.

Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive) into one seamless curriculum. Conscious Discipline is evidence-based and was named as a national mode for character education by the Florida State Legislature.

Teachers learn to respond to daily conflict in a way that transforms it into an opportunity to teach critical life skills and encourages children to manage their own behavior.

LEARNING ENVIRONMENT

All staff are expected to work together collaboratively to plan, implement, and maintain a learning environment that supports the mission/philosophy and goals of the program. Each classroom has a Lead Teacher who is responsible for the daily operation of the classroom, supervising Assistant Teachers and conducting assessments. The Lead Teachers plan learning activities and develop lesson plans, which address the developmental needs of the children based on observation and assessment data and Florida Early Learning Standards. Questions related to your child's classroom progress or behavior should be addressed to the Lead Teacher who is responsible for the classroom. Assistant Teachers can relay messages to the Lead Teacher but due to the variety of their classroom/work schedules, they are not always able to provide the most update information.

Children whose first language is not English may need additional support for a smooth transition into the programs. Teachers will work closely with the family to learn key phrases in the child's primary language for basic needs and reassurance. Teachers will rely on feedback from parents reflecting on how the child is integrating in the program.

Teachers develop a daily schedule for each class group that allows for a balance of indoor/outdoor, quiet/active, small group/large group/individual, and child-initiated/teacher-directed activities. Teachers use routines to create a sense of security, predictability, and promote social interaction. Schedules are flexible and adapted to respond to unanticipated or spontaneous learning opportunities. Teachers use classroom routines, transitions, and rules to provide children opportunities to participate and develop responsibility and citizenship.

OUTDOOR PLAY

Daily schedules include a minimum of two outdoor play periods per day, once in the morning and once in the afternoon, weather and environmental safety conditions permitting. Childcare Weather Watch charts inform the staff of conditions that are too hot or too cold.

WATER PLAY

Water Play activities occur during June & July, weather permitting. All classrooms take part in water play. Children in diapers or pull-ups must have a diaper designed for wearing in the water. Each child must have his/her own towel labeled with the first and lastname.

Children must wear shoes that fit snugly and can get wet. Be sure your child has a complete set of clothes to change into, including underwear, shoes, and socks.

INTERACTIONS

We use several core principles to guide classroom interactions. Respect each person as an individual. Create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, relation, and family structure. Maintain direct eye contact at the child's level whenever possible. Use smiles, warm tones of voice, positive touch, social conversations, and humor to support the development of positive relationships. Teachers sit with children during snacks and lunchtime and engage in conversation. Teachers do not yell, belittle, or use negative language with children, other staff, or parents. Approach conflict resolution pro-actively. Commit to an environment of inclusion that celebrates differences and builds on common characteristics and values. Teachers will avoid the use of negative language (no, don't) as much as possible and express rules in terms of the desired behavior (please use walking feet, I need you to help me put this away.) Teachers create and offer opportunities for children to participate in classroom decision-making and develop independence, empathy, and mutual respect. Teachers are expected to individualize behavior management and learning plans and involve parents in decision-making on behalf of each child.

SCREENING & ASSESSMENT

The ERCCD uses various screening and assessment methods to develop an individual plan for each child which will facilitate their growth. Given that each child develops at his or her own rate, the assessments aid the teacher in differentiating the emerging skills of each child.

Assessment is comprehensive and intended to provide information across all developmental domains. Assessments are conducted in settings that are familiar and comfortable for children and conducted by teachers they know and trust. The purposes of our assessment system are to:

- Gather information using multiple means that are culturally respectful, meaningful, authentic, and accurate.
- Describe each child's development and learning.
- Provide families with comprehensive and relevant information about progress and/or indicators that referral is needed for external diagnostic evaluation.
- Identify children's interests and needs.
- Make appropriate instructional decisions and adaptations for each child.
- Use assessment results for classroom and program improvement.
- Communicate effectively with parents as partners in their child's early childhood education.

We utilize several screening and assessments instruments:

- Ages and Stages Questionnaire (ASQ)

- Teaching Strategies Gold (TSG)
- VPK Assessments

Performance assessments include three components:

- Observations
- Developmental checklists
- Portfolios which include work samples

VPK assessments are conducted three times a year for all children in our VPK program. Teaching Strategies Gold is the main tool used by ERCCD for testing and evaluation purposes. The instrument offers a well-rounded view of all domains of the child's development. Portfolios for each child contain work samples, an academic skills checklist, anecdotal records, photos, etc. These items all aid in identifying and demonstrating current developmental levels, progress or learning gains, and areas needing attention.

PARENT CONFERENCES

Parents will be informed of the results of screenings and assessments during scheduled parent-teacher conferences. Children are formally assessed twice a year; generally, in late Fall then again in late Spring. Teachers will post a sign-up sheet for parents to schedule conferences. If you are unable to attend at the posted times you may request a special meeting with the teacher. Teachers will share a child's progress, ASQ and TSG assessment results, and work with families to set goals for the coming six months. Parents are offered the opportunity to raise questions or concerns about how the assessment methods will meet their child's needs. Parents may request a conference at any time to discuss their child's progress.

REFERRALS

If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians. Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

Various agencies offer to conduct developmental screenings at the ERCCD including vision, speech/language, and hearing screenings. The ERCCD may work with agencies of the parents choosing in the ERCCD setting if needed. Information will only be shared with signed parental permission.

CONFIDENTIALITY

Under the Family Education Rights and Privacy Act and HIPAA, records for children must be secured and only shared with those with a legitimate educational interest (need to know) basis. All parental information is secured as well.

Child files are shared with the child's teachers, parents or legal guardians, and regulatory authorities only. Parents may provide written permission for files to be shared with others.

DISCIPLINE

The ERCCD believes that children function best in a safe, nurturing environment where adults set reasonable boundaries and there is consistency in interactions. Our teachers focus on the behavior not the child and our goals are to help children develop self-regulation and self-control. A positive approach is taken, and efforts are made to help a child be aware of appropriate responses.

All ERCCD staff are expected to support, guide, and nurture children always as they learn to use language to communicate their needs, gain control of their bodies, persist when frustrated, play cooperatively with peers and learn to take turns. ERCCD staff are prohibited from using harsh or physical punishments at any time. Children may not be spanked, slapped, punched, shaken, teased, pushed, jerked, made fun of or threatened in any way at any time.

The ERCCD staff do not use harsh or abusive tones of voice with children. Food may not be withheld as punishment nor are children punished for an accident related to toileting. Parents may not administer physical punishment in the ERCCD nor on ERCCD grounds.

The three basic goals of the guidance techniques used at the ERCCD are to help children to develop:

- Positive Self-Esteem
- Self-Regulation of their Bodies and Emotions
- Problem Solving and Decision-Making Skills

The ERCCD Staff use positive techniques of guidance and discipline including modeling, encouraging desired behaviors, redirecting the child to a more acceptable behavior, elimination of potential problems, setting clear and realistic limits, encouraging positive directions, and providing positive reinforcement.

The ERCCD's policy is one that seeks to promote positive behavior using methods appropriate to the age of the child. For the youngest children who are not yet using language, redirection is the most often used method. As soon as children can use language, they are taught to identify their feelings and use language or words to solve conflicts or problems. Children then will learn how to control their own behavior and solve their problems.

All ERCCD Staff, volunteers and intern students sign the Affidavit of Good Moral Character and Discipline Policy Statement at the time of hire. If children are having difficulties controlling their bodies, they may be asked to sit and calm their bodies. Children are not forced into a "time out" but rather given options of where they would like to calm themselves. Children will have the opportunity to convey readiness to return to their group and activity.

In the event a child loses complete control and is harming him or herself, others, or disrupting a learning experience for the class, he/she may be taken out of the classroom/playground to the Director's office to "calm their body" and regain control before rejoining the other children.

Children are not allowed to hurt other children, adults, or abuse materials and equipment. They are taught to use the materials and equipment productively and appropriately. They are also taught to respect, help, and care for one another and property.

For children displaying persistent and serious challenging behavior - staff, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success. The ERCCD reserves the right to terminate enrollment if a child cannot participate safely and/or negatively impacts the learning environment for the other children.

BITING

Biting is a common occurrence among young children, as language skills are not yet mastered so it becomes a form of communication. Children may also bite when they are exploring their environment, are frustrated, need control or independence, experimenting with cause and effect or teething. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. It's best to discourage it from the very first episode.

ERCCD staff will:

- Intervene in the situation by directing their attention to the child who was bitten first, helping to soothe and calm him/her. When teachers shift their focus and energy to the bitten child, they clearly demonstrate that biting is hurtful and not an effective tool for communicating their needs or wants. Showing concern and sympathy for the victim also teaches and models empathy.
- Next, ERCCD staff will explain to the child that bit that biting is not ok by saying in firm matter-of-fact voice "No biting. Biting hurts." ERCCD staff will redirect him/her to another activity.

ERCCD staff will fill out an incident report form for both children and notify both parents. ERCCD staff will work together as partners with the parents of both biting children and victims to keep all informed and develop a joint strategy for change.

CLOTHING

Comfortable, sturdy clothes that are easily changed are the best choices for participating in ERCCD activities. Since children are active learners, "dressy" clothes are likely to get soiled or damaged, so it is best to not wear them to the ERCCD. Children should always have clothing appropriate for the weather, light clothing in the Spring, Summer and Fall and heavier clothing during the short Winter season. All children should have an extra set of seasonal clothing

including socks and underwear. All extra clothes should be clearly marked with your child's name. Accidents happen and children need to be able to change into dry, clean clothing and shoes. At least one change of clothing, including underclothes and socks, must be brought to and left at the ERCCD.

Personal jewelry should be left at home. The ERCCD is not responsible for any lost or damaged jewelry or accessories. Stud earrings are allowed but not "dangling" earrings.

SHOES

Sturdy, close-toed & closed heel shoes that fit snugly but are easily removed are **required** for safe outdoor play. Indoor shoes must be close toed with a strap on the back. Crocs and flip flops are prohibited.

NAPPING

Each classroom schedule includes a nap/rest time after lunch. Parents must bring a small blanket or towel, small travel sized pillow and a snuggle toy if needed for transition. Our cubby space is limited so please keep blankets or towels no larger than 4.5 ft. x 2 ft. and pillows travel size. Each child's name should be clearly written on his/her blanket. Bedding must be taken home every Friday for laundering. Infants nap on demand in cribs. Infants are put to sleep on their backs. Quilts, pillows, crib bumpers, stuffed animals, comforters and other soft products will NOT be placed in an infant's crib. Toddlers sleep on small cots and all other children sleep on mats.

Check the classroom schedule for nap times. Children may **NOT** be dropped off during naptime which is 11:30 AM to 2:30 PM.

TOYS

Toys from home are allowed for designated classroom "share Days". One small transition/comfort toy is also allowed if needed. The ERCCD is not responsible for any damage that may happen to toys from home. Please be aware, toys are easily lost or broken and young children, developmentally, have not reached the stage where sharing is comfortable. Your child's teacher can recommend toys or treasures that would be appropriate for sharing. **NO PLAY GUNS OR WEAPONS OF ANY KIND ARE ALLOWED AT THE ERCCD.**

4. COMMUNICATION AND RELATIONSHIPS WITH FAMILIES

Communication is essential between parents and ERCCD staff to ensure optimal outcomes for children. The following will be used:

- One on one communication between staff and parents
- Phone conversations for immediate needs.

- Conference appointments can be initiated by parents or staff.
- Email
- Written notes/letters

Parents are encouraged to communicate with their child's teacher as often as needed to raise any concerns, to contribute to decisions about their child's goals and plans as well as to share any other information that may affect the development or well-being of their child. It is expected that parents and teachers will work together to support the child's growth. ERCCD staff are not required and are actually encouraged not to respond to parent communication before or after hours or on the weekends.

OPEN DOOR POLICY

ERCCD staff understand the value of the parent-child relationship as the family serves as the child's first teacher. When the child begins his/her journey outside of the family environment, it is important to continue that bonding process. It is for this reason that the ERCCD maintains an open-door policy for all families of the children served. Parents and family members have access to their children at any time. Parents of children enrolled in our program are not required to call prior to arriving or entering the ERCCD and may visit unannounced at any time during normal ERCCD operating hours. Parents are asked to be sensitive to their children's reactions if you visit but do not pick them up. Children manage their days based on routines because time is an abstract concept for them. When you visit at non-routine times and do not pick them up it is confusing and can be distressing.

FAMILY MAILBOX

Each family has a mailbox located in the ERCCD foyer which will be used for ERCCD communication notices and invoices from the office or teachers. Please be sure to check your child's mailbox in the morning and evening.

SURVEYS

Formal program assessments are done each year during Spring semester. All parents receive a program assessment survey via e-mail or hard copy if e-mail is not working. This is one way you can tell us how we are doing. We invite your candid feedback to help us get better at what we do. However, we welcome your feedback and suggestions at any time.

PHOTOGRAPHY AND SOCIAL MEDIA

While we do not prohibit parent communication by taking and/or posting photographs on social media about interactions that occur at the ERCCD (i.e., a cute moment/interaction involving your child and another child who are friends, etc.) but this decision warrants a second thought before posting. You may be comfortable with sharing the cute moment on-line, however, the parent of the other child may not feel the same. Because social media is

universally accessible, it would be better to err on the side of caution. While we do not prohibit teaching staff and student workers from connecting online with parents/families of children enrolled at the ERCCD, we recommend as a best practice, not doing so. Family dynamics can change, and relationships may become difficult, creating an uncomfortable situation for the teaching staff and families.

PARKING

It is essential that parents enter and leave the parking lot with caution due to children in area. Please hold your child's hand when going to and from your vehicle and the ERCCD. Do not let your children run ahead of you when vehicle traffic is present. Please do not stand in the parking lot conversing with other parents unless your child is seated safely in your car or in your arms. For all children's wellbeing, do not leave any child alone in your car for any amount of time. Additionally, do not leave your car's ignition running at any time.

TRANSPORTATION

The ERCCD does not provide transportation to and from the ERCCD nor are staff members permitted to provide transportation for currently enrolled children.

PETS

Class pets provide an opportunity for children to experience caring for an animal as well as authentically experiencing natural life cycles.

BABYSITTING/AFTER HOURS CARE POLICY

We get many inquiries from parents and families for ERCCD staff to babysit their children outside of the ERCCD. Parents may only make babysitting arrangements with student assistants or OPS staff of the ERCCD. Under those circumstances when the employee is picking up, dropping off your child(ren) at the ERCCD, or caring for your child(ren) after hours, that employee is not acting in the capacity as an employee of the Facility. Any damage or injuries sustained during this period are not the responsibility of the Facility or UWF. Employees are to adhere to confidentiality and integrity regarding the ERCCD parents, children or employees.

DISPUTE POLICY

A "dispute" for purposes of this policy is a point of meaningful contention between a parent and ERCCD staff, regarding the application of a policy or procedure involving the health, safety, cognitive, or behavioral well-being of a child enrolled at the ERCCD.

Parents are encouraged to resolve disputes at the lowest and most informal decision levels first, and to progressively ascend the dispute resolution process as necessary until the dispute has been resolved.

Conflict may sometimes arise regarding the parameters in which the ERCCD operates. As much as we would like to accommodate everyone, it is not always possible. It is best if you address any issue or concern with your child's Lead Teacher or ERCCD Director as soon as they develop. The avenues in seeking conflict resolution are as follows:

- Discuss concern with the appropriate staff member related to the issue. Speak with your child's Lead Teacher for classroom issues first.
- If you have a billing or enrollment question, please meet with the Assistant Director
- If the issue is regarding personnel, operational or programmatic policies or procedures, please speak with the ERCCD Director
- If the issue is not addressed to your satisfaction with the Lead Teacher, please set up a meeting with the ERCCD Director.
- If the issue has not been handled to your satisfaction after meeting with the ERCCD Director, you may contact the VP in the Division of Academic Engagement and Student Affairs with oversight of the ERCCD.

If there is a parental dispute between divorced/separated parents about issues involving the child in relationship to the ERCCD, the issue is to be brought to the attention of the ERCCD Director. The ERCCD Director will make every attempt to collaborate with the parents, so the transition between home and school can be a smooth one. If the situation becomes disruptive to the ERCCD, the ERCCD reserves the right to ask that the child be withdrawn.

NEWSLETTERS

For information regarding newsletters, classroom information, and communication, please refer to individual classroom handbooks on our web page.

SUGGESTIONS

The ERCCD program is continuously improving. Please feel free to share your experience, questions, concerns or any suggestions you may have. Both administrative and teaching staff welcome your feedback at any time.

5. FOOD AND NUTRITION

LUNCH

Children bring their own lunches; including a drink (carbonated drinks are not allowed). We encourage healthy eating and ask that you restrict the amount of sugar included in lunches. Frozen or packaged food which requires warming or extra preparation is **not** allowed.

The ERCCD staff is not permitted to alter food in any manner, i.e., cutting, peeling, etc. Our refrigerator space is very limited and therefore, we are not able to keep foods cold. When packing cold food, please include a cold pack to ensure that food remains at a safe

temperature. When packing warm food, place food in a hot food thermos/container. Food needs to be appropriately sized for your child to bite, chew and swallow safely. There is a high incidence of choking in preschool age children. The American Academy of Pediatrics recommends cutting food for young children into pieces no large than half an inch. If your child is under 4 years of age, please cut grapes, carrots and hotdogs in half lengthwise. If a food item is considered unsafe, the item will be sent home. Leftover food items will be sent home to help you be aware of the amount and types of foods your child has eaten during the day.

For easy identification, please write your child's first and last name on their lunch boxes and food containers with permanent marker. Send a lunchbox and containers your child can manipulate and place back into the lunch box.

The ERCCD complies with the Department of Children and Families health, hygiene and sanitation policies and procedures.

SNACKS

Beginning January 1, 2020, the ERCCD will no longer provide snacks. Parents will be responsible for providing two nutritious snacks per day. Snacks must also comply with the policies regarding lunches.

MEALS & SNACKS for INFANTS

The following is a list of Health Department regulations governing nutrition and food handling procedures:

- Formula and beverages must be prepared, labeled with the child's name and capped by the parent.
- Breast milk must be labeled "Breast Milk" on the bottle.
- Cereal shall not be mixed with formula in infant bottles unless directed by a physician. The physician's order shall be kept in the child's file.
- The ERCCD shall not thaw or warm milk out on the counter or in a microwave. Milk shall be warmed in a bottle warmer.
- Milk or formula must be brought into the ERCCD in bottles ready for use. Once a bottle has been given to a child, the remainder of milk will be discarded unless the child drinks it within the next 30 minutes.
- Due to bacteria growth, we must discard the milk if the child refuses this bottle again after the prescribed 30 minutes.
- Staff may gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in breast milk.
- Bottles may be given to children under 18 months.

Babies are fed on demand or according to instructions received from parents. All bottles and caps must be clearly labeled with the child's first and last name and date bottle was made/the date breast milk was expressed. Pre-made formula will not be kept more than 24 hours. Breast milk will not be kept more than 48 hours in a refrigerator. Please remember refrigeration is limited.

FOOD-RELATED ACTIVITIES

The ERCCD provides food-related activities such as curriculum related cooking activities, gardening, ERCCD-wide and classroom celebrations. At the time of enrollment parents are asked to provide permission for their child to participate in food-related activities and special occasions wherein food is consumed. This permission includes advising the ERCCD of food allergies, dietary restrictions and items that the child may not eat or handle.

6. HEALTH & SAFETY POLICIES & PROCEDURES

EMERGENCY CONTACTS

Parents are required to keep their child's emergency contact list up to date. Parents must notify the ERCCD when any of the parent's emergency contact information changes. Parents must provide at least one local contact on their emergency contact list that is no more than 45 minutes away.

EMERGENCY DRILLS

An emergency drill (fire, tornado, lockdown, severe weather or evacuation) is conducted each month in accordance with local fire code and licensing requirements. Emergency evacuation routes are posted at each exit in each classroom. Written records of all emergency preparedness drills are posted in the ERCCD Foyer. It includes the type of drill, number of children and staff, and response time.

EMERGENCY EVACUATIONS

Children will be evacuated to an off-site location (Building 85, College of Education and Professional Studies) if the Director or UWF officials determine that the ERCCD is or may become unsafe for children. Parents will be alerted immediately and asked to pick their children up within 30 minutes. Staff bring an emergency backpack (every backpack has a first aid kit and emergency contact information for each child) with them during these evacuations and the Lead Teacher is responsible for bringing their cellphone. Parents will be communicated with via cellphone in the event of an emergency.

EMERGENCY CLOSING

If the threat of a natural disaster such as hurricanes, tornados, flooding, etc. is imminent, we will follow UWF closure guidance. Once the storm passes and is out of the area, we will assess the ERCCD for damage and re-open as soon as possible. The following steps must be confirmed before opening the ERCCD:

- The ERCCD must have power and water and any physical damage must be repaired.
- There must be available staff in the ERCCD to provide appropriate and required staff to child ratios.
- Parents are responsible for childcare tuition even if the ERCCD is closed due to natural disaster.

In the event of a localized emergency such as flooding, the loss of power or water, the ERCCD Director is authorized to close the ERCCD to protect the health and safety of children and staff.

FIRE PROCEDURES

Fire drills are practiced monthly. Each classroom has a posted evacuation route and emergency procedures. Our procedures for fire emergency include lining up, walking quietly to the designated meeting place (far fence on playground), taking face to name attendance and interacting/playing with the children until the “all clear” signal is given. The ERCCD Director and Managing Lead Teacher are responsible for clearing the building, turning off the lights and closing all doors to contain fires. The Assistant Director secures the front office/foyer area. If there is a fire, we call UWF Police who contact the necessary first responders.

FIRST AID

Scratches, minor cuts or insect bites will be treated with soap and water only. Band-aids will be used, as necessary. If more serious treatment is needed parents will be notified. All staff are trained in First Aid. There is a fully equipped first aid kit in each classroom as well as one outside in the playground area. If your child is injured at the ERCCD, an accident report will be completed by the child’s teacher and a copy will be given to the parent for signature.

HEALTH/ILLNESS POLICIES

In accordance with the State of Florida Childcare Standards, all children with any signs of illness must be dismissed from school and the parents will be contacted immediately. When a child’s illness prevents him/her from participating in all classroom/playground activities or the child’s condition is potentially contagious, the child will be removed from the classroom to the front office and parents will be contacted to pick up their child within 45 minutes. Children will

be kept comfortable until his/her parent arrives. Children who are sent home because they are ill **must remain at home for at least 24 hours after all symptoms are gone without the use of fever reducing or other medications.** Parents should notify the ERCCD as soon as possible after their child has been diagnosed with a contagious condition. Restrictions on classroom activities and/or outside play due to chronic non-contagious conditions must be documented by a physician and provided to the ERCCD. Reasonable accommodation will be made to meet documented medical recommendations, if possible. If parents consistently send their ill child to the ERCCD or frequently do not pick up an ill child in a timely manner, the ERCCD Director reserves the right to withdraw the child's enrollment. We must all work together to keep the ERCCD environment safe and healthy for everyone.

Your child may not attend the ERCCD if there are any indications of illness. This is not meant to be an exhaustive list. Fever is not necessarily the main criterion for determining if a child is ill. Behavioral changes might also indicate illness and exclusion from the program.

- | | |
|------------------------|---|
| fever of 100° or above | eye discharge or redness |
| sore throat | headache |
| persistent cough | unexplained rash or skin eruption vomiting |
| diarrhea | earache |
| listlessness | heavy nasal discharge |
| loss of appetite | unusual irritableness |
| gray or white stool | infected skin patches |
| yellowish skin/eyes | unusually dark tea-colored urine |
| unusual behavior | difficult or rapid breathing |
| green mucus | Contracted a communicable illness or condition. |

illness treated with antibiotics, within the last 48 hours.

If your child has any of the symptoms mentioned above parents may be requested to submit a note from the doctor stating that the child is well enough to return to school and is not contagious.

Please report to the ERCCD if your child contracts a communicable illness or condition such as (chicken pox, pinkeye, mumps, flu, head lice, impetigo, pinworm, ringworm, RSV, viral infections, etc.

The ERCCD must be notified immediately so that parents of all children exposed to the disease can be alerted. A child who has a highly contagious illness must be kept at home until the

symptoms disappear and he/she is released in writing by their pediatrician.

The ERCCD does not have the staff to provide special accommodation for ill children. When children are too ill to play outside or participate in everyday activities of the ERCCD, they should remain at home until they can resume regular activities. The ERCCD will make every effort to keep you, the parent, informed about any illness that ERCCD children have been exposed to.

Determining whether a child is ill or has anything contagious is a difficult decision to make and a responsibility shared by ERCCD Staff and parents. However, in the event of an impasse, the final decision will be made by the ERCCD Director.

HEAD LICE

Head lice are tiny insects that live on the scalp. They lay eggs, called nits, which cling to the hair close to the scalp. Head lice spread from person to person by direct contact or on items like hats, combs, sweaters, etc. Head Lice is easily transmitted in a childcare setting. If a child has either nits or lice, parents are required to inform the ERCCD. Parents will be required to treat their child with an appropriate product immediately. The ERCCD has a zero-tolerance policy. Therefore, if one nit or louse is found, the child will be sent home and may not return for 24 hours after treatment. The staff is required to check the head of any child returning to the ERCCD who has had head lice. Per the DCF Facility Handbook verification of treatment should be provided by the parent. Treatment verification may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred.

PINK EYE

Pink Eye or Conjunctivitis is swelling (inflammation) or infection of the membrane lining the eyelids. The eyes look very pink and are often crusty. If the pinkeye is caused by a virus, the person can usually return to school when symptoms begin to improve, typically in 3 to 5 days. If the pinkeye is caused by bacteria, the person can usually return to childcare 24 hours after an antibiotic has been started if symptoms have improved. Prescription antibiotic treatment usually kills the bacteria that cause pinkeye.

STREP (INCLUDING SCARLET FEVER AND STREP SORE THROAT)

Onset is 2 to 5 days after exposure. Symptoms: Sore throat, fever and occasionally a rash. Consult your physician. Children must be treated with antibiotics for 24 hours and fever free before returning to childcare.

CHICKEN POX

Onset is 2 to 3 weeks after exposure. Symptoms: Slight fever and irritability for 1 day and blisters on the trunk and face. Your child is contagious for up to 5 days. Do not bring your child to childcare until all scabs are dry and have fallen off.

INFLUENZA

Children may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. Symptoms: may feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some may also have stomach problems and diarrhea. Children must stay home to rest and avoid giving the flu to others and not return to childcare until their temperature has been normal and he/she has been symptom free for 24 hours.

COXSACKIE VIRUS

Onset is 2 to 5 days after exposure. Symptoms: Fever, sore throat, blisters or ulcers in the throat and mouth, headache, rash with blisters on hands, feet and diaper area, and loss of appetite. It is contagious and spreads by direct contact with body fluids, particularly saliva. This is a mild illness with the rash healing in 5 to 7 days. Do not bring your child to childcare until ulcers begin to heal and the child is fever free.

FIFTH DISEASE

Symptoms: Can include low grade fever and a rash that appears in 3 stages – usually beginning with the cheeks having a “slapped cheek” appearance and/or a rash on the trunk and extremities. The rash fades with central clearing giving a lacy appearance, which is the most distinctive part of the disease. The rash lasts from 2-39 days. The illness is mild but contagious. There is no treatment indicated and isolation is not required unless fever is present.

PINWORMS

Itching of the anal area, especially at night, is the most common sign. Your child may have insomnia or nightmares and may lose his/her appetite. Consult your physician. Observe other members of the family for symptoms.

IMPETIGO

Onset varies. Symptoms: Golden crusty sores or pimple-like spots develop watery heads, break and form crusted areas; may occur on hands, legs, feet or buttocks. Spreads rapidly if untreated. Consult your physician. Do not bring your child to childcare until the day after treatment begins.

RINGWORM (SCALP)

Onset varies. Symptoms: Bald, oval shapes on the scalp; grayish scales: broken hair, itching. Do not bring your child to childcare until the day after treatment begins. Be cautious of sharing items that come in contact with the head.

RINGWORM (BODY)

Onset varies. Symptoms: Rounded, reddish area with scaly or blistering border, often itchy. Do not bring your child to childcare until the day after treatment begins. All sores must be

covered with a band aid or a dry bandage.

HAND WASHING

Parents are asked to assist their children with hand washing as soon as they arrive each day and before leaving at the end of the day. Teachers and children will wash their hands before and after meals, after outside play time, after playing in water, after handling bodily fluids (e.g. blowing or wiping nose, coughing on a hand, etc.), after handling pets or animals, after visiting other classrooms, using the toilet or diaper changes, before/after administering medication, after handling garbage and at other times as needed.

Children are taught proper hand washing techniques as part of their daily routines. Staff assist children with hand washing when needed and monitor for ongoing compliance.

DIAPERING

Teachers follow DCF diapering procedure guidelines. Teachers check diapers every two hours when awake, when children wake up from a nap and change them when wet or soiled. Parents must send commercially prepared diapers. Cloth diapers must have an absorbent inner lining contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Teachers put soiled clothing and diapers in a plastic bag (without rinsing or avoidable handling) and send them home).

Teachers may use lotions and creams as requested by parents, during diaper changes only if parents complete a Medication Administration Permission Form. Parents must provide the lotion and/or cream in its original container with their child's name on it.

POTTY TRAINING

We would love to collaborate with you and your child to make the goal of potty training a successful one. Parents will be asked to bring in extra underwear and lots of extra clothes and teachers will be happy to encourage the child to use the potty as often as needed. Please make sure the same routine at the ERCCD is followed at home, so that children are not confused, and potty training is a success. Children begin toilet training at the ERCCD when it is developmentally appropriate, generally not before 24 months.

ACCIDENT/INCIDENT REPORTS

Accident/Incident Reports for minor accidents such as bumps, bruises, scratches, etc. are written for children who are injured during the day while present at the ERCCD. Teachers report how the accident occurred and what action was taken. Your "check in" screen will indicate that you have a message, after you read the accident report message, click FINISH. The reports are in a folder at the front reception desk. All accidents and incidents that occur while a child is in the care of program staff must be documented and shared on the same day they occur with the custodial parent or legal guardian on the date of occurrence. If the parent or legal guardian does not pick up the child on the date of occurrence of the accident or incident, the individual authorized to pick up the child must sign and be provided a copy of the

accident/incident form. If no one is at the front desk, please see the Assistant Director or Director.

If the injury is anything other than the usual bumps, bruises and scratches, parents will be contacted immediately to seek medical attention. Parents will always be contacted for any head or face injury. If your child injures themselves at home, please inform the teacher at drop off.

ALLERGEN AWARE ENVIRONMENT

The ERCCD is committed to creating a safe, allergen-aware environment for all our children and staff. The ERCCD administration and staff will work with families regarding their child's food and environmental allergies to develop a reasonable accommodation plan of action in order to provide a safe environment for every child.

ALLERGY INFORMATION AND CONSENT FORM

The ERCCD is not a nut-free environment. In compliance with health and safety regulations, parents are required to notify the ERCCD of the child's allergies and food preferences. This information must be in writing, as well as your consent to post the information for staff to see it to protect your child's health and culture. If the request is for medical reasons, the ERCCD is required to have medical documentation in your child's file. Please advise the ERCCD of any food allergies, nonfood allergies, and cultural food practices you want your child to follow while at the ERCCD.

We understand some children have seasonal allergies which may cause an occasional runny nose with clear mucus. The ERCCD staff will make the final determination whether the child is well enough to be at the ERCCD. Children must be able to participate comfortably in classroom activities and outdoor play.

LIFE THREATENING ALLERGIES

If your child has been diagnosed with an allergy that could be life threatening, before the child can be at the ERCCD, your child's physician must provide the ERCCD with the following:

- a detailed description of emergency actions to be taken.
- medications in the original container (many pharmacists will divide a prescription into two bottles so that one can be left at the ERCCD
- If emergency action plans require an epi-pen as a life-saving measure, an epi-pen must be at the ERCCD daily.

MEDICATION ADMINISTRATION

Please note that over-the-counter medication must be in the original container with the child's name and lists any restrictions for child's size, age and condition. Dosage must be consistent with label recommendations. Some over-the-counter medications now state "if under six

consult a physician". We cannot administer this medication without a doctor's written instructions. The parent must complete and sign a Medication Authorization Form, giving specific dosage and times to be given. Staff may not make judgments about a child's need or dosage for medication. All prescription medications must be in the original container with the child's first and last name, name of physician, medication name, and medication directions/dosage written on the label as prescribed by the child's physician. Parents are required to authorize both over the counter and prescription medication.

SUNSCREEN

During the Spring and Summer months, the weather can be extremely hot and sunny, and the children may need sunscreen in order to prevent sunburn while having great fun on the playground. We ask you to apply sun protection (i.e., sun block, sunscreen) at drop off and the teacher will apply as needed later. Please bring sunscreen or sunblock with your child's name on it.

INSECT REPELLANT

During certain times of the year mosquitoes can be a problem for outside activities and the children may need insect repellent to reduce the potential for bug bites while having fun and enjoying the playground. Per State Licensing, the application of insect repellent must contain DEET. Please bring insect repellent with your child's name on it. Please be advised the insect repellent will only be applied once per day on an as needed basis according to the manufacturer's recommendations for use.

NO SHOE POLICY IN INFANT & YOUNG TODDLER CLASSROOMS

To assure floors are clean for young crawlers, shoes are not permitted in the Infant and Young Toddler classrooms. Parents and visitors must remove their shoes or put on shoe covers (available outside the classroom) before entering.

TOBACCO FREE CAMPUS

The University of West Florida is a tobacco free campus and therefore, the ERCCD is a smoke free environment also.

CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS

All ERCCD staff are required by Florida Statutes Chapter 415 to report any suspected case of child abuse or neglect to the proper authorities. All childcare personnel are mandated by law to report their suspicion of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s.39.201 of the Florida Statutes (F.S.). Staff who report suspicions of child abuse/neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

SUPERVISION SKILLS AND METHODS

Our approach to supervision includes the following components:

- Awareness requires a knowledge of children, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of children helps teachers to monitor and enhance skills that promote children's behavior. When a child is upset, an adult immediately investigates the cause of the problem.
- Positioning requires being able to see all the children. Staff position themselves to be aware of the entire classroom and playground to see as many children as possible. All children are always monitored by sight or sound. When a child needs attention, teachers do not talk across the room but move to where the child is.
- Scanning involves regularly glancing around the classroom and playground to see children's involvement and what is happening and maintain accurate mental headcounts.
- Redirection is a pre-emptive means for preventing undesirable behavior or unsafe behavior from occurring. Children are redirected to other areas/activities when undesirable behavior is imminent or occurs. This technique helps ensure the safety of all children. Supervision for all children in areas that are near equipment where injury may occur requires the use of the above methods and being near the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable and under close supervision in the ERCCD office.