



Welcome to Preschool!

2023-2024 School Year



Welcome

We are so excited to welcome you and your family into our Preschool!

Preschool is an amazing time for your little one to grow, make friends and gain more knowledge about the big, bright world around them!

We have several different classrooms within our preschool that each address a child's growing needs. As your child moves between the classes, skills will be gained, confidence will blossom and they will be well prepared for their next step, Beginner 1 (Kindergarten)!



Schedule

We begin each day with Circle Time. This is where we warm up for the day, get ready to have fun, get prepared to work together and sing a song or two!

8:30 - 9:00	Morning Drop Off
9:05	Warm ups
9:15	Circle Time/Academics
9:30	First Snack
10:00	Play Outside
11:00	Lunch
11:45	Nap Time
2:00	Outside or Inside Play
2:45	Second Snack
3:15	Art and Special Projects
3:45	Outside or Inside Play
4:45 - 5:15	Evening Pick Up

Daily Student Drop off and Pick up



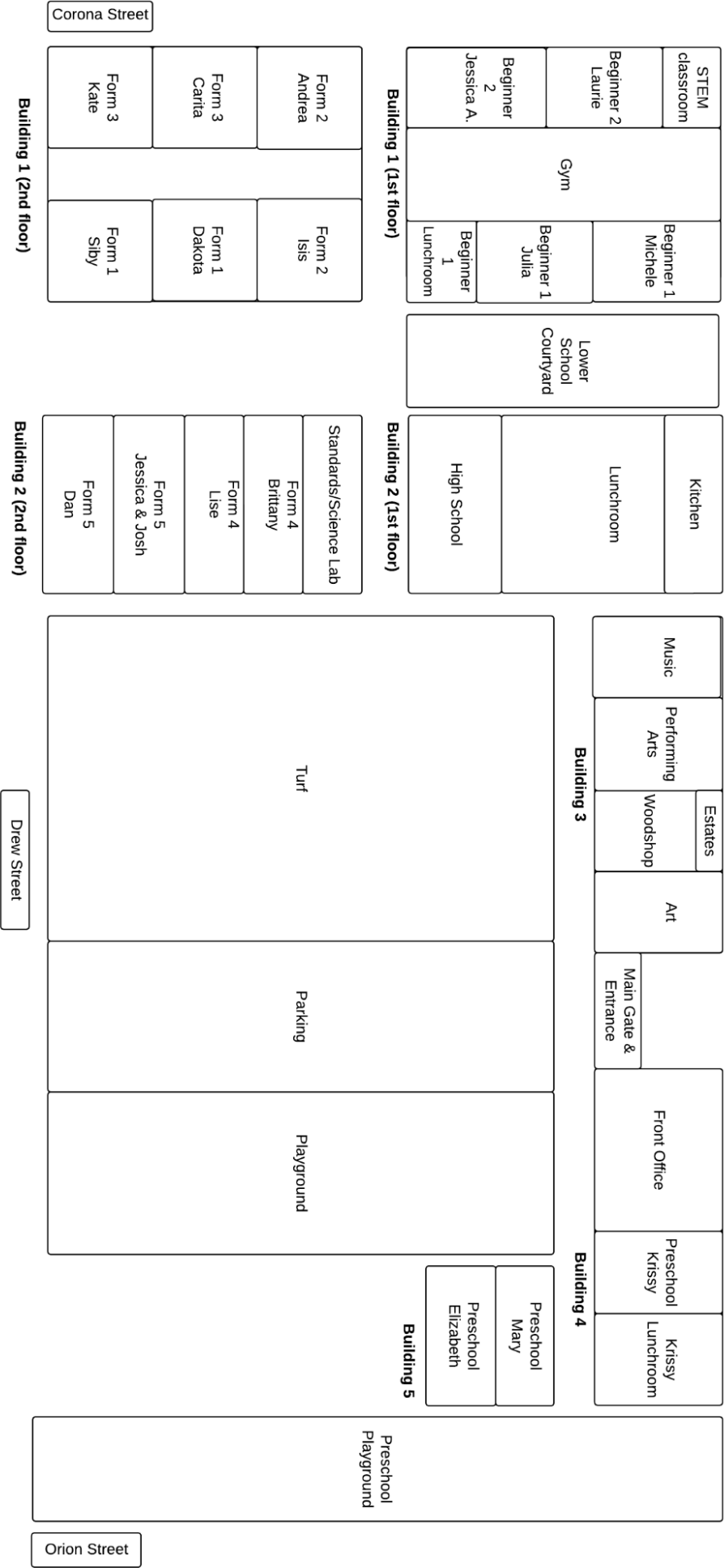
- **Drop off:** The drop off line runs from **8:30 am** until **9:00 am**. You will see in the above map that the Preschool Drop off line is in **YELLOW**. Once you get to the front of the drop off line by the office under the walkway, Preschool staff will help your child out of the car

and to their classroom. Please keep them buckled in their car seats until the teacher removes them. The line will close at 9:00 am and the gate will close.

- **Late Drop off:** If you arrive after that, please park and get buzzed in at the pedestrian gate. You will sign in at Reception and receive a visitor badge. We want to mention the importance of being on time. When your child is late, they will miss the important morning start up activities that set the pace for a successful day.
- **Pick up:** Preschool pick up runs from **4:45 pm until 5:15 pm**. Park your car in the parking lot where the morning drop off line is. All parents will be provided with a large sign with their child's name on it. Please place the sign on your dash or in the window so that we can see it at a glance. When the pick up personnel see you have arrived, your child will be brought out to you. You can also park your car and come out to wait by the office to receive your child.

Please do not pull up and wait in line like the morning drop off procedure. When you do that, it slows and delays the traffic of other people wanting to exit and also blocks the breezeway. Again we would like to stress the importance of picking your child up by 5:15, as late pick up fees do apply!

If you have any questions, feel free to ask us. We thank you in advance for your cooperation in following the schedule and the procedures for drop off and pick up!



2023-2024 Delphi Florida School Schedule and Events Calendar

Key:

-  Delphi Parent Organization (DPO) Event
-  Summer Camp

-  School Closed
-  School Event

August 2023						
Su	M	Tu	W	Th	F	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- August**
- 31-4 Summer Break (School Closed)
 - 4 Preschool Orientation
 - 7 First Day of School for the 23/24 School Year
 - 11 High School Orientation
 - 18 Lower School Orientation
 - 18 Elementary & Middle School Orientation
 - 25 DPO Launch and Meet & Greet

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- September**
- 4 Labor Day (School Closed)
 - 27 Picture Day

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- October**
- 9 Staff Professional Development (School Closed)
 - 11 Geography & History Fair
 - 16 DPO Poinsettia Fundraiser Kick-Off
 - 23-27 Delphi Spirit Week
 - 27 DPO Trunk or Treat

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- November**
- 8 Picture Relate Day
 - 6-16 School-wide Food Drive
 - 16 DPO Poinsettia Delivery
 - 20-24 Thanksgiving Break (School Closed)

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- December**
- 1-13 DPO Giving Tree
 - 8 Preschool Holiday Show
 - 14 Lower School Holiday Show
 - 15 Elementary, Middle & High School Holiday Show
 - 18-1 Winter Break (School Closed)

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- January**
- 1 Last Day of Winter Break (School Closed)
 - 12 Spelling Bee
 - 15 Martin Luther King Day (School Closed)
 - 18 Middle & High School Science Fair
 - 22-26 Kindness Week

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- February**
- 2 Re-Enrollment Deadline
 - 3 DPO Delphi Carnival
 - 14 DPO Valentine's Day Staff Appreciation Brunch
 - 19 Presidents Day (School Closed)

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- March**
- 2 Fun Run
 - 11-15 Spring Break (School Closed)
 - 28-30 Spring Show

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- April**
- 26 Music Cafe

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- May**
- 6-10 DPO Staff Appreciation Week
 - 9 Preschool Mother's Day
 - 10 DPO Mother's Day Tea
 - 19 DPO Pool Party
 - 27 Memorial Day (School Closed)
 - 29 Preschool & Lower School Awards Ceremonies
 - 30 Last Day of School

May/June 2024						
Su	M	Tu	W	Th	F	Sa
	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- May/June**
- 30 Elem & Mid School Awards Ceremony
 - 30 High School Awards Ceremony & Commencement
 - 3-7 Summer Break (School Closed)
 - 10-28 Summer Camp

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- July**
- 1-19 Summer Camp
 - 4 4th of July (School Closed)

How to Get Ready for School

As you begin your preschooler's day the teachers have some wonderful advice to help you and your little one to start it on the right foot!



- ★ Get a good night's sleep
- ★ Have a yummy breakfast
- ★ Dress in clothes and shoes that are appropriate for running, climbing and playing
- ★ Be on time for Circle Time
- ★ Leave toys at home - we have awesome toys here
- ★ Bring your bedding for naptime

Other items to bring include:

- ★ Crib sheet and small blanket for the nap cot
- ★ Diapers or pull-ups if needed
- ★ Wipes
- ★ Change of clothing
- ★ Lunch Box **with ice packs** (filled with goodies for 2 snacks & a lunch)
- ★ Water Bottle

Remember to pack two snacks and a lunch daily with a water bottle. We can refill the water bottle for your child at our filtered water fountain as we know good hydration in Florida is a daily must! Oh, and don't forget to pack a fork & spoon!

We are excited to promote a healthy lifestyle here at Delphi and encourage you to send lots of fresh fruits, veggies, nuts, cheeses and other proteins. We do ask that you send foods with a very low sugar content. It can be hard at times to figure out new foods but our teachers have great suggestions! Please reach out to them at any time for new ideas.

Please label EVERYTHING with a permanent marker. Often, children have similar bags, sheets, blankets, lunch boxes or water bottles. We want to make sure we know which items belong to you and your child.

If your child is still working on potty training, we are happy to help! Please send your child to school in diapers or training pants with lots of extra supplies, including clothing. The transition to big boy or girl pants is usually very quick as we have cute potties that are just the right size for a child, and we take lots of potty breaks throughout the day. If you have any questions or concerns about potty training, please reach out to us! Our experienced teachers are what we like to call "potty experts".

Our Amazing Staff

We have 6 amazing preschool teachers and 3 preschool classrooms. Your child's teacher will share pictures and information about your child's day and upcoming activities. You can contact them at any time, but remember that they are with the children and may not be able to answer your questions immediately. A text message during the day is always best. If you need immediate assistance you can always contact the school office.



The lead teachers' contact information is:

Miss Elizabeth & Miss Timea (3's Class) **The Seahorses**
ph#: 727-342-9198 email: elizabethp@delphifl.org

Miss. Mary & Miss Ceadar (2's & 3's Class) **The Starfish**
Ph#: 727-215-9127 email: maryi@delphifl.org

Miss Krissy & Miss Sarah (2's Class) **The Guppies**
Ph#: 727-420-9067 email: krissyd@delphifl.org

You can reach the school office between 8:45 am & 5:00 pm at:

Ph#: 727-447-6385 ext. 200, email: delphireception@delphifl.org

Please contact us if your child will not be in school that day or if your child will be arriving late.



Please be sure to arrive promptly for pick-up time. Our teachers and their families will appreciate your help with this.

Our Preschool Classes

Delphi Academy Preschool creates a safe place for children ages 2 to 4 to gain independence and hands-on experiences in our indoor and outdoor learning environments.

Teachers engage the children in developmentally appropriate activities, both individually and in small groups. There is plenty of time for music, art, dance, projects and play. With an additional emphasis on pre-reading and number recognition, we set a foundation for successful learning. Children within this age group develop fine and gross motor skills, speech and language skills, listening skills and self-control.



We have several preschool classrooms. As your child moves from one class to the next, skills will be gained, confidence will blossom, fun will be had and they will be well prepared for their next step, Beginner 1 (Kindergarten) at age 4.

Age 2 (Miss Krissy & Sarah's Class)

The Guppies



Abilities needed to enter:

- Able to sit down for three minutes at a time while doing an activity
- Able to understand one word commands
- Able to sit and feed him/herself (finger food or with a spoon)
- Listens to others
- Takes naps



In the Guppies Class, teachers work with students to help them gain abilities and further their skills in the following areas:

- Movement and coordination
- Social skills
- Basic life skills
- Language arts
- Participates in short group activities (arts and crafts, listening to stories, etc)
- Assists parents with potty training

Age 3 (Miss Mary & Ceadar's Class)

The Starfish

Abilities needed to enter:

- Able to sit down for five minutes at a time while doing an activity
- Listens and follows directions
- Able to communicate
- Potty trained at least 75% (no pull ups)
- Able to sit and feed him/herself

In the Starfish Class, teachers work with students to help them gain abilities and further their skills in the following areas:

- Approaches to learning (pre-writing, pre-math, alphabet)
- Fine motor skills (cutting , writing, threading beads, Lego)
- Gross motor skills (jumping, running, climbing, kicking a ball)
- Language Arts
- Social skills
- Problem solving



Age 3.5 - 4.3 (Miss Elizabeth & Timea's Class)

The Seahorses

Abilities needed to enter:

- Totally potty trained
- Able to communicate
- Listening and following directions
- Able to sit for ten minutes at a time while doing an activity

In the Seahorse Class, teachers work with students to help them gain abilities and further their skills in the following areas:

- Math concepts
- Problem solving
- Language arts
- Autonomy and social skills
- Development of independent work habits
- Further development of fine and gross motor skills
- No longer needs naps
- Interested in learning



School Announcements - Stay Updated & Involved!

Delphi Academy of Florida uses "all school" emails and Facebook to keep our parents up to date on announcements, updates, and school happenings! Parent/Teacher Communication will come to you either via email, text or app's such as ClassDojo or Remind, depending on the

teacher who will be in touch with you at the start of the year.



Follow our school Facebook page **Delphi Academy of Florida** (facebook.com/DelphiFL) for school announcements and updates!

Private Groups:



Delphi Parent Organization (DPO)

(facebook.com/groups/delphifl) - This is a group for our Parent Organization, keep up to date on parent volunteer opportunities and coordination!



Delphi Florida Preschool

(facebook.com/groups/delhipreschool) - This is a group for parents of students in Preschool!

Teamwork

A very important aspect of being a part of the Delphi Community is teamwork and communication between the parent, school and child to best help a child succeed. On occasion your family may experience what could be referred to as "weathering a storm", where a child may run into something challenging at school or in life. This is what we like to call "a learning opportunity". This is when the parent, teacher, student team must be stronger than ever and is needed the most.



Our dedicated team is here to help you and your children through any rough "weather" and get everyone back to sunny skies. If such should occur, contact your child's teacher first as she/he has the best understanding of what might be occurring. If you need additional help, the Preschool School Director, Elizabeth Patella can be reached at elizabethp@delphifl.org. If for some reason you are unable to reach or resolve the issue, Carol Kirtley,

the Senior Preschool Director can also assist you at carolk@delphifl.org. The fastest approach to any concern or challenge is directly with the school. We are here to help your children in every way.



Delphi Parent Organization: A Message from our President

The Delphi Parent Organization (DPO) is the Delphi Academy of Florida's Parent Group. It is widely known from coast to coast that we are one of the best parent groups around!

The DPO Mission is: "To enhance campus life by creating activities that engage and empower staff, students and families. Some of these activities include fundraisers, game nights, potlucks and fun events which serve to deepen our school spirit and enrich our children's educational and social experiences."

We are looking forward to the new school year and with that being said, we will be distributing a dedicated DPO events 2023-2024 calendar very soon. All parents will be given the opportunity to participate in our calendar events/activities and become a part of our amazing Delphi community! Our success is directly related to the amount of parental participation that we have. 😊

The DPO meets once a month on a Friday (exact date and time is announced monthly). Join us, be informed, volunteer, and more! Email us at DPO@delphifl.org to get involved or email Rosie directly at rosieishere@icloud.com. Be sure to also join our Facebook group: <https://www.facebook.com/groups/delphifl/>. Regular DPO updates are posted here and it's a great way to stay connected.

Illness Guidelines

We all hate it when a child is not feeling well! As a part of the school's efforts to do our part in keeping everyone healthy we have set forth the following guidelines. Let's work together to isolate when one is ill, to prevent the spread of illness among our school community and keep everyone healthy!

Here are a few quick guidelines at a glance to know when to keep your child home:

- ★ Fever - If your child has a temperature over 99.5, we consider that a fever. Your child will need to be **fever free for 24 hours** without the use of medication before returning to school.
- ★ Eye drainage or red, itchy eye - The child should be checked by a doctor. And if not contagious may return to school with a Doctor's note.
- ★ Coughing - If there is **persistent or excessive** coughing, whether dry or wet, the child should be out of school until symptoms are gone. This could be a sign of **whooping cough or strep throat**. The child should be checked by a doctor.
- ★ Sore throat - please keep your child home until symptom free.
- ★ Rash - Any **rash that could possibly be transmittable, hand-foot-and-mouth disease, measles or chickenpox**—the child should be checked by a doctor.
- ★ Any skin infection - The child should be out of school until on antibiotics or other treatment for the amount of time the doctor states that it is no longer contagious to others (this includes fungus infections like ringworm, impetigo, etc.).

- ★ Runny Nose - All runny noses whether clear or not, must stay home unless allergy related. If it is allergy related, a note from your child's doctor is required for us to have on file.
- ★ Vomiting or Diarrhea - Must stay home & be symptom free for 24 hours.
- ★ If your child is ill and will not be at school for the day, please contact us at 727-447-6385 as soon as possible so we can inform your child's teacher.

When a child isn't feeling well at school we will check for the following symptoms:

- Fever (any temperature above 99.5)
- Continuous runny nose
- Congestion
- Wet or dry Persistent or excessive cough
- Frequent sneezing
- Sore throat
- Vomiting or diarrhea

If a student has any of the symptoms above, they will be sent home.

If we suspect heat related symptoms/dehydration we will have the student drink some fluids and relax for a little while to see if the symptoms subside. If not, the student will be sent home.

- Headache
- Fatigue
- Nausea
- Body or muscle aches
- Lethargic

Protocol if your child has allergies:

Your child may enter the school with a medical doctor's note stating that they are not contagious and that their symptoms are from allergies. The note must be within the last 3 months, and state which symptoms they have at that time (so we can differentiate if new symptoms are occurring). If they have a fever, a doctor's note will not be accepted. They will need to remain home and be symptom free for 24 hours, without medication before returning.

Cleaning, Sanitizing, Disinfecting

- Commercial cleaning company crew disinfects all classrooms and bathrooms nightly
- Teachers sanitize commonly touched surfaces before, during and at the end of the day.

Emergency Protocols

The school has specific protocols for any situation including dangerous criminal activity in the area, fire, intruder and severe weather which could include a Tropical Storm, Hurricane, Tornado or other deemed as such by the National Weather Service.

Severe Weather

This could include a Tropical Storm, Hurricane, Tornado or other deemed as such by the National Weather Service.

Weather Watches/Warnings

The School Safety Committee monitors all severe weather with our National Weather Service Radio located in the office. Should a severe weather warning or watch be issued during the school day typically due to a sudden onset of potentially destructive winds, rain, lightning or in case of a tornado, the school will follow our severe weather lockdown procedures until the weather has passed. Should this happen during pick up times, please look out

for notification from the school for any changes to our pick up procedures for that day.

Hurricanes/Tropical Storms

There is more weather prediction with larger storms such as hurricanes and tropical storms, and so for the safety of our students and staff, the school may close during these larger storms. We follow the lead of the Pinellas County School District when it comes to closing the school for an impending storm, as they receive direct updates and guidance from the Pinellas County Emergency Management. Their updates on school closures can be found at WWW.PCSB.ORG. Additional notifications will be sent out if the school will be closing, and our reopening schedule.

In the rare instance where the school would need to close due to impending weather during the school day, you would receive notification from the school with instructions, and a specified time that all students must be picked up from school due to the closure. It is important that students are picked up at the specified time for everyone's safety.



Handling Distractions in the Classroom

Delphi Academy pledges to provide a safe and secure environment for all students, and to maintain close communication with parents about all aspects of their schooling. We promote the child's rights to develop and learn as an individual, and our activities and rules are structured to enable learning and contribution to the group. Our intention is that each child learns, without threat and duress, that following the rules will help them to be happier and more successful at whatever they do in life.

Our gradient approach to handling students who may become a distraction to the learning environment is therefore rooted in these principals and our teachers and staff address this with the children in some of the following ways:

- 1) We keep the child busy, completing the actions they begin.
- 2) We divert their attention and validate their good actions.
- 3) We make sure they have had enough food and rest, are not feeling ill and do not have to use the bathroom.
- 4) Using good communication with the child, we help them understand why their action was not appropriate and give them the opportunity to make amends for it. Ask them what they can do, but do not force them to do it.
- 5) If after the above the child is still creating a distraction or unsafe environment for other students, the student takes an adult supervised break from the group.
- 6) If the disruptive behavior continues, we will contact the student's parent or guardian for a meeting to help us to resolve the issue. Based upon the results of this meeting, the school and parent may move forward with a plan typically including steps for both the teacher and the parents, but based on the situation, the plan moving forward may involve the school and parent mutually agreeing for the student to take a break from school for a period of time, and the family taking actions to address the behavior. Upon returning to school, it would be understood the student would need to go through a trial period to ensure the behavior has been fully handled. If the inappropriate behavior continues during the trial period, the school reserves the right to remove the child from the program in order to ensure the safety and well being of the other students.
- 7) Delphi forbids any sort of discipline that is considered severe, humiliating, frightening, associated with food, rest or toileting, spanking or corporal punishment at any time by any faculty/staff.

Pinellas County License Board Brochure

As a licensed Pinellas County License Board Child Care Facility, we are required to provide all enrolling families with the attached brochure, which you will acknowledge as having received in your Child's Enrollment Record upon enrolling your child!

In Closing

If at any time you have any questions or concerns, please feel free to contact us. We are here to help you and your child through any challenges that arise. Again, welcome to the Delphi Preschool!



Delphi Academy® of Florida - 1831 Drew Street - Clearwater, FL 33765

(727) 447-6385 www.delphifl.org

Delphi Academy of Florida is licensed to use Applied Scholastics™ educational services and materials.

QUALITY CHILD CARE

Quality child care offers health, 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, child-friendly..
- ❖ Provide easy access to age-appropriate toys.
- ❖ Displays 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, explore, and problem-solve.

PARENT'S ROLE

- A parent's role in quality child care is vital:
- ❖ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ❖ Know the children's center policies and procedures.
- ❖ Communicate directly with caregivers.
- ❖ Visit and observe the children's center.
- ❖ Participate in special activities, meetings, and conferences.
- ❖ Talk to your child about their daily experiences in the children's center.
- ❖ Arrange alternate care for a sick child.
- ❖ Familiarize yourself with the child care standards used to license the children's center.

PINELLAS COUNTY CHILDREN'S CENTERS GENERAL INFORMATION

For a listing of children's centers, contact 211 Tampa Bay Cares at 2-1-1.

For an appointment to review a children's center file or to file a complaint contact the Child Care Licensing Program at (727) 507-4857.

For further information about child care in Florida or to view children's center inspection reports, visit the website:

MyFLfamilies.com/ChildCare



Our mission is to protect, promote & improve the health of all people in Florida through integrated state, county and community efforts.

The statewide toll-free telephone number for reporting child abuse is 1-800-96 ABUSE (1-800-962-2873). Reports of suspected and actual cases of child physical abuse, sexual abuse, and neglect received through the Abuse Registry number are referred to the Pinellas County Sheriff's Department for investigation.

KNOW YOUR CHILD'S CHILDREN'S CENTER

Nursery School * Kindergarten
Day Nursery * School Age Center



PINELLAS COUNTY LICENSE BOARD
for Children's Centers and
Family Child Care Homes
8751 Uimerton Road, Suite 2000
Largo, FL 33771
Telephone 727-507-4857
www.pcib.org

The Child Care Licensing Program and its services are funded by the Juvenile Welfare Board, the Florida Department of Children and Family Services and the Florida Department of Health, Pinellas County.

PINELLAS COUNTY CHILDREN'S CENTERS LICENSING STANDARDS

This children's center has met regulations found in Licensing Regulations Governing Pinellas County Children's Centers.

A valid temporary permit or license, which bears the distinctive seals of Pinellas County and the Florida Department of Children and Family Services, is posted in a conspicuous place within the center. A valid temporary permit or license will also include: effective and expiration dates, a license number, capacity and ages of children in care.

A LICENSED CHILDREN'S CENTER MUST:

- ❖ Adhere to its licensed capacity at all times.
- ❖ Post a schedule of daily activities.
- ❖ Have first aid and emergency procedures, and post evacuation diagrams in each room.
- ❖ Keep accurate, current daily attendance records and document a visual sweep of the entire premises at the end of each day.
- ❖ Provide parent(s) or legal guardian(s) access to the children's center during normal hours of operation.
- ❖ Report suspected child abuse to the statewide toll-free telephone number.
- ❖ Provide a permission form for parent(s) or legal guardian(s) to allow the center to administer medication as necessary.
- ❖ Document required information when administering medication.
- ❖ Document accidents and incidents and obtain parent's, legal guardian's or authorized pick-up person's signature(s).
- ❖ Maintain vehicles in safe condition if transportation is provided.
- ❖ Obtain parent's or legal guardian's permission before transporting children.
- ❖ Maintain contact information for children in vehicles being used for transport and emergency care plans for children with chronic medical conditions.

CHILDREN'S RECORDS REQUIREMENTS

The following documentation is required to be maintained in the children's center for each child in care:

- ❖ A signed statement that parent or legal guardian received a copy of this brochure.
- ❖ A statement signed by parent or legal guardian that enrollment information is complete and accurate.
- ❖ A signed statement that the children's center has provided parent(s) or legal guardian(s) a copy of the written disciplinary practices.
- ❖ A current health examination record (not required for school age children).
- ❖ A current Florida Certificate of Immunization (not required for school age children).
- ❖ A notarized Emergency Medical Release.
- ❖ Medical records that include special medical or dietary needs and a list of allergies, if applicable.
- ❖ Primary hours of care and days of week in care.
- ❖ Telephone numbers or instructions as to how to reach parent(s) or legal guardian(s) when children are in care.
- ❖ Hospital preference.
- ❖ Child's full, legal name, birth date, date of enrollment, current address and preferred name/nick name.
- ❖ Name, address, and telephone number of parent or legal guardian.
- ❖ Name, address and telephone number of emergency person(s), other than parent or legal guardian.
- ❖ Name, address and telephone number of physician and dentist.
- ❖ Proof of receipt by parent(s) or legal guardian(s) every August and September of information regarding causes, symptoms, and transmission of the influenza virus.

PERSONNEL REQUIREMENTS

- ❖ Director has a Director Credential with the certificate posted.
- ❖ Documentation that staff meets the staff credentialing requirement (not required for school age centers).
- ❖ Completion of background screening.
- ❖ Completion of 40-Hour Introductory Child Care training.
- ❖ Completion of 10 hours training annually.
- ❖ Completion of early literacy training (not required for school age centers).
- ❖ Documentation of educational requirements.
- ❖ Meet minimum age requirements.
- ❖ Signed statements that employees understand the statutory requirement of reporting child abuse/neglect.
- ❖ Staff trained in first aid and CPR on the premises at all times and on field trips
- ❖ Staff maintain direct supervision including minimum adult-child ratios:

2 months-1 year	1 adult for 3 children
1 year-2 years	1 adult for 5 children
2 year olds	1 adult for 10 children
3 year olds	1 adult for 15 children
4 year olds	1 adult for 20 children
5 years and up	1 adult for 25 children

NUTRITIONAL REQUIREMENTS

- ❖ Parent(s) or legal guardian(s) notified of meals provided that are of quality and quantity to assure child's nutritional needs are met or arrangements made for parent(s) or legal guardian(s) to provide nutritional food.
 - Posted meal and snack menus.
 - Safe drinking water is available.

PHYSICAL ENVIRONMENT

- ❖ Has sufficient indoor space for playing and napping that is kept clean, adequately lighted, vented and in good repair.

- ❖ Has indoor and outdoor space that is clean and free of litter and other hazards.
- ❖ Has toys, equipment and furnishings that are age and developmentally appropriate, and are maintained in an operable, safe, and sanitary condition.
- ❖ Has appropriate bathroom facilities that are operable, clean and sanitized (daily).
- ❖ Has isolation area for ill children.
- ❖ Has equipment for proper sanitary hand washing, toileting, and diapering activities.
- ❖ Has at least one corded, operable telephone available to staff.

HEALTH RELATED ENVIRONMENTAL REQUIREMENTS

- ❖ Annual approved fire inspections conducted.
- ❖ Monthly checks to ensure all areas of the children's center are free from fire hazards.
- ❖ Smoking is prohibited on premises.
- ❖ Storage of toxic and hazardous materials in areas inaccessible to children.
- ❖ Fire and emergency drills conducted as required.
- ❖ A labeled, fully stocked first aid kit.
- ❖ Parent(s) or legal guardian(s) notified of all animals on site.
- ❖ Records of immunizations for animals/fowl.
- ❖ Prohibit fire arms or weapons on premises (excluding federal, state and local law enforcement officers).
- ❖ Prohibit narcotics, alcohol or other impairing drugs on the premises.
- ❖ Bimonthly outdoor equipment maintenance checks.