



GENESIS MONTESSORI GIFTED ACADEMY, INC.

AD DONATUM ET VERUM, TO THE GIFTED AND THE TRUE

STUDENT HANDBOOK



GIFTED ACADEMY, INC.
HOME OF THE FRENCHIES

From the desk of GMGA Head of School and
Director: Dr. Laurie Gardner



Dear Students, Parents/Guardian,

Genesis Montessori Gifted Academy, Inc (GMGA), desires for its collective stakeholders to succeed and this is why we have provided you this Student Handbook (SHB). The SHB entails the general guidelines required for GMGA student attendees. We implore you to read the policies thoroughly. Parents, it is necessary to have a conversation with your child/children in order for them to gain full understanding of GMGA guidelines. We are dedicated to fostering a safe and inclusive learning environment, committed to protecting the welfare of all students, regardless of race, religion, ability, gender, or culture. Also, do not hesitate to have dialogue with your child's/children's teacher, the Dean of Students, Counselor or an Administrator so all your inquiries can be answered. The student and parent/guardian are required to sign the acknowledgment page and promptly return the signature page to GMGA front desk personnel.

Table of Content

GMGA POLICIES

Director’s message	2
Content	3
GMGA’s Culture	4
Our Staff	5
Hours of Operation	5
Parking	5
Arrival/Departure	5
Authorization to Secure Medical Treatment	9
First Aid	6
Illness	6
Extended Illness	7
Nap/Rest Time	8
Websites/Emails/Phone #	8
Authorization to Secure Medical Treatment	9
VPK Attendance Policy	10
Medical Emergency Form	11
No Medical Insurance Form	13
Know Your Childcare Facility	14
Behavior	
Compliance.....	15
Unusual Incident Policy	16
Physical Activity Policy	18
Principles and Expectation Policy	19
Senior Leadership Responsibility Policy	20
Family Educational Information	22

GMGA MISSION

The mission of Genesis Montessori Gifted Academy (GMGA) follows the Montessori pedagogy of giving children the autonomy to explore and evolve to their maximum potential while utilizing didactic learning resources, promoting educational equity, independence, transparency and engagement, within a prepared atmosphere. GMGA is a student-centered atmosphere where the notion of love and respect – for self, others and God in a Christ-centered environment guides our philosophy.

GMGA VISION

Genesis Montessori Gifted Academy believes that every child is gifted and talented in his/her own unique way and is committed to identifying those gifts and talents within each child through fostering self-confidence, independence, higher-order thinking, a growth mind-set and academic rigor cultivating the spiritual, physical, social and emotional potential of the whole child.

OUR PROMISE

We the GMGA family, promise to provide every child the autonomy to flourish in a nurturing, structured, safe yet limitless learning environment. We promise to always have our student's best interest at the forefront and to uphold morals, foster virtues and the Christian values necessary in molding our children into quality individuals who are assets to their school, their families, their community and the world at-large.

GMGA NOTICE OF NON-DISCRIMINATORY POLICY

Genesis Montessori Gifted Academy, Inc. does not discriminate against any student or staff on the basis of race, color, national or ethnic origin, in admission or participation in its programs, GMGA does not discriminate and offers equitable service to students and staff without prejudice as it relates to administration of educational policies, admissions policies, scholarships, GMGA clubs or any other school-related or school-sponsored programs.

Our Staff

It is hard to leave your child with someone, and we know how that feels. We understand that putting your trust in a school and finding quality care is important and we have gone to great lengths to ensure that our school environment is very clean, calm and full of TLC. It is an ideal environment for your child to take their first steps, learn their first words, and gain confidence and skills they will need to enter preschool.

We believe that the strength of our program is in the dedication of our teaching staff. We support our teachers with training, resources and the freedom to create a unique learning experience for our children. Our teachers are all trained in early childcare development, experience in Montessori and completed courses in early childhood. In addition, all teachers and staff have complied with all State of Florida requirements and passed several background checks, including local, state and FBI background checks, as well as the child abuse hot-line checks. What is more, our teachers are certificated in first aid and CPR and are required to take State of Florida approved in-service training hours throughout the year and attend monthly meetings where new resources and training is provided to all staff.

Our school Director, Dr. Laurie Gardner, holds a Doctoral Degree. She is also a certified Florida teacher with over eighteen years of teaching experience in both traditional and Montessori.

Our staff provides age-appropriate activities and a normal daily routine in a relaxed school atmosphere, while offering meaningful learning experiences and fostering a positive self-image.

Hours of Operation

Normal hours of operation are 7:00 am to 6:30 pm Monday through Friday and 7:00 am through 5:00 pm Saturday.

Parking

The school has 8 designated parking spaces for drop off and pickup. Parking spaces should not be used for more than 15 minutes. Parents are asked not to leave children or valuables in their vehicle. Providers are not responsible for child safety when children are in their parent's care or valuables that are lost or damaged due to theft or negligence.

Arrival/Departure

GMGA hours are from 7:00am-6:30pm. We request that all children be dropped off no later than 8:15am since the most important teaching is done during circle time and it can be difficult for a child to join the class in the middle of an activity. Additionally, children are to arrive fed (if arriving 8:15am). In the interest of safety, Parents/Guardians must sign in their child into the Provider's ProCare childcare management database and escort their child to their classroom each day of attendance. Children are to remain with their Parents/Guardians until they are received by their teachers. Running is not permitted in the school.

We end each day promptly at 6:30pm. Staff will only release children to Parents/Guardians or persons authorized on the child's application. Please be advised that authorized persons must be prepared to scan their pre-registered fingerprint or show valid government issued identification, a copy of which is to be kept in the child's file. Parents/Guardians are responsible to keep pickup authorization information updated for accuracy. If an unauthorized person attempts to pick up your child, Provider will use the following procedure:

- The unauthorized person attempting to pick up the child must be prepared to show a valid government issued identification. We only accept a valid Driver's License, State ID or Passport.
- The provider will make a copy of the unauthorized person's identification and will place that copy in the child's file.
- Provider will telephone the Parents/Guardians and seek verbal permission for the unauthorized pickup. If the Parents/Guardians cannot be reached by telephone, then the child will not be released.

First Aid

State and Broward County regulations limit the amount of first aid that the school can provide. The staff is limited to the use of soap, water, and

bandages. We are not allowed to use any other type of non-prescription medication

.

Illness

Providers try diligently to operate a “well-child” school. We will not accept children who are possibly contagious. If your child is sick enough that you find yourself wondering if we will accept him or her, it is probably best to keep the child home. If all Parents/Guardian cooperate with this rule, you will be protecting one another’s children.

No child will be accepted with the following:

- Fever (Any higher than 100 degrees with the past 24 hours)
- Vomiting (Any vomiting within the past 24 hours regardless of the reason or cause)
- Diarrhea (1 or more loose stools within the past 24 hours)
- Any contagious diseases including, but not limited to pinkeye, conjunctivitis, lice (must be nit free for 48 hours) Strap throat, and Flu
- Green or yellowish discharge from the nose.
- Persistent coughing that requires medication to cease and / or quiet.

If a child is thought to have a contagious condition, the Parents/ Guardians will be notified and asked to pick up their child. The child will be quarantined from the other children and cared for until Parents / Guardians arrive. The child will be accepted back into our care, with a doctor’s note, when it is no longer contagious. In cases of colds and the like, a phone call to the GMGA school is required to decide on acceptance for the day. Should the child become ill during his/ her day here, Parents / Guardians will be notified, and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

Extended Illness

This program does not apply to Parents/Guardians that are exclusively enrolled in the GMGA Daily Drop-in Care program. GMGA may, at its sole discretion, allow tuition free time for a

medical leave of absence not to exceed one week per program year. A medical leave of absence consists of illness is substantiated by a doctor's note and that requires hospitalization.

Meals

Breakfast, lunch, snacks, juice and water will be provided for your child. Meals and snacks will be nutrition in accordance with the United States Department of Agriculture guidelines. If your child has special dietary needs, you will need to provide a medical statement. Please be sure you have specified any allergies and dietary restrictions.

Parents/Guardians are responsible for feeding the child if he/she arrives after mealtime. Current mealtimes are for breakfast, for lunch, and for snacks. Infants are always fed on demand. Written feeding instructions are required from Parents/Guardians of infants, including type of food and/or formula, amount of food and /or formula, and feeding times.

If a child has a special dietary need, substitute meals or snacks may be brought from home. We have taken the precaution of removing peanut butter from our menu but please inform the academy of any food allergies your child may have at the time of enrollment.

Nap/Rest Time

Each child 4 years of age and younger is required to have a rest period. If your child no longer naps, he she may engage in quiet activities, but must remain quiet for the other children or they will be asked to rest on their cot. Parents/Guardians of four-year-olds (non-VPK), and younger are required to provide a crib sheet and blanket for nap time. All blankets and sheets should be taken home to be cleaned at the end of each week.

Online Family Resource Area

You may view photos taken of the facility and children enrolled and other resources at any time by visiting the GMGA's website at <https://genesismga.com/> . Upon enrollment, you will be invited to access our academy's communication forums such as Class Dojo and ProCare, given the opportunity to view (pictures, videos and messages) of your child's activities throughout the day. Though

GMGA has security cameras throughout the entire school. Unfortunately, we will not be able to give parents free range because of privacy purposes.

Websites/Telephone Numbers/Email

You can also keep up with us daily on our Facebook and Instagram Pages:

<https://www.facebook.com/p/Genesis-Montessori-Gifted-Academy-61554180115685/>

<https://www.instagram.com/genesismontessoriga/>

Main Line: 954.859.6014

Secondary Line: 754.209.2298

Fax Number: 954.332.6135

Info@genesismga.com

freevpk@genesismga.com

admissions@genesismga.com

AUTHORIZATION TO SECURE MEDICAL TREATMENT

Name of Minor _____ Grade ____ Date of Birth ____ / ____ / ____
MM DD YYYY

Name of Parents/Guardians, guardian, or conservator _____ M F

Office Phone _____ Home Phone _____

Address _____
Street City

State Zip Code

Parent/Guardian 2 Information

Name _____ M F Phone _____

Friend or Relative who will probably know where to locate the Parents/Guardians in event of temporary absence, that can pick up your child/ren from school.

Name _____ Phone _____
Name _____ Phone _____

I authorize the Director of Genesis Montessori Gifted Academy or a designated representative to secure any and all emergency medical care and treatment for _____
(student's name)

for acute illness suffered, or injury sustained while at school or participating in school-related activities. Emergency treatment may be secured at a licensed hospital, clinic or medical facility, or by a licensed physician or dentist with the following exceptions: _____

___ I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist, remain the responsibility of the Parents/Guardians or guardian and will not be assumed by the Director/Head of School, the designee, or the GMGA Board of Directors.

MEDICAL INSURANCE

Check one:

___ I do not have medical insurance

___ I do have medical insurance coverage on child with _____ Insurance

Company, policy or certificate # is _____. Insurance company phone number is _____.

Please list any medications or drugs to which the student has had and allergic or adverse reactions to _____

Parents/Guardians/Guardian _____

Parents/Guardians/Guardian Signature

Date

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution shall be only within the limitations of the Family Education Rights and Privacy Act. (For Field Trips, Teachers, and Office Use – Does not go to the Nurse's office)



GENESIS MONTESSORI GIFTED ACADEMY, INC. VOLUNTARY PRE-KINDERGARTEN (VPK) ATTENDANCE POLICIES

To the parent/guardian of: _____ Your child is enrolled in the Voluntary Prekindergarten program. Because this is a state-funded program, there are rules and regulations set by the State that both Genesis Montessori Gifted Academy, Inc. (GMGA) and the parents/guardians must follow.

PLEASE READ THE INFORMATION BELOW CAREFULLY!

1. SIGN IN/ATTENDANCE VERIFICATION:

Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. The point of entry for your child is at the front door of the facility. If someone other than the parent picks up, they must show photo ID, and we need prior notice and approval from the parent. The monthly attendance sheet will be located at the main entrance in your child's teacher binder, where you must put the time and full signature, **NO INITIALS ALLOWED**. At the end of each month, you will be required to sign a "Student Attendance and Parental Choice Certificate" that confirms that your child has been in the program during the month and that you wish your child to continue in the program at GMGA.

2. ATTENDANCE/ABSENCE:

Regular attendance is required in the VPK program. It is important that your child attends every day to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten. Please note: It is a state requirement that parents/guardians comply with the GMGA attendance policy as well as any of its other policies and procedures. The state's VPK program allows a school to dismiss a child who does not follow these rules.

3. LATE PICK-UP:

Children enrolled in our VPK ONLY program may arrive no earlier than (5) minutes before the start of the program and must be picked up no later than (5) minutes after the end of the program. Parents/guardians are responsible to pick up their child in a timely manner. There is a late charge of \$10.00 for every (15) minutes for late pick-up.

Thank you for taking the time to review these policies. The Florida Office of Early learning may modify their policies, and you will be notified of any changes in writing. We look forward to a successful school year. Thank you for choosing Genesis Montessori Gifted Academy for your VPK provider.



GENESIS MONTESSORI GIFTED ACADEMY, INC.

VPK Attendance Policy

I have read and received a copy of the VPK Attendance Policy, I understand that it is my responsibility to sign in and out daily and I must provide the school with written documentation for absences. I have received a copy of the Voluntary Prekindergarten Attendance Policy:

Parent's Name: _____

Date: _____

Parent's Signature: _____

Date: _____

Name of Child: _____



Genesis Montessori Gifted Academy Medical Emergency Form

In the event that my child _____ becomes ill or injured while at school or during school sponsored activities, I give my consent for the school authorities to take the following steps.

1. Contact emergency services (911) to secure medical assistance.
2. Contact the child's physician and follow his / her instructions.
3. Contact me as the child's parent and inform me of the situation.

In the event I cannot be reached I empower, authorize and appoint the Head of School/Director or his /her designee to furnish on my behalf written and or oral authorization to secure the medical services as soon as needed to assist my child.

I further release the Head of School/Director, designee and school from liability which might arise from giving such authorization.

Child's primary source of health care is: _____

Physician/Clinic Name: _____

Phone Number: _____

Please list any medications that the student is currently taking: _____

Classroom Teacher: _____ Grade: _____

School Year: _____

Mother's signature: _____ Date: _____

Father's signature: _____ Date: _____

Administration signature: _____ Date: _____



Genesis Montessori Gifted Academy

6801 West Commercial Blvd., Tamarac, Fl. 33319

No Medical Insurance Form

Date: _____

TO WHOM IT MAY CONCERN

I, _____ certify that my child
(Parent's Name)
_____, is not covered under any form of
(Child's Name)
medical insurance. If in the future I obtain medical coverage, I will submit all pertinent information to Genesis Montessori Gifted Academy. In the interim, I will be responsible for any and all medical bills associated with care of my child.

Parent's Signature

Date



GENESIS MONTESSORI GIFTED ACADEMY, INC.
Know Your Childcare Facility Brochure

I acknowledge that I have read and received a copy of the Know Your Childcare Brochure.

Child's Name: _____ Date: _____

Parent/Guardian Name: _____ Signature: _____

Shaken Baby Syndrome (Abusive Head Trauma) Prevention Policy

I acknowledge that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Child's Name: _____ Date: _____

Parent/Guardian Name: _____ Signature: _____

Influenza Virus Flyer

During the 2009 legislative session, a new law was passed that requires childcare facilities, family day care homes and large family childcare homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September. My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Child's Name: _____ Date: _____

Parent/Guardian Name: _____

Signature: _____

Distracted Adults Flyer

During the 2018 legislative session, a new law was passed that requires childcare facilities, family day care homes and large family childcare homes to provide parents, during the months of April and September each year, with information regarding the

potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination. My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Child's Name: _____ Date Received: _____

Parent/Guardian Name: _____ Signature: _____



GENESIS MONTESSORI GIFTED ACADEMY, INC. Disciplinary/Suspension/Expulsion Policy:

Please read the following carefully

Preschool children (3 and over) that bite another child will be suspended and must be picked up immediately. She/he will remain out of school until the following day. In the event that a child's behavior warrants some form of correction, the child will be spoken to by the teacher and time out will be instituted. If this is not effective, the child will be brought to the office for counseling.

Please keep in mind that we will take the time to discuss a child's behavior with his/her teachers and parents, and make all efforts to correct the problem before resorting to a mandatory dismissal.

Parent/Guardians' verbal or physical abuse of teachers or other staff members especially on the grounds will not be allowed. This will result in termination of services.

This administration reserves the unquestionable right to suspend or expel from Genesis Montessori Gifted Academy, Inc. any student whose behavior is excessively aggressive. This administration reserves the unquestionable right to suspend from class or expel from school any student whose parent's account is delinquent, an account is considered delinquent if payment is not made by the due date.

I _____ HAVE READ THE ABOVE AND AGREE TO ABIDE

BY THESE REGULATIONS.

Student Name: _____

Parent Signature: _____



Genesis Montessori Gifted Academy, Inc.

6801 W. Commercial Blvd. Tamarac FL 33319

Ph: 954.859.6014 | Fax: 954.332.6135

Unusual Incidents Policy

Genesis Montessori Gifted Academy (GMGA) has the responsibility to report, with fidelity all unusual occurrences that threatens the safety and well-being of our students. Safe shielding our students is of optimal priority as we are compelled to foster an academically driven environment that is conducive to safety, inclusion, diversity and equity.

The following incidents are mandated occurrences that are applicable but not limited for immediate reporting. Threats to the health, safety or welfare of the children, staff or volunteer.

Lost or missing child: Once aware that a child has gone missing...

- ❖ We will initiate and complete a thorough search of the entire facility and verify attendance roster.
- ❖ If child is not found, we will IMMEDIATELY call 911
- ❖ After the proper authorities are called, we will IMMEDIATELY contact the child's parents/guardians.
- ❖ The Administrator/Personnel will document the issue/incident thoroughly

Suspected maltreatment of a child: Annually in Florida, children are subjected to child abuse by the thousands which can take the form of physical or sexual abuse, neglect, abandonment or mental injury. Once we suspect maltreatment of a child it is our mandated duty to report it. Here at GMGA, we will...

- ❖ IMMEDIATELY report the abuse by calling the Child Abuse Hotline at 1.800.962.2873
- ❖ If the abuser is not the parents of the child victim, we will contact them next and inform them of the abuse noticed.
- ❖ The Administrator/Personnel will document the issue/incident thoroughly

Injury or illness requiring hospitalization or emergency treatment: The following steps will outline how the incident will be addressed.

- ❖ The administrator, teacher or staff that witnessed the incident will IMMEDIATELY call 911.
- ❖ After contacting 911, the adult witness will contact Childcare Licensing and inform them of the incident.
- ❖ Next, the adult witness will contact the child’s parent/guardian and inform them of the incident.
- ❖ The Administrator/Personnel will document the issue/incident thoroughly.

Death of a child or staff member: Should the unfortunate situation arise; these are the steps...

- ❖ Administrator/Personnel will clear all students from the area where the deceased is.
- ❖ Administrator/Personnel will distract students by encouraging normal routine as not to cause any alarm and fright.
- ❖ Administrator/Personnel will call 911 and report the incident.
- ❖ Administrator/Personnel will contact the appropriate individuals.
- ❖ The Administrator/Personnel will document the issue/incident thoroughly.

Presence of a threatening Individual: GMGA is mandated to adhere to the guidelines for childcare facilities as it relates to any person of threat or an intruder. We will...

- ❖ IMMEDIATELY safe-shield and quickly yet calmly escort students to safe space.
- ❖ Complete headcount on attendance roster to verify that all students are accounted for.
- ❖ IMMEDIATELY report the incident by calling 911 and provide much information as possible including physical description of the person(s) and their location.
- ❖ The Administrator/Personnel will document the issue/incident thoroughly.

Student Name: _____

Parent Name: _____

Parent Signature: _____



GENESIS MONTESSORI GIFTED ACADEMY, INC. *Physical*
Activity Participation Form

I _____ understand and acknowledge that my child _____

_____ attends Genesis Montessori Gifted Academy, Inc. and will participate

in indoor/outdoor and physical activities daily when weather and air quality conditions do not pose a significant health risk. Time planned for indoor/outdoor play and physical activities depends on the age group and weather conditions. Activities shall include structured play (led by the adult caregiver) and free play (supervised by an adult).

- **Infants (6 weeks to 11 months old)** shall participate in 30 to 60 minutes per day of mild to moderate age-appropriate activity, always receiving caregiver’s complete attention.
- **Toddlers (12 months to 3 years old)** shall participate in 60 to 90 minutes per day of moderate to vigorous physical activity.
- **Preschoolers (3 to 6 years old)** shall participate in 90 to 120 minutes per day of moderate to vigorous physical activity.
- **Children shall be dressed appropriately for the weather**, including wearing appropriate seasonal clothing and footwear, so they can participate fully, move freely, and play safely.
- **Child care providers will inform parents, caregivers, and families** that children need to be dressed appropriately for the current weather conditions to play outdoors.

Children should wear clothing appropriate for the current weather:

- **Snow: (in the unlikely event)** heavy coat, waterproof boots, hat, and mittens.
- **Rain:** raincoat and waterproof boots.
- **Different temperatures during the day:** layers of clothing.

Footwear should provide support for running and climbing. Examples of **appropriate** footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.

Examples of inappropriate clothing and footwear include:

- **Footwear that can come off while running** or that does not provide support for climbing (examples: flip-flops and clogs).
- **Clothing that can catch on playground equipment** (examples: clothes with drawstrings or loops).
- **Clothing that does not protect children** from the current weather conditions.

Mother’s Signature_____ Date_____

Father’s Signature_____ Date_____

Classroom Teacher_____ School Year_____ Grade_____



Organizational & Individual Responsibilities
PRINCIPLES AND EXPECTATIONS POLICY

This policy sets out the principles and expectations which must be adopted by all members of the staff and the school as a whole. The policy describes the steps that are taken in meeting our commitment to safeguarding students, at all levels: classroom, extracurricular spaces, and the school as a whole. GMGA's policy for safeguarding is grounded in the following principles.

- The best interests of children must be the primary concern in decision making about them.
- Children have the right to get and share information as long as it is not damaging to them or another child.
- Children have the right to think and believe what they want and to practice their religion.
- Children have the right to be protected from hurt and mistreatment, physically and mentally.
- The school as an agency should take every measure to protect children from sexual exploitation and abuse.
- The school as an agency should take all measures to ensure that children are not abducted, sold, or trafficked.
- Children should be protected from any activity that takes advantage of them or could harm their welfare and development.
- No one is allowed to punish children in a cruel or harmful way.



SENIOR LEADERSHIP TEAM RESPONSIBILITIES Policy

The Head of School and senior leadership team recognize their ultimate responsibility to ensure that GMGA and its staff understand and follow the guidance provided by this and all other safety related policies.

The Senior Leadership Team is responsible for the following:

- Ensure that this policy and procedures are implemented across the school and followed by all staff and volunteers.
- Allocate sufficient time and resources to enable the Designated Safety Patrol Lead (DSPL) and any deputy Designated Safety Patrol Lead to carry out their role effectively.
- Ensure that the culture of the school facilitates concerns being raised and handled sensitively.
- Ensure that safeguarding is addressed through the curriculum.
- Ensure the school site is secure.
- Customize this policy and make amendments as necessary for GMGA each school year.
- Ensure that local mapping of legislation, guidance and supportive agencies is undertaken and added to the school's customized version of this policy.
- Only deploy staff, who will have unsupervised contact with children, where safe recruitment procedures have been followed.
- Maintain a record of all training undertaken by staff in relation to safeguarding and child protection. This training record should be made available for inspection during any audit and should reflect the timescales for renewal identified in this policy.

It is the policy of Genesis Montessori Gifted Academy to, at all times, identify at least one named person designated as the Designated Safety Patrol Lead (DSPL), to support the Head of School, senior leaders, and teaching staff on campus. The DSPL will receive appropriate safeguarding training to equip them to undertake their role, be given sufficient time in the working day to undertake the role and be able to prioritize safeguarding when necessary.

The DSPL may be the Head of School or senior leader, but he/she will be subject to the same training and processes as every other Designated Safety Patrol Lead. It is therefore advised that the Senior Leadership Team always give careful consideration before choosing a person in the SLT as the DSPL.

The role of the DSPL is guided by two principles:

1. The welfare of the child is always paramount.
2. Confidentiality should be respected as far as is reasonably possible.

The Designated Safeguarding Lead is responsible for the following:

- Play a key role in ensuring that the school takes action to support any student who may be at risk.
- With the Head of School and senior leaders, make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to safeguarding and child protection.
- Have appropriate training in addition to the basic training that all other staff receive.
- Collate and keep accurate and confidential records of any concerns about children.
- Have a clear understanding of the local expectations around safeguarding, who to contact, what agencies exist and how to contact them.
- Ensure that the entire school community knows who the DSPL is and that the DSPL maintains open lines of communication and availability for the school staff.
- Be familiar with local regulations, procedures and agencies who can offer support for safeguarding matters.

All staff have the responsibility to report to the Designated Safety Patrol Lead any concern they have about the safety of any child in their care. The DSPL's responsibility is to make decisions about what to do next and then to take appropriate action.

Drowning is the #1 Cause of Death Among Children Ages 1 to 4



Facts You Need to Know About Drowning

- The main cause of drowning can be directly traced to an action or inaction by a parent or adult. Good people can make small mistakes that have tragic consequences.
- Most parents of a drowning victim say, "I can't believe this happened to my child." They never realized how quickly a drowning incident could become their reality.
- Most children pulled from the water during a drowning incident are wearing regular clothes - not a swim suit.

Simple Steps Save Lives

Supervision

- Supervising your children means eyes on them, and giving your full attention.
- Do not rely on responsible behavior from an older child or other adults.

Extra Layers of Protection if Supervision Fails

- Install door alarms to alert the household should a child possibly leave the home unsupervised.
- Use an "isolation" fence to separate pool area from the house and rest of the backyard.
- Use self-closing gates that self-latch.
- Clear the area around the fence for objects children could use to climb over.
- Learn to swim: parents and child.

Be Aware of All Water Hazards

- These include bathtubs, garden ponds, swimming pools, buckets/containers of water, canals, lakes, and beaches.

Know How to Respond to an Emergency

- Learn CPR.
- Remove the child from the water immediately.
- Call 9-1-1, begin CPR.

Talk to Your Child

- "Don't go near a pool or other water without an adult."
- "If you see someone in trouble in the water, don't jump in to help! Run, get an adult."
- "If you fall into a pool, turn in the water, find the wall, and climb out or yell for help." Practice this technique in the pool.

Take Action Now and Think, "I know this could happen to my child, and I will do whatever it takes to prevent it."

- Enroll your child (and yourself) in swim lessons.
- Learn CPR with rescue breaths.

To learn about available coupons for swim lessons, location of swim classes and CPR training, visit: <http://www.watersmartbroward.org/>

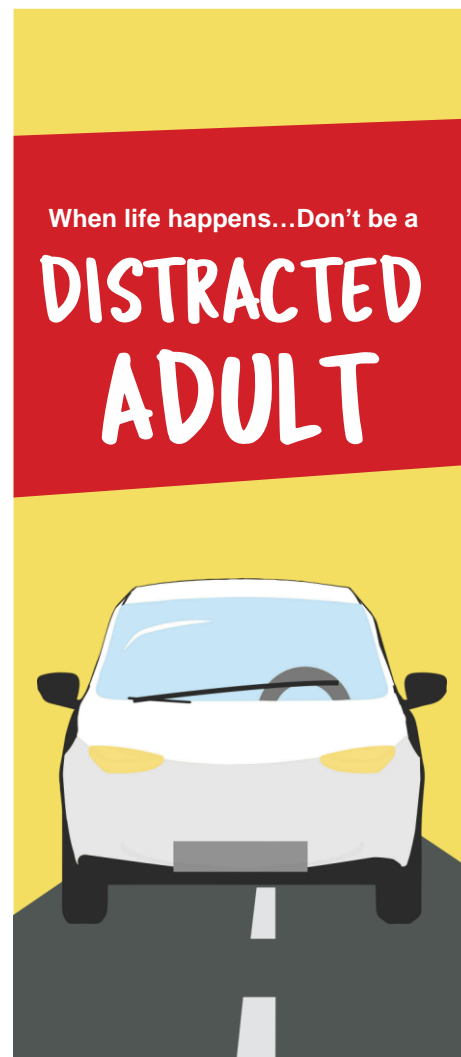


A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:
The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019



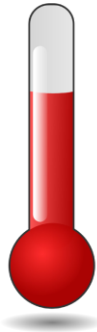


FACTS ABOUT HEATSTROKE:

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

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

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



PREVENTION TIPS:

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

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

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

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

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

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

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



What should I do if my child gets sick?

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

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

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



How can I protect my child from the flu?

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

What can I do to prevent the spread of germs?

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

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



When should my child stay home from child care?

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

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

What is the influenza (flu) virus?

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



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

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



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

CF/PI 175-70, June 2009

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



INFLUENZA VIRUS

“The Flu”
A Guide
for Parents

Parent's Role

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

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



More
information
and free
resources:

MyFLFamilies.com/ChildCare



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

License Number: _____

License Issued on __/__/__

License Expires on __/__/__

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

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

CF/PI 175-24, 03/2014

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



Know Your
Child Care
Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

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

Quality Child Care

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

Quality Activities

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

Quality Caregivers

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

Quality Environments

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



This Handbook is subject to change as our school updates policies and pertinent information for our students, families and staff when we are either required or deem it fit. In the event that this Handbook gets updated, parents will be informed of those changes in a timely fashion. Thank you and we look forward to serving our children, families and communities with fidelity, respect and equity.

