

North Florida Child Development, Inc.



Parent Handbook

2010-2011

Dear Parents,

We are delighted that you have entrusted North Florida Child Development, Inc. to provide your child's preschool education experience.

North Florida Child Development, Inc. is a comprehensive child development program. We care for the whole child by providing education, disabilities, mental health, health, dental, and nutrition services to all enrolled children.

We also support families as the child's primary nurturer and educator by providing family involvement opportunities, family training, resources, and family support services.

We encourage families to become active participants in their child's preschool educational experience by volunteering and participating in classrooms, center activities, and parent meetings.

We welcome all questions, recommendations, and concerns as we strive for quality and excellence.

Please contact the center if you need additional information.

We look forward to serving you and your child.

Sincerely

Sharon T. Gaskin

Sharon T. Gaskin
Chief Executive Officer

North Florida Child Development, Inc.

Center Locations

Blountstown Elementary School
Pre School Blended Program
20883 NE Fuller Warren Dr.
Blountstown, FL 32424
(850) 674-8169

North Gulf County Early Child
Development Center C14GU0134
P.O. Box 38
130 East River Road
Wewahitchka, FL 32465
(850) 639-6520
Fax (850) 639-4236

Liberty Early Learning Center C02LI0315
Pre School Blended Program
12926 NW CR 12
Bristol, FL 32321
(850) 643-2275 *7
Fax (850) 643-3826

South Gulf County Early Child
Development Center C14GU0135
153 Redfish Street
Port St. Joe, FL 32456
(850) 229-6415
Fax (850) 229-6409

Madison County Head Start C02MA0153
2093 West US 90
Madison, FL 32340
(850) 973-8895
Fax (850) 973-3449

Wakulla Educational Center
Pre School Blended Program
87 Andrew Hargrett Road
Crawfordville, FL 32327
(850) 926-8299
Fax (850) 926-4405

Sopchoppy Educational Center
Pre School Blended Program
164 Yellow Jacket Avenue
Sopchoppy, FL 32358
(850) 962-2151
Fax (850) 962-1005

Greenville Head Start
729 SW Overstreet Avenues
Greenville, FL 32331
(850) 973-5033 ext 208
Fax (850) 973-5044

Calhoun County Center
20382 NW Pennington Avenue
Blountstown, FL 32424
(850) 674-2600
Fax (850) 674-4337

Bright Beginnings
2947 Crawfordville Hwy
Crawfordville, FL 32327
(850) 926-9949
Fax (820) 926-9949

Management Team

Sharon T. Gaskin	CEO	sgaskin@floridachildren.org	639-5080 ext 12
James McKnight	COO	jmcknight@floridachildren.org	639-5080 ext 23
Gerald Thompson	CFO	gthompson@floridachildren.org	639-5080 ext 14
Sebrina A. McGill	Exec. Assist/HRM	smcgill@floridachildren.org	639-5080 ext 10
L. Haywood Shealy	Family & Community & Partnership Specialist/Mental Health	hshealy@floridachildren.org	639-5080 ext 18
Jana Miller	Early Child Development & Disabilities Specialist	jmiller@floridachildren.org	639-5080 ext 21
Jan Brown	Early Head Start Specialist	jbrown@floridachildren.org	639-5080 ext 13

Calhoun County

Area Coordinator/Family Case Manager- Center Manager- Amy Branton	Dr. Sue Vickery abranton@floridachildren.org	896-0333
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Liberty County

On-Site Administrator- Suzanne Stoutamire Family Case Manager- Kristy Plazarin	fswcalhoun@floridachildren.org	643-6247
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North Gulf County

Center Manager- Debra Anderson Family Case Manager- Stephanie Mayer Family Case Manager- Shari Guilford	danderson@floridachildren.org fswngulf@floridachildren.org sguilford@floridachildren.org	832-5352
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Madison County

Center Manager- Curtis Green Family Case Manager- Shay Glee Greenville FCM- Brittni Seabrooks	cgreen@floridachildren.org sglee@floridachildren.org bseabrooks@floridachildren.org	464-7248
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South Gulf County

Center Manager- Terri Bird Family Case Manager-Kathy Krum Family Case Manager-Sherry Bolden	tbird@floridachildren.org kkrum@floridachildren.org sbolden@floridachildren.org	832-8275
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Wakulla County

Family Case Manager Andrea Kilpatrick	wakulla@floridachildren.org	832-8273
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OPEN DOOR POLICY

Parents and guardians have access to their children, both in person and by phone, during normal business hours and while their child is in care. Parents are strongly encouraged to volunteer in their children's classrooms, and other NFCD's functions.

ADMISSION / ENROLLMENT

NFCD provides quality services to children and families without regard to race, color, sex, creed, national origin, disability, religious or sexual preference.

The following documents are required for your child to be admitted into NFCD's programs.

1. *Certified* Birth Certificate
2. Social Security Card
3. Proof of Income
 - a. W-2 Forms/ 1040
 - b. TANF Summary Letter
 - c. Public Assistance Check Stub
4. Immunization Certificate (DH Form 680)
5. Physical Examination (3-5 years) (including a Hematocrit, Hemoglobin, and lead assessment).
Well Baby Check (Birth-3years) (including a Hematocrit, Hemoglobin, and lead assessment).
6. Medicaid Card (if applicable)
7. Insurance Card (if applicable)

NFCD is required by federal law to ensure that each child has ongoing health care. Therefore, after enrollment into the program, each child needs to complete a dental examination.

HOLIDAYS & CLOSINGS

NFCD will be closed during designated holidays, staff/parent in-service training, and teacher planning days listed on the agency calendar, in conjunction with the school district calendar.

HURRICANE EMERGENCIES

In the event of a hurricane, we encourage you to tune into your local news and/or radio station for instructions. Each center will observe local school district closings.



EMERGENCY EVACUATIONS / DRILLS

Fire Evacuation Drills are conducted on a monthly basis and written plans are posted in each classroom. Parents will be notified in the event of an emergency.



INCLEMENT WEATHER

In the event of severe weather, the CEO or designee may close the center. Each center will observe local school closings for inclement weather. We encourage you to tune into your local news and/or radio station for instructions. When weather conditions cause us to close centers early, and it is not safe to transport children, you will be required to pick-up your child (ren) promptly.

NFCD wants to assure you of our concern for the safety and welfare of the children in our childcare facility. In light of recent world and local events, NFCD has developed an emergency plan that will be put into place in case an emergency situation arises. Plans for emergency care are reviewed annually. The specific type of emergency will guide where and what special care will be provided.

- Shelter at the center - This plan would be put into place in case of weather emergency or unsafe outside conditions or threats. In this plan, the children will be cared for indoors at the facility and all the doors may be locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- Evacuation to another site - This plan would be put into place in the event that it is not safe for children to remain in the facility. I have arranged for alternate sites for care. The choice of site will be determined by the specific emergency and where would be an appropriate place to go.
- Method to contact parents - In case of emergency, parents will be called. If we need to evacuate to another site, a note will be placed on the office door to tell you where to pick up your child. Depending on the distance from the facility, the children will either walk or be transported to the alternate site.
- Emergency over/reuniting with children - Parents will be called and reunited with their children as soon as possible after the emergency.

When you enrolled your child in our care, you completed a list of emergency contacts and persons who may pick up your child. It's very important to keep that list up-to-date in case an emergency occurs. *Please see your Family Case Manager, if you want to review the emergency contact information and update the phone numbers that we have for your child.*

The purpose of sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child (ren). In the event of an actual emergency, we will call you as soon as it is safe to do so. At that time you will be informed about what steps will be taken. If you have questions regarding this information, please share them with us.

CURRICULUM

The *Beyond Cribs and Rattles* and *Beyond Centers & Circle Time* are being implemented in the program. The curriculum builds on stages of socio-emotional development, theories of how children learn and think, principles of physical development, and appreciation of cultural diversity.

The curriculum's framework includes philosophy, goals, and objectives, the teacher's roles and the parent's role. It focuses on interest areas and describes what and how children learn. It also focuses on the use of blocks, table toys, dramatic play, art, sand and water, library, music and movement, and outdoor activities to support children's development.

NFCD's educational program is designed to meet each child's individual needs. Every child will receive a variety of learning experiences to foster intellectual, social, and emotional growth.

NUTRITION



NFCD participates in the USDA Child and Adult Care Food Program.

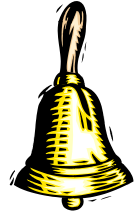
All food allergies and diet restrictions should be noted on the ChildPlus Application and the Child Health Record. A doctor's statement or a statement of religious preference will be required.

Full day participants will be provided meals. Voluntary Pre-Kindergarten services are educational only and do not include meals. Parents are asked not to bring any food items from home.

DAILY CLASSROOM SCHEDULES

A daily schedule and lesson plan is posted in each classroom. Lesson plans reflect a variety of hands on learning experiences for children to participate in throughout the day. If you have any suggestions for activities or would like to conduct an activity, please inform your child's teacher/caregiver.

ATTENDANCE & ABSENTEEISM



NFCD will maintain effective communication with parents related to attendance and absences. The school daily begins at 7:30 AM; it is the parent's responsibility to have their child at school on time each day. Daily attendance is necessary to ensure that a child receives the maximum benefit from the program.

Parents are encouraged to be present for the Daily Health Checks. NFCD will initiate family support procedures for all children with two or more consecutive unexcused absences. In order for the absence to be excused, the family case manager must receive a note from the parent or attending physician and document it in ChildPlus. Children who have six unexcused absences in one month may be terminated from the program.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot is considered an enrollment vacancy.

The absence of children receiving services, who are under court ordered supervision, will be reported to the Department of Children and Families, by the end of the business day, per the Rilya Wilson Act.

1. Daily attendance is recorded daily on the appropriate form and entered by the Family Case Manager into ChildPlus.
2. The first day a child is absent; the teaching staff will contact the family to determine the cause for the child's absence.
3. If the child does not return to school on the 2nd day, or the day of expected return, the teacher will contact the Family Case Manager.
4. The Family Case Manager will follow-up daily, attempt a home visit and will document contact attempts until the child returns or six unexcused absences occur during a thirty-day period. The Family Case Manager will provide the necessary assistance in order for the child to return to school, if needed.

5. The Family Case Manager will also educate parents about the importance of regular attendance.
6. If attendance does not improve, parents will be notified of the vacancy declaration and loss of slot.

Daily attendance is necessary to ensure that a child receives the maximum benefit from the program. Your child's daily attendance is very important to us. We request that your child attend school daily, except in the event of illness and/or inclement weather. If your child rides the bus, you are responsible for bringing him/her to the designated bus stop and picking him/her up on time.

Your child will only be released to authorized persons. Please update your authorized pick-up list with correct phone number as necessary, with the Family Case Manager.

We encourage you to bring your child to school daily and before breakfast or at the appropriate scheduled time period, for him/her to receive the full benefits of the program.

Please be reminded that you must notify your child's teacher if he/she will be absent from school.

WITHDRAWAL NOTIFICATION

Parents should contact their Family Case Manager to withdraw their child from the program and parent preference on child remaining on waitlist.

CHILD PICK-UP / DROP-OFF POLICY

NFCD will only release children to parents or authorized persons aged 18 years or older.

Procedure:

- An adult must accompany all children to the classroom.
- Parents and/or authorized persons must sign the child(ren) in and out daily on the classroom log.
- Authorized persons will be required to show identification before the child is released.
- Authorized persons must be listed on the ChildPlus application and/or the Emergency Card.

- Children will not be released to anyone under the influence of alcohol and/or drugs.
- NFCD's Centers are smoke-free environments and smoking is prohibited on-site.
- Parents picking up/dropping off children must wear shoes, shirts, and appropriate clothing.

This policy is designed to ensure your child's safety.

LATE PICK-UP

School hours are posted at the Center. Please pick up your child promptly. A late fee of \$10, will be billed, for every fifteen minutes a child remains on site, after the designated pick up time.

Your child will be declared abandoned 30 minutes after the departure time and the authorities will be contacted.

TRANSPORTATION

Limited school bus transportation is provided in Calhoun, Gulf, Madison, Liberty, and Wakulla Counties. *It is a privilege to ride the school buses.*

Children transported in parent's vehicle must be seated in a child-restraint system.

BUS RULES AND REGULATIONS

- Transportation is a coordinated effort by NFCD with your local school district.
- All school district rules regarding transportation apply.
- Children must have a parent/guardian meet the bus, at the designated location, and sign the child on/off the school bus.
- Children will not be released, unless a parent or authorized release person goes directly to the bus.
- Children must remain in their seats at all times.
- Excessive disruptive behavior will result in loss of bus privileges.
- Parents or authorized release person, if not present, the bus will return the child to the center. Law enforcement and the Department of Children and Families will be contacted immediately. Parents will automatically lose their privilege of bus transportation.



GUIDANCE AND DISCIPLINE

Center staff will use redirection to encourage children to make appropriate choices and decisions. Neither physical punishment nor verbal abuse is allowed in NFCD's centers by parents or staff. Children shall not be subjected to discipline, which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. We believe that good behavior is best taught through examples and that poor behavior can usually be avoided through well-planned, interesting activities for children.

PERSONAL ITEMS

All parents will need to furnish a change of clothing, appropriate for the weather, in case of toileting accidents and/or food spills. The clothing must be labeled with your child's name, in a plastic bag. This will be kept at school for your child. If clothing is soiled, it will be sent home and the parent will need to send another set of clothes. NFCD is not responsible for excess clothing.

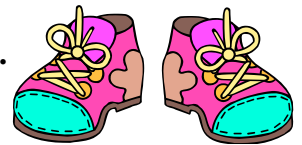
If requested, please send a blanket or towel labeled with your child's name for naptime.

All items should be labeled with the child's name.

The Center will not be responsible for any lost, damaged clothing or personal items.

Diapers will be provided to all children enrolled in the EHS program during the operational hours funded by EHS/HS. Parents will be responsible for providing diaper if their child is participating in the after care program.

Children should wear properly fitting shoes with non skid soles. Children are not allowed to wear thongs or flip flops due to safety concerns.



TOYS

Please do not allow your child to bring toys to school, unless requested by the teaching staff for special days. NFCD provides developmentally appropriate toys in the classroom.

VIDEOS

Please do not send any videos to school.

BIRTHDAY PARTIES

Birthday celebrations will be held monthly for all children celebrating a birthday during the month. Parents may donate items purchase from the store for the celebration after consulting center staff. Home-baked items will not be accepted.

Medications

NFCD will administer prescription medications in the original container and over the counter (OTC) medication with note/instructions from the health provider.

The child's name, date, name of drug, dosage and directions, doctor's name, expiration date, and length of time to take the medication must be listed on the medication or prescription.

A parent must complete a Medication Authorization form before medication is administered. The parent must complete a new medical authorization form in order to continue administration at the center. Medications will not be given until authorization is completed.

Medication not picked up within one week of ending date of the school year will be discarded.

Staff will notify parents of any adverse reactions to medication, immediately.

ACCIDENTS

When a child is involved in an accident that does not require professional medical care, the staff person in charge of the group will complete an Accident Report form. Copies will be forwarded to the Center Manager and the Parent.

Potty Training Philosophy

There are so many questions, concerns and philosophies regarding potty training. You have probably already experienced receiving advice from a lot of different people on this matter. This advice can come from a wide range of advisors such as grandparents, doctors, friends, and from other well intentional people. This may have been confusing for some of you, so we want to do

our best not to add to the confusion, but to give you an approach that will help us all to be successful. We will assist with the potty training of your child if he/she is **ready!** The age that a child starts to use the potty does not determine how intelligent they are!

Our focus here at NCFD is the social emotional and cognitive development of your child. Each child is different, and each family perceives potty training in a different light, however, there is one very important thing we need to remember, above all, and that is the **fragile toddler ego**. Helping the child to feel in control and confident during this time should be our first concern. NCFD's philosophy on any subject around a child's growth is first approached from a development standpoint, and second from a programmatic position.

Most children show an interest in the potty before they are two but are not fully trained until 30 to 36 months. The first step is to provide a potty at home and let the child pretend with the potty and copy you. Children learn best through playful experiences, and the love to imitate adults. Even though they may be interested in the whole potty drama, they still need to develop in several ways before they can successfully and independently use the potty on a full time basis. Using the potty at an adult's prompting may work at home, but in our busy day at school we cannot facilitate this. Therefore, to successfully use the potty at school, the child needs to show interest here in the school setting and be able to express that interest.

Language is the main key. (Children with developmental delays may use signing as their form of language.) If a child shows interest, we will take them to the potty with other children, but we will not force them in any way. We will offer the potty, and if they say no, we will back off. The teacher may start reading stories about the potty, and having discussions about it. Again, this means that using the potty should be your toddler's idea, not anyone else's. (This should sound familiar being that they want to do everything for themselves with **no help!!**)

When your child is ready, we recommend that you use underwear, and not pull ups, because the pull up will absorb the urine and prevents the child from feeling the wetness. A child may feel the physical need to potty, but when the urine comes out, they need to feel the wetness to make the connection. Again, because we don't want pee pee all over the building, the child needs to be very interested and able to use language so accidents are minimized. When your child is fully potty trained we will use pull ups at nap if the child is having accidents while sleeping. Usually, they are so proud of their underwear that we will put them on over the pull up as a compromise.

We recommend the book *Toilet Training, The Brazelton Way* as a reference for more information about potty training. Additionally, you will have an opportunity to attend training specific to potty training as part of the training programs offered by NCFD. We hope this letter helps you to understand how we view potty training here at NCFD. Please do not hesitate to talk with the Center Manager or Family Case Manager as much as you need regarding this subject. We want this experience to be a happy one for everyone involved, **especially your child**.

EXCLUSION AND RE-ADMITTANCE

This is a “well-child” Child Development program. Staff will not accept a child who shows signs of illness. A fever is a sign of illness. Please do not give your child medication to reduce a fever before bringing him/her to school.

NFCD considers any child who has any one of the conditions listed below or a child who shows discomfort from ears, stomach problems, shots, etc. to be ill and in need of being temporarily removed from the center. The Center Manager reserves the right to decide when a sick child should be sent home if he/she appears ill on arrival at the center or becomes ill during the day. When you are contacted to pick up a sick child, please do so promptly. A child who is sent home for any illness may not return to the classroom that same day. The minimal exclusion period should be followed in accordance with the illness.

The conditions listed below will prevent a child from being admitted into the center:

PROCEDURE: NFCD’s Centers shall not deny admission to or send home any child because of illness unless the child is unable to actively participate in Center activities, they expose other children, volunteers, and staff to illness, or they are at risk for being exposed to other illnesses when their resistance is low. In order to ensure that children and staff are not unnecessarily excluded from Center activities and to protect the health of the children, volunteers, and staff, the following actions will be taken:

Child Exclusion and Re-Admission

- a) NFCD’s Centers will not deny admission nor exclude any enrolled child from program participation for long-term period solely on the basis of his/her health care needs or medication requirements unless keeping a child in care poses a significant risk to the health or safety of the child or other children, volunteers, staff or visitors and the risk cannot be eliminated or reduced to acceptable levels through reasonable modifications in procedures, policies or staffing.
 - i) Any time the child is unable to participate comfortably in the daily activities due to illness, fever, crankiness, etc., the parent/guardian or emergency contact will be notified to pick up the child immediately.
 - ii) Any time that the child’s condition requires a greater need that can be provided by the staff, i.e. having to sit one-on-one with the child, the parent/guardian will be notified to pick up the child immediately.
 - iii) Any time that the child’s condition or illness is potentially contagious to the other members of the class or staff, i.e., suspected head lice, chicken pox, etc.; the parent/guardian will be notified to pick up the child immediately.

- b) The following are conditions of short-term exclusion from and for re-admission to NFCD's Centers:
- i) A child sent home for any illness, may not return the same day. The exclusion period should be followed in accordance with the illness. A child may not return to the Center until a **Physician's Permission to Return to Center**, if deemed necessary is completed. All open wounds shall be covered at all times.
- (1) **Fever**, axillary (under arm) temperature of 100⁰ F or higher.
 - (2) **Symptoms and signs of possible severe illness** such as lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing, until symptom free or when indicated by physician the child may return.
 - (3) **Diarrhea**, that is frequent, un-contained, or associated with blood or mucus in the stool and that occurs more often than once in a school day. The student shall be excluded from school until symptom free. Blood in the stools not by dietary change, medication, or hard stools is reason for temporary exclusion until cleared by a health care provider.
 - (4) **Hand, Foot, and Mouth Disease**, signs and symptoms are fever, sore throat, lesions or sores usually seen in the mouth, on the hands or feet. Student may return to the Center when symptom free or when physician indicates he/she may return.
 - (5) **Vomiting**, 2 or more episodes within a school day. Student shall be excluded from school until symptom free or when indicated by a physician, the child may return.
 - (6) **Rash** - exclude until a health care provider determines that these symptoms are not to be contagious or rash has cleared.
 - (7) **Conjunctivitis (Pink Eye)** Pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids. A child should be excluded until the child's health care provider has examined the child and cleared him for readmission.
 - (8) **Tuberculosis**, exclude until a health care provider or local health department states that the child is non-infectious and may return.

- (9) **Ringworm**, child may return to the classroom upon completion of the initial 24 hours treatment period. Infected area must be covered with a bandage.
 - (10) **Impetigo**, until treatment is initiated as prescribed by provider, which includes covering the affected area. Exclude until 24 hours after treatment has begun. HIGHLY CONTAGIOUS.
 - (11) **“Strep Throat”** (diagnosed) or other streptococcal infection, excluded until 24 hours after initial antibiotic treatment and the child has been fever free for 24 hours.
 - (12) **Chicken pox or varicella**, exclude until 6 days after onset of rash or until all sores have dried and crusted, or with permission by their health care provider. HIGHLY CONTAGIOUS.
 - (13) **“Whooping Cough” Pertussis**, exclude until 5 days of appropriate antibiotic treatment has been completed or until local health department or physician states patient is non-infectious.
 - (14) **Hepatitis-A** exclude until 1 week after onset of illness or as directed by the local health department.
 - (15) **Measles/Mumps/ Rubella**, student may return to school when the physician indicates he/she is no longer contagious and may return.
 - (16) **Shingles** exclusion only on recommendation of child’s health care provider. Clothing or a dressing can cover sores. If sores cannot be covered, the student should be excluded until the sores have crusted.
 - (17) **Lice, no nits, scabies or other infestations**, student may return to school when the Center Manager/Designee determines he/she is nit/lice free. All children shall report to the office to be examined by the Center Manager/Designee **before entering the classroom**.
 - (18) **Abdominal Pain**, If pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- c) If a child must be sent home because of an illness, the staff will place the child in quiet isolation and will attend to their needs to the extent that this attention does not compromise the care of the other children.
 - d) A child with uncontrolled diarrhea or vomiting shall be provided separate care in the isolation area, apart from other children until the child’s parent arrives to remove the child from the Center.

- e) If the center staff has concerns about a child's ability to safely return to the Center, we reserve the right to request a note from the child's health care provider.
- f) When a child is excluded from attending our child care center the staff will note this on the daily health check in the comment column.

EMERGENCY MEDICAL CARE

A parent or emergency contact will be notified in the event of an emergency. Please make sure the center has good phone number for you. If a parent or emergency contact cannot be reached, Emergency Medical Services (EMS) will be contacted.

The following medical facilities will be utilized upon the recommendation of EMS personnel:

Calhoun County

Calhoun Liberty Hospital
20370 NE Burns Avenue
Blountstown FL 32424
(850) 674-5411

Wakulla County

Wakulla Medical Center
1328 Coastal Highway
Panacea FL 32346
(850) 984-4735

Tallahassee Memorial Hospital
1300 Miccosukee Road
Tallahassee FL
(850) 431-1155

Liberty County will be transported to the Calhoun Liberty Hospital or Tallahassee Memorial Hospital.

Madison County

Madison County Memorial Hospital
309 East Marion Street
Madison FL 32340
(850) 973-2271

Gulf County

Wewa Medical Center
255 East River Road
Wewahitchka FL
(850) 639-5828

Gulf County Health Department Walk-In Clinic
2475 Garrison Avenue
Port St. Joe FL
(850) 227-1276

Bay Medical Center
615 N. Bonita Avenue
Panama City FL
(850) 769-1511

Gulf Coast Medical Center
229 West 23rd Street
Panama City FL
(850) 769-8341

Wewa Health Dept
807 West Hwy 22
Wewahitchka FL
(850) 639-2644

Sacred Heart Hospital on the Gulf
3801 East Hwy 98, Port St. Joe FL (850) 229-5600

CHILD ABUSE REPORTING REQUIREMENTS

NFCD's staff has a legal and ethical responsibility to report known and suspected cases of child abuse and/or neglect to the proper authorities. Florida Abuse Hotline 1-800-96-ABUSE

An individual who knowingly or willfully fails to report or who knowingly or willfully prevents another from reporting is guilty of a misdemeanor and may be prosecuted under Florida Statutes 415.504(1) (e). Any person or agency reporting a case of child abuse or neglect in good faith cannot be prosecuted.

NFCD's staff are obligated to report when there is reasonable suspicion that child has been abused or neglected. It is not necessary to have proof that a child is abused or neglected before reporting concerns.

CHILD ABUSE AND NEGLECT DEFINITIONS

The National Committee for Prevention of Child Abuse defines child abuse as a non-accidental injury or pattern of injuries to a child. Child Abuse is damage to a child for which there is no "reasonable" explanation.

Child Abuse includes:

Physical abuse - an overt act against a child under 18 years of age, by the parent, caretaker, or other person, which results in a visible physical injury or is so inhumane that a child suffers emotional trauma. Non-accidental injury may include severe beatings, burns, strangulation or human bites.

Sexual Abuse – The exploitation of a child for the sexual gratification of an adult, as in rape, incest, fondling of the genitals, or exhibitionism. The child may or may not be a willing partner. The aggressor is most often considerably older and most likely a member of the child's immediate, extended family, a close family friend or neighbor.

Neglect – The failure to provide a child with the basic necessities of life: food, clothing, shelter, or medical care. It is also defined as children under 12 years of age who are frequently left without supervision or unattended (older than 12 years if behavior is detrimental to self or community when left unattended).

Emotional Maltreatment (Neglect or Abuse) – the consistent and chronic failure to provide the support and affection needed for a child to develop a healthy personality or a pattern of behavior that attacks the child's emotional development and self-worth. These examples include constant criticizing, belittling, blaming, insulting, ridiculing or shaming, torture or torment such as locking child in a closet, rejecting, and providing no love, support or guidance.

CHILD DEVELOPMENT AGREEMENT

I understand that:

- I am expected to attend Parent Orientation.
- I am expected to maintain the Well Child Check schedule established by the Florida EPSDT and provide NFCD with a copy of all exam documents.
- I am expected to participate in the Parent Center Committee Meetings and other center activities.
- My child is expected to attend the center daily.
- **I will utilize the School Calendar to prepare for days the center will be closed and I understand that I will have to provide childcare for those days.**
- Early Head Start teaching staff will complete at least three (3) Home Visits and three (3) Center Conferences during the school year at my convenience.
- Head Start and Voluntary Pre-Kindergarten teaching staff will complete at least two (2) Home Visits and two (2) Center Conferences during the school year at my convenience.
- Home Visits and Parent Conferences are mandated by Performance Standards and are opportunities to develop rapport with the Teaching staff, Family Case Manager and Families.
- My child will participate in field trips taken by the center/program with prior written consent.
- I have a right to review records maintained on my child and family and to correct inaccurate information.
- I understand that no narcotics, alcohol or other impairing drugs shall be present on the premises
- NFCD has policies and procedures that must be followed by staff and a chain of command that must be utilized to ensure adherence to Federal, State and local rules and regulations.
- The Center Manager is in charge of day to day operations and is the primary supervisor of all staff on site.

LETTER OF CONFIDENTIALITY

During your child's enrollment in the NCFD's programs he/she will receive sensory, developmental and health screenings and/or examinations. These screenings/examinations provide pertinent information about your child's overall functioning and will be used to develop personalized services for your child.

We commit to keeping pertinent information about your child (ren) and family confidential with limited access to staff and personnel. Designated staff will maintain all records in a locked file cabinet. We will not release information about your family to any outside agency without your prior written consent, unless required by law. You have the right to review all information regarding your family.

If, at any time, you believe a breach of confidentiality has occurred, please contact your child's Center Manager for corrective action.

Sincerely,

Sharon T. Gaskin

Sharon T. Gaskin
Chief Executive Officer