

2014-2015

North Florida Child Development, Inc.



Parent

Handbook

Sharon T. Gaskin, Chief Executive Officer

www.floridachildren.org

Dear Parents,

Welcome to North Florida Child Development, Inc.! We are delighted that you chose NFCD for your child's preschool education experience.

NFCD is a comprehensive child development program. We care for the whole child by providing education, family engagement, disabilities, mental and physical health, dental, and nutritional services to all enrolled children. Your child will be exposed to an exciting, theme-based program that includes many opportunities and experiences. All designed to stimulate physical, social, & emotional growth in a loving & comfortable environment.

Interaction with you the parent/guardian is as important as our interactions with your child. Feel free to come in or call at any time during the day or to get an appointment with us after hours to discuss any concerns or suggestions you have with regard to your child's care. Throughout the year we will schedule conferences at your convenience to discuss your child's progress.

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.

NFCD consists of multiple funding sources. This includes Head Start, Early Head Start, VPK, School Readiness, and For-pay services. Your child may be eligible for services for one or more of these funding sources.

Please take the time to go over your parent guide to ensure that you understand the policies in place to help keep NFCD a happy environment for everyone involved. If you have any questions please ask! We will be happy to go over any concerns with you. Please contact your center manager if you need additional information.

Sincerely,

Sharon T. Gaskin
Chief Executive Officer

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VISION STATEMENT

Educating our communities' children and families to excel and compete globally.

MISSION STATEMENT

NFCD encourages families' exploration of goals and experiences that enhance knowledge and learning of the world around them. In addition, we empower parents to be an advocate for their children and families by providing high quality education, encouragement, and assistance.

OPEN DOOR POLICY

You are welcome to call or visit our center or your child anytime during our open hours. We only request that your visit does not interfere with our scheduled activities.

Table of Contents	
Welcome	2-3
Welcome Letter.....	2
Vision Statement.....	3
Mission Statement.....	3
Open Door Policy.....	3
Volunteers	6
Holidays/Emergencies/Closings	6-8
Holidays	6
Severe Weather Conditions.....	6
Hurricane Emergencies	7
Emergency Evacuations/Drills	8
Threats of Violence	8
Enrollment/Schedules/Attendance	8-12
School Readiness For All Children	8
Daily Classroom Schedules	9
Child Pick-up/Drop-off Policy	9
Late Pick-up	10
Attendance & Absenteeism.....	10
Rilya Wilson Act.....	11
Suspensions &/or Terminations Policy.....	12
Withdrawal Notification.....	12
Guidance and Discipline Policy.....	12
Transportation	13

Bus Rules & Regulation	13
Health & Nutrition	13-24
Schedule of Well-child Care and Treatment Plan	14
Meals & Nutrition Policy	14
Daily Health Checks.....	15
Illness Policy	15
Medications	18
Accidents.....	19
Emergency Medical Care.....	19
Potty Training.....	20
Underwear	21
Child Abuse Reporting Requirements.....	22
Developmental Services	23
Miscellaneous	23
Items Supplied By Parents/Items Supplied By Center	23
Birthday Parties	24
Agreements/ Fee Schedules/Receipt Handbook	25-26
Child Development Agreement.....	25
Payments & Fee Schedules	26
Management Team.....	27
NFCD Center Locations.....	29

VOLUNTEERS

Parents and guardians are strongly encouraged to volunteer at the center, in the classrooms, educational events, trainings, and during group socialization activities. NFCD utilizes volunteers to the fullest extent possible. Volunteers provide needed In-Kind to the program, which allows NFCD to expend federal funds on programmatic services. In-Kind is any good or service that NFCD would purchase in normal business. NFCD is required to have a 25% match or \$1.00 of In-kind for every \$4.00 of federal funds. Volunteers are involved in the day-to-day education and services provided to the children, and receive training on child development and curriculum. NFCD acknowledges that parents and guardians are the principle influence on their child's education and development

HOLIDAYS

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.

SEVERE WEATHER CONDITIONS

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.

EMERGENCY RESPONSES

- 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

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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. We have arranged for alternate sites for care. The choice of site will be determined by the specific emergency and location of designated shelter.
- 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.

HURRICANE EMERGENCIES

In the event of a threat of a hurricane, NFCD encourages you to tune into your local news and/or radio station for announcements. 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.

THREATS OF VIOLENCE

In the event of a threat of violence toward a child or the group's safety, the teachers are to follow these procedures: If the center must be evacuated, the teachers are to follow the same procedures for a fire emergency. If someone arrives (or is suspected of arriving) with the suspected intent to harm a child, children, or teacher, the facility will be locked down and the center manager will call 911.

SCHOOL READINESS FOR ALL CHILDREN

NFCD believes the most effective method of teaching young children is not to lecture or verbally instruct them but rather for education staff to be guides and facilitators. The education staff intentionally prepares the environment to provide stimulation, challenges, rich materials, and focused teaching strategies for children.

NFCD's utilizes *Beyond Cribs and Rattles* curriculum and *Beyond Centers and Circle Time* curriculum which both align with HS and EHS learning framework, State of Florida Birth to Four Year Old standards and local school districts readiness goals. The research and theory that has guided the BCCT curriculum provides children with emergent literacy experiences within well planned and implemented play opportunities that use cooking, dramatic play, fluid, and structured construction, and fine and gross motor opportunities to meet the individual and cultural needs of each child while providing him/her opportunities to develop skills and knowledge in all learning domains.

DAILY CLASSROOM SCHEDULES

A daily schedule and lesson plan is posted in each classroom for your viewing. 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.

Note: Please pay close attention to your center's closing time. Late fees may apply if you are late picking your child up.

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 and sign the child (ren) in daily on the classroom log.
- ❖ Authorized persons must be listed on the pick-up list and sign. The children will not be released to anyone not on this list. It is the parent's responsibility to provide updated list to family case manager.
- ❖ Authorized persons will be required to show identification before the child is released.
- ❖ 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

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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 **Department of Children and Families, Child Protective Services will be contacted.**

ATTENDANCE & ABSENTEEISM

NFCD will maintain effective communication with parents related to attendance and absences. The school day begins at 7:30 a.m.; it is the parent's responsibility to have their child at school on time each day. *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.*

- ❖ It is critical that your child arrive on time for school each day. The children will be served breakfast between 7:30 and 8:00 each morning. With the exception of Madison and Greenville, breakfast will be served at 8:30.

- ❖ The education portion of the day begins immediately following breakfast and it is expected that your child will be present during this portion of the day, to ensure they achieve their school readiness goals.
- ❖ **Attendance and tardiness will be recorded and tracked daily.**
- ❖ 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 parents or authorized persons aged 18 and older. Please update your authorized pick-up list with correct phone number as necessary, with the Family Case Manager.*
- ❖ NCFCD will initiate family support procedures for all children with three 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 the child is excessively absent, it will be very unlikely for the child to continue in either the same or a different program option. Such situations will result in the child's slot becoming an enrollment vacancy.

RILYA WILSON ACT

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.

SUSPENSIONS &/OR TERMINATIONS POLICY

The policies outlined in this handbook are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent/guardian carefully review the conditions for suspensions and/or terminations listed below:

1. Failure to pay for services rendered (fees) or failure to pay on time.
2. If receiving tuition assistance or VPK voucher, failure to maintain eligibility requirements and/or re-determination responsibilities.
3. Failure to provide updated Health and Immunization Records for each child as required.
4. Failure to follow NFCD attendance policy.
5. Failure to abide by NFCD rules and regulations.

WITHDRAWAL NOTIFICATION

Parents should contact their Family Case Manager to withdraw their child from the program. Parents must also state a preference on whether the child remains on the waitlist by notifying their Family Case Manager.

GUIDANCE AND DISCIPLINE POLICY

Center staff will use redirection to encourage children to make appropriate choices and decisions. Neither physical punishment nor verbal

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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.

TRANSPORTATION

Limited school bus transportation is provided in 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.
- We are unable to release children to any unauthorized person and/or any persons who are under 18yrs of age.

Schedule of Well-Child Care and Treatment Plan:

The Child Health Check-Up (Well Baby Check Up) Periodicity is:

- Prenatal / Newborn
- First Week
- One month
- Two months
- Four months
- Six months
- Nine months
- 1 year
- 15 months
- 18 months
- Once per year for two through 21 years old

MEALS & NUTRITION POLICY

NFCD participates in the USDA Child Care Food Program (CCFP). NFCD participates in the USDA child and Adult Care Food Program. Our meals are planned around food children generally like and they are encouraged to try a variety of new foods. We follow the USDA Meal Pattern Requirements for all meals, which ensure that the food we serve meets your child's nutritional requirements. Portions are served according to the child's age.

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

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religious preference will be required.

Full day participants will be provided meals. Voluntary Pre-Kindergarten services are provided breakfast only. Lunch meals are not provided to VPK children who are half day. **Parents are asked not to bring any food items from home.**

DAILY HEALTH CHECKS

PARENTS ARE ENCOURAGED TO BE PRESENT FOR THE DAILY HEALTH CHECKS

ILLNESS POLICY

This is a “well-child” Child Development program. *Staff will not accept a child who shows signs of illness. If you give your child any type of medication (cold, allergy, fever, etc.), please inform the center staff.*

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.

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**, auxiliary (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.

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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.
 - a) 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.
 - b) 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.
 - c) 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.

- d) 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.

Medication Policy

1. A parent must complete a Medication Authorization form before medication is administered. Annually, the parent is responsible for completing a new medical authorization form in order to continue administration at the center. Medications will not be given until authorization is completed.
2. NFCD will administer prescription medications in the original container with note/instructions from the health provider.
3. No medication shall be administered on-site by parent unless medication authorization form is completed and administered in front of Center Manager or designee.
4. 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.
5. Staff will notify parents of any adverse reactions to medication, immediately.
6. Medication not picked up within 30 days after the prescribed medication administration date, will be discarded.
7. Some over the counter medications can be administered with the consent of the parent, who must provide instructions and information on a label, including: the child's first and last names; specific and legible instructions for administration. The approved list of over the counter medications is as follows: anti-itching ointments/locations intended to relieve itching, diaper ointments, intended for use with "diaper rash" and sunscreen.

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.

EMERGENCY MEDICAL CARE

Please make sure the center has an updated contact number available in case of an emergency as parents and/or the listed emergency contact will be immediately notified. If a parent or emergency contact cannot be reached, Emergency Medical Services (EMS) will be contacted. First aid kits are available onsite.

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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

Leon County

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
224 NW Crane Avenue
Madison FL 32340
(850) 973-2271

Bay County

Bay Medical Center
615 N. Bonita Avenue
Panama City FL 32405
(850) 769-1511

Gulf County

Wewa Medical Center

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

Gulf Coast Medical Center

229 West 23rd Street
Panama City FL
(850) 769-8341

Sacred Heart Hospital on the Gulf

3801 East Hwy 98
Port St. Joe FL
(850) 229-5600

Gulf County Health Department

2475 Garrison Avenue
Port St. Joe FL
(850) 227-1276

Wewahitchka Health Department

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

Dr. Michael Barnes

412 N Hwy 71
Wewahitchka, FL 32465
(850) 639-4036

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!**

Our focus here at NFCD 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, which is the **fragile toddler ego**. Helping the child to feel in control and confident during this time should be our first concern. NFCD'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!!**)

UNDERWEAR

When your child is ready, it is recommend that you use underwear and discontinue the use of pull ups. Pull ups 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. 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 NFCD. We hope this letter helps you to understand how we view potty training here at NFCD. 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.**

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. 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. Florida Abuse Hotline 1-800-96-ABUSE

DEVELOPMENTAL SERVICES

Developmental Screenings:

All parents upon enrolling their child will receive a screening authorization form. The screening form gives the parent/guardian the option of accepting or denying permission for NFCD to administer an Ages and Stages Questionnaire (ASQ) Developmental Screen to their child.

All children whose parents give permission will be screened during the first 45 days of enrollment and those screening results will be shared with the parents in a conference. All parents will be asked to acknowledge the results of the ASQ when they sign their conference form.

All screening information will be kept confidential and placed in the child's cumulative file.

If a child scores below the cut off score in any given area, the child's parents will be notified. A referral to the LEA will be recommended to the parents.

Hearing and Vision Screenings:

NFCD conducts hearing and vision screening for our children.

ITEMS SUPPLIED BY PARENTS

Dress your child in play clothes that are washable, roomy, & easy for them to manage. All parents will need to furnish a change of clothing, appropriate for the weather, in case of toileting accidents and/or food spills. All items should be labeled with the child's name in permanent marker, and placed 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.

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

For the child's safety, shoes are required at all times. Open toed shoes are a safety hazard and should not be worn. Shoes should be properly fitting at all times with non-skid soles.

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

NFCD provides developmentally appropriate toys in each classroom. Please do not allow your child to bring toys to school. Only upon the request of teaching staff for special activities will NFCD welcome toys from home.

ITEMS SUPPLIED BY CENTER

Diapers will be provided to all children enrolled in NFCD's infant and toddler program during the operational hours funded by EHS/HS. Parents will be responsible for providing diapers if their child is participating in the after-care program.

NFCD provides developmentally appropriate toys in the classroom.

BIRTHDAY PARTIES

Birthdays are exciting events for children. Although birthdays are special, we request that they be celebrated simply- no gifts please. Birthday celebrations will be held monthly for all children celebrating a birthday during the month. Parents may donate items purchased from the store for the celebration after consulting center staff. All food must be store bought with a list of ingredients on the label. **Home-baked items will not be accepted.**

CHILD DEVELOPMENT AGREEMENT

I understand/agree *that my participation contributes to the success of NFCD and my child's early learning; which is a fundamental element of my child's future and ongoing success.*

Additionally, I will:

- Attend Parent Orientation.
- Partner with the service delivery team and other external agencies to set goals to achieve an enhanced quality of life for my child and family.
- Accept leadership opportunities when available.
- Openly communicate with my child's teacher and/or Family Case Manager regularly.
- Maintain the Well Child Check schedule established by the Florida EPSDT and provide NFCD with a copy of all exam documents.
- Participate in at least 4 Parent Center Committee Meetings and other center activities.
- Ensure that my child is present at a minimum of 85% of all schedule school days and have my child to school on TIME at 7:30 am daily
- **Utilize the NFCD's School Calendar to prepare for days the center will be closed and I understand that I will have to provide childcare for those days.**
- 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.
- Coordinate with teaching staff and Family Case Managers to

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complete at least two (2) joint Home Visits and two (2) Center Conferences during the school year. In addition, Family Case Managers will complete at a minimum of (5) home visits throughout the year which supports NFCD Family First Initiative.

- Allow my child to participate in field trips taken by the center/program with prior written consent.
- Have a right to review records maintained on my child and family and to correct inaccurate information.
- Remain free of narcotics, alcohol or other impairing drugs while present on NFCD 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.

Parent/ Guardian Signature: _____

Date: _____

FEES FOR SERVICE

Payment Policy:

Private Pay – weekly or monthly

Subsidized payments through Early Learning Coalition

Voluntary Pre-Kindergarten

All fees are due by the Friday of the week before the child care services are received. Tuition fees are due **NO LATER THAN** Monday morning. A late fee of \$10.00 per day will be charged for any late payments received after Monday. All weekly payments are to be made on time by everyone, **NO EXCEPTIONS!** The only person who can waive this policy is the CEO of NFCD.

The parents of children who are receiving tuition assistance are responsible for paying their parent fee (the amount of tuition that is not paid for by the state.) If this creates special hardships please speak with the Center Manager **ONLY**, to address the situation.

Half day enrollment will be permitted if the age group has room. Part time rates are available upon request. Your child must be in the center for at least three days a week to be considered part time.

If you keep your child home for any reason, payment is still due. This will ensure that your child continues with us. If payment is not received, the director has the authority to terminate enrollment at that time.

If payment is not made within five days of the due date, you will not be able to bring your child to the center until payment and late fees are paid.

2014-2015 FEE SCHEDULE

Ages	7:30 – 2:30	7:30 - 5:30	2:30 – 5:30
Infants	\$125	\$150	\$60
Ones	\$125	\$150	\$60
Twos	\$125	\$150	\$60
Threes	\$100	\$125	\$60
Fours with VPK	\$60	\$85	\$60

NFCD currently does not provide drop-in care! Part time care requires that your child be in the center at least three days a week. Monthly payments will receive a 10% discounts for paying in advance.

All fees are due by Friday of the week before the child care services are received and no later than Monday morning. Recurring payments may be made by credit card or by automated bank draft.

North Florida Child Development
PO Box 38
Wewahitchka, FL 32465

(850) 639-5080
Fax (850) 639-6411

NFCD Site Based Management

County	Manager	Title	E-mail	Phone Number
<u>Calhoun</u>	Chesnee McCaskill	Center Mgr	cmccaskill@floridachildren.org	896-0333
	Rosa Barnes	Family Case Mgr	rbarnes@floridachildren.org	674-2600
<u>Liberty</u>	Suzanne Stoutamire	On-site Admin	Suzanne.stoutamire@lcsbonline.org	643-2275 Ext 7
	Kristy Plazarin	Family Case Mgr	kplazarin@floridachildren.org	643-6247
<u>North Gulf</u>	Gina Crane	Center Mgr	rcrane@floridachildren.org	832-8359
	Byron Barlow	Family Case Mgr	bbarlow@floridachildren.org	639-6520
	Stacy Treglown	Family Case Mgr	streglown@floridachildren.org	639-6520
<u>Madison</u>	Brittni Brown	Center Mgr	bbrown@floridachildren.org	628-6186
	Christine Irvine	Family Case Mgr	cirvine@floridachildren.org	832-8275
<u>South Gulf</u>	Jan Cherry	Center Mgr	jbrown@floridachildren.org	229-6415
	Harmony Booker	Family Case Mgr	hbooker@floridachildren.org	229-6415
	Sherry Bolden	Family Case Mgr	sbolden@floridachildren.org	229-6415
<u>Wakulla</u>	Sharon Kemp	On-sit Admin		926-8111

Management Team

Sharon T. Gaskin	Chief Executive Officer	sgaskin@floridachildren.org	Ext 12
Gerald Thompson	Chief Financial Officer	gthompson@floridachildren.org	Ext 15
Curtis M. Green	Chief Operation Officer	cgreen@floridachildren.org	Ext 23
Sebrina A. McGill	Executive Assist/Human Resource Manager	smcgill@floridachildren.org	Ext 10
Jason Flowers	Health Servcies Specialist	jflowers@floridachildren.org	Ext 19
Marquita Thomas	Family and Community Partnership Specialist	mthomas@floridachildren.org	Ext 25
Erica Lawrence	Early Child Development Specialist	elawrence@floridachildren.org	Ext 13
Jade Hatcher	Education and Disabilities Specialist	jhatcher@floridachildren.org	Ext 13

NFCD Center Locations

Bright Beginnings C02WK0544
2947 Crawfordville Hwy
Crawfordville, FL 32327
(850) 926-9949
Fax (820) 926-9950

**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** C14GU00624
176 Field of Dreams Ave.
Port St. Joe, FL 32456
(850) 229-6415
Fax (850) 229-6409

Madison County NFCD C02MA0153
Preschool
2093 West US 90
Madison, FL 32340
(850) 973-8895
Fax (850) 973-344

**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 NFCD Preschool C03MA0001
729 SW Overstreet Avenue
Greenville, FL 32331
(850) 948-2222
Fax (850) 948-2004

Calhoun County Center C14CA0581
21089 SE Mayhaw Ave.
Blountstown, FL 32424
(850) 674-2600
Fax (850) 674-4337