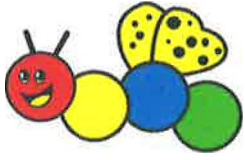


# NORTH FLORIDA CHILD DEVELOPMENT

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**2023-2024 PARENT HANDBOOK**

SHARON GASKIN, CEO



NORTH FLORIDA  
Child Development<sup>NC</sup>

Dear Parents:

North Florida Child Development would like to take this opportunity to thank you for your involvement and commitment in your child's education! It is an investment of a lifetime that we are privileged to be a part of.

Your child's early education experience will help him or her become a successful learner, which makes all the difference when entering a kindergarten program. In fact, you may have already noticed the changes in your child—from socializing with others to recognizing letters and numbers. Your child's early learning experiences are essential to his or her development and school readiness.

You also may have noticed the role you will play at North Florida Child Development—whether it's volunteering in the classroom, volunteering your skills, or supporting your Center at our monthly meetings for parents to be involved in the decision-making process of educating your child. Parents at North Florida Child Development are involved and become key stakeholders in their children's education. We also offer parents services designed to help them meet their own professional goals.

We make a promise, at NFCDD your child will continue to receive high-quality comprehensive services such as:

- Enriching classroom learning environments
- Individualized instruction for school readiness
- Teachers certified in Early Childhood Education or in training
- Academic enrichment field trips
- Health and educational screenings with appropriate referrals
- Inclusive services for children with disabilities
- Parental involvement

We would like to continue to be a part of your child's development and encourage you to re-enroll your child for another year at NFCDD, we open enrollment for the following year in January of each year. Don't forget if your child is 4 years of age on or before September 1 of each program year that you are eligible for a Voluntary PreK Voucher. Additionally, we would encourage you to take advantage of the after-school care program we will be offering year-round, and the summer programs that we will be offering, as those will be announced in January each program year as well.

Please contact your Family Advocate about re-enrollment, School Readiness, Voluntary PreK Programs, Summer Programs, and after school care. As you know space fills up quickly, so please do so!

Thank you for choosing North Florida Child Development. We look forward to serving your child and family in the upcoming year.

Sharon Gaskin

Chief Executive Officer

850-639-5080  
P.O. Box 38, 141 S Hwy 71 • Wewahitchka, Florida • 32465  
Sharon T Gaskin, CEO  
Calhoun County • Gulf County • Liberty County • Madison County • Wakulla County

## **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**

Our agency has an open door policy at all centers. You are welcome to call or visit our center anytime. We only request that your visit does not interfere with our scheduled activities.

## **COVID POLICY**

North Florida Child Development does not require visitors, staff or students to wear face coverings in our centers. We encourage all to do their part to slow the spread of COVID-19 to include social distancing, hand hygiene and covering your face when coughing/sneezing. The wearing of Face Covering is optional at this time but could change at the discretion of communicable disease out breaks.

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## **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 Services 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.

## **SCHOOL CALENDAR**

## North Florida Child Development, Inc. 2023-2024 School Calendar

August 2023							February 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5					1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10		
13	14	15	16	17	18	19	11	12	13	14	15	16	17		
20	21	22	23	24	25	26	18	19	20	21	22	23	24		
27	28	29	30	31			25	26	27	28	29				
September 2023							March 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2						1	2		
3	4	5	6	7	8	9	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	24	25	26	27	28	29	30		
							31								
October 2023							April 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6			
8	9	10	11	12	13	14	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	21	22	23	24	25	26	27		
29	30	31					28	29	30						
November 2023							May 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4				1	2	3	4	
5	6	7	8	9	10	11	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	19	20	21	22	23	24	25		
26	27	28	29	30			26	27	28	29	30	31			
December 2023							June 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2						1			
3	4	5	6	7	8	9	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	23	24	25	26	27	28	29		
31							30								
January 2024							July 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5	6			1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	21	22	23	24	25	26	27		
28	29	30	31				28	29	30	31					

July 31-Aug 4	Teachers Return / Staff Planning
Aug 7-11	Staff Fun Day
Aug 14	First Day of School for ALL Students
Sep 4	HOLIDAY - No School
Sep 13	ER Students/Staff Planning - Gulf
Sep 20	No Students/Staff Planning - Wakulla
Sep 27	ER Students/Staff Planning- Calhoun
Oct 13	ER Students/Staff Planning - Gulf
Oct 18	No Students/Staff Planning- Calhoun
Oct 25	ER Students /Staff Planning - Gulf
Oct 31	ER Students / Staff Planning - Calhoun
Nov 21-24	HOLIDAY - No School
Nov 29	ER Students/Staff Planning - Gulf
Dec 14-15	ER Students/Staff Planning - Madison
Dec 18 -21	No Students/ Staff Planning - Madison
Dec 19	ER Students/Staff Planning - Calhoun
Dec 20	No Students/Staff Planning - Calhoun
Dec 20	ER Students/Staff Planning - Gulf
Dec 21	No Students/Staff Planning - Cal, Gulf, Mad
Dec 22-29	HOLIDAY - No School
Jan 1	HOLIDAY - No School
Jan 2-3	Staff Planning Days
Jan 4	All Students Return
Jan 15	HOLIDAY - No School
Jan 31	No Students/Staff Planning - Wakulla
Jan 31	ER Students/Staff Planning - Calhoun, Gulf
Feb 14	ER Students/Staff Planning - Calhoun
Feb 16	No Students/Staff Planning - Wakulla
Feb 19	No Students/Staff Planning - All Counties
Feb 28	ER Students/Staff Planning - Gulf
Mar 13-15	HOLIDAY - No School-Madison
Mar 20-22	HOLIDAY- No School -Cal, Gulf, Wak
Mar 25	No Students/Staff Planning Day - Wak
Mar 28	ER Students/Staff Planning - Gulf
Mar 29	No Students/Staff Planning - Gulf, Mad, Wak
April 1	No Students/Staff Planning-Madison
April 10	ER Students/Staff Planning-Gulf
April 12	No Students/Staff Planning-Wakulla
April 15	No Students/Staff Planning - Gulf
April 19	ER Students/ Staff Planning - Calhoun
May 21	ER Students / Staff Planning - Wakulla
May 22	Preschool Last Day/ER Students - Wakulla
May 23	ER Students/Staff Planning - Madison
May 24	PreS Last Day/ER Students-Cal, Gulf, Mad
May 27	HOLIDAY - No School
May 29	Preschool Teacher Last Day
June 3	Preschool Summer School Starts
June 19	HOLIDAY - No School
July 4-5	HOLIDAY - No School
July 24	Infant/Toddler Students Last Day
Jul 26	Infant/Toddler Teachers Last Day

Approved by PC	
Approved by BD	

## **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 calendar.

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King's Birthday (January 15)
- Three Days for Spring Break
- Memorial Day (May 27)
- Juneteenth (June 19)
- Independence Day (July 4<sup>th</sup>)
- Day following Independence Day (July 5<sup>th</sup>)
- Labor Day (September 4)
- Thanksgiving Break (November 21-24)
- Christmas Break (December 22-29)

## **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 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 Advocate, if you want to review the emergency contact information and update the phone numbers that we have for your child. Any change of the emergency contact list must be done by the designated parent and can only be done in person.*

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, NCFD 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

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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 *Creative Curriculum* which aligns with Infant/Toddler and Preschool learning framework, State of Florida Birth to Four Year Old standards and local school districts readiness goals. The research and theory that has guided *Creative Curriculum* provides children with emergent literacy experiences within well planned and implemented play opportunities that use cooking, dramatic play, fluid, 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.

### ***NFCD's Parenting Curriculum***

Ready Rosie is designed to be delivered in the home and allows the parent to effectively teach their children without having to stress about what they need to say or do. Ready Rosie is a research-based and standard-aligned comprehensive family engagement resource that builds on parents' knowledge. The Ready Rosie Curriculum aligns with the Head Start Early Learning Outcomes Framework, Teaching Strategies assessment tool, Creative Curriculum for Preschool and Creative Curriculum for Infants, Toddlers, & Twos. It is also on the list of approved Parenting Curriculum that the Office of Head Start released.

Ready Rosie harnesses the power of video modeling and mobile technology combined with collaborative workshops and professional learning to empower families and schools to work together in order close the opportunity gap. Ready Rosie provides the opportunity to reach all families and to customize and individualize the specific needs of each child.

Family and schools can work easily together when they have the right tools. Ready Rosie is a birth through elementary cohesive family engagement resource that facilitates family partnerships for powerful student outcomes. Our main goal is to effectively provide quality evidence based material to the families and alleviate any additional stresses that comes with teaching their children.

### **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 the family advocate.
- ❖ 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 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 \$20 for every 15 minutes (per child), will be billed and due, no later than the next business day** if a child remains on site, after the designated pick up time.

NFCD will attempt to make contact with the parent or guardian as well as the emergency contacts in the event that the child is left at the center after the designated pick up time. **Your child will be declared abandoned 30**

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**minutes after the departure time, Local Law Enforcement (School Resource Officer) and Department of Children and Families (Child Protective Services) will be notified immediately.**

### **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.*

- ❖ **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 Advocate.*
- ❖ **Children are required to maintain 90% attendance monthly. NFCD 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 Advocate must receive communication from the parent/guardian, a note from the parent/guardian or a note from the child's physician to be document in ChildPlus. **Children who have three 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 Advocate 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 Advocate.

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## Guidance and Discipline Policy

Center staff will use redirection to encourage children to make appropriate choices and decisions. Neither physical punishment nor verbal abuse is allowed in NCFCD'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 Madison 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 NCFCD 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 18 yrs. 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 2 through 21 years old

### **MEALS & NUTRITION POLICY**

NFCD participates in the USDA Child Care Food Program (CCFP). 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 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**

*A DAILY HEALTH CHECK IS A QUICK WAY FOR PARENTS AND STAFF TO CHECK FOR A CHANGE IN A CHILD'S HEALTH AND WELL-BEING. 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 etc.), please inform the center staff for your child's safety.***

**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 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 100<sup>0</sup> 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.
  - 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.

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

**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 County Health Department**

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

**Gulf Coast Medical Center**

229 West 23<sup>rd</sup> Street  
Panama City FL  
(850) 769-8341

**Sacred Heart Wewahitchka**

807 West Hwy. 22  
Wewahitchka FL  
(850) 568-1053

**Sacred Heart Hospital on the Gulf**

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

**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 intentioned people. This may have been confusing for some of you. It is our intention to add to the confusion, but rather 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 detail that 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 of intimate 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 in expressing interest. (Children with developmental delays may use other non-verbal cues as their form of language.) We do know that children can show interest to use the potty in other ways than just verbal communication so if a child shows interest, we

will take them to the potty. We will not force them in any way. We will offer the potty, but if they protest, we will not require them to go. The teacher may start reading stories about the potty and having discussions about it. This will allow your child to become more acquainted with the notion of using the potty and may inspire or increase interest enough to feel comfortable using the potty in the school setting. By not forcing the issue, we are continuing towards achieving our goal of independence for your child.

### **Underwear**

When your child is ready, it is recommended 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 helps you to understand how we view potty training here at NFCD. Please do not hesitate to talk with the Center Manager or Family Advocate as much as you need regarding this subject. We want this experience to be a happy one for everyone involved, **especially your child.**

### **Dress Code**

Students are to be dressed appropriately for the season based on current weather patterns. Students participate in many physical activities throughout the day. Clothing that allows active play is preferred. Athletic style shoes are the preferred foot wear. **Foot wear must be closed toed and must not pose a trip hazard. Flip flops and other foot wear not secured at**



**the heel and across the top of the foot are not allowed.** Students are not allowed to wear rings, necklaces or hoop style earrings. Only small “stud” style earrings are allowed. For health and safety reasons, the Center Manager has the authority to address any other clothing or footwear concerns.

## **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 mandated 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 into NFCD, 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 Screening 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.

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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 (Local Educational Agency) 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 are NOT to be worn.** Shoes should be properly fitting at all times with non-skid soles.

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.

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## **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.

## **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.

**NORTH FLORIDA CHILD DEVELOPMENT**  
**PARENT 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 Advocate on a regular basis.
- Maintain the Well Child Check schedule established by the Florida EPSDT and provide NFCD with a copy of all exam documents.
- Participate in NFCD's parenting curriculum ReadyRosie.
- Participate in Parent Center Committee Meetings monthly and other center activities.
- Ensure that my child is in full attendance for all scheduled school days; additionally prepared and present on TIME at 7:30 am daily; and maintain required 90% attendance monthly.
- **Make additional arrangements for childcare to prepare for days the center will be closed according to NFCD School Calendar.**
- **Due to confidentiality: I will not take pictures or videos of other children and post of social media sites.**
- Allow/coordinate Home Visits and Parent Conferences with the Service Delivery team throughout the year; as both activities are mandated by Performance Standards and are opportunities to develop rapport with the Service Delivery Team and Families.
- Allow my child to participate in field trips taken by the center/program with prior written consent.

- 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.
- Acknowledge that the Center Manager is in charge of day to day operations and is the primary supervisor of all staff on site.

### **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.

Payments can be made via Automated Clearing House (ACH) transaction or at the central office in Wewahitchka, FL. Payments may be setup as a recurring charge to your credit card or as a direct withdrawal from your bank account **(returned checks will be charged \$25 per check).**

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.

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, NFCD 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.

NFCD currently does not provide drop-in care! 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.

# Workforce Initiative



## 2023-2024 Fee Schedule

### Weekly Rates

Ages	7:30am-2:00pm (6.5 hrs.)	7:30am-5:30 pm (10 hrs.)	After Care 2:00pm-5:30 pm (3.5 hrs.)
	Weekly	Weekly	Weekly
Birth to 12 months	\$150	\$215	\$80
12 - 24 months	\$125	\$190	\$75
25 - 36 months	\$115	\$150	\$70
36 - 48 months	\$105	\$140	\$60
48 - 60 months	\$100	\$130	\$50

VPK Weekly Rates			
	VPK Hours 7:30am-11:00am	With VPK 11:00am-2:00pm	With VPK 11:00am-5:30pm
Eligible 4 yr. olds	Voucher (Free)	Weekly	Weekly
		\$50	\$70

## **NFCD Site Based Management**

North Florida Child Development—Central Office  
PO Box 38  
Wewahitchka, FL 32465  
(850) 639-5080

South Gulf Co. Early Learning Center  
176 Field of Dreams  
Port Saint Joe, FL 32465 License # C14GU0624  
Center Manager – Joanna Levins  
(850) 229-6415 or (850) 247-2489

North Gulf Co. Early Child Development Center  
131 River Road  
Wewahitchka, FL 32465 License # C14GU0134  
Center Manager – Heather Dyas  
(850) 728-0997 or (850) 247-2406

NFCD—Mayhaw Center  
21090 Tupelo Drive  
Blountstown, FL 32424  
License # C14CA0581  
Center Manager –Tiffany Dawsey  
(850) 674-2600 or (850) 896-0333

NFCD—Madison Center  
2096 W. US HWY 90  
Madison, FL 32340  
License #CO3MA0153  
Center Manager – Brittni Brown  
(850) 973-8895

NFCD—Greenville Center  
729 SW Overstreet Ave  
Greenville, FL 32331  
License # C03MA0001  
Center Manager – Brittni Brown  
(850) 948-2222

Dreams Daycare  
470 Spring creek Hwy. Crawfordville, FL 32327  
License #C02WK0561  
Center Manager –Yolanda Timmons  
(850) 247-2491

Wakulla Education Center (WEC)  
87 Andrew J. Hargrett Sr. Road, Crawfordville, FL 32327  
Center Manager –Yolanda Timmons  
(850) 247-2491



County	Manager	Title	E-mail	Phone Number
<u>Mayhaw</u>	Tiffany Dawsey	Center Mgr.	<a href="mailto:tdawsey@floridachildren.org">tdawsey@floridachildren.org</a>	(850) 896-0333
	Tamber Keel	Family Advocate	<a href="mailto:tkeel@floridachildren.org">tkeel@floridachildren.org</a>	(850) 340-0158
	Jessie Pitts	Family Advocate	<a href="mailto:jpitts@floridachildren.org">jpitts@floridachildren.org</a>	(850) 643-6247
<u>North Gulf</u>	Heather Dyas	Center Mgr.	<a href="mailto:hdyas@floridachildren.org">hdyas@floridachildren.org</a>	(850) 247-2406
	Elizabeth Price	Family Advocate	<a href="mailto:eprice@floridachildren.org">eprice@floridachildren.org</a>	(850) 247-2488
	Mandy Jenkins	Family Advocate	<a href="mailto:mjenkins@floridachildren.org">mjenkins@floridachildren.org</a>	(850) 247-2554
<u>Madison Greenville</u>	Brittni Brown	Center Mgr.	<a href="mailto:bbrown@floridachildren.org">bbrown@floridachildren.org</a>	(850) 628-6186
	Nicole Choice	Family Advocate	<a href="mailto:nchoice@floridachildren.org">nchoice@floridachildren.org</a>	(850) 247-2387
<u>South Gulf</u>	Joanna Levins	Center Mgr.	<a href="mailto:jlevins@floridachildren.org">jlevins@floridachildren.org</a>	(850) 247-2489
	Laura Powell	Family Advocate	<a href="mailto:lpowell@floridachildren.org">lpowell@floridachildren.org</a>	(850) 247-2010
	Raii Patterson	Family Advocate	<a href="mailto:rpatterson@floridachildren.org">rpatterson@floridachildren.org</a>	(850) 728-3558
<u>Wakulla</u>	Yolanda Timmons	Center Mgr.	<a href="mailto:ytimmons@floridachildren.org">ytimmons@floridachildren.org</a>	(850) 247-2491
	Sonja Moore	Family Advocate	<a href="mailto:mmoore@floridachildren.org">mmoore@floridachildren.org</a>	(850) 832-8273

## Management Team

<b>Sharon T. Gaskin</b>	Chief Executive Officer	<a href="mailto:sgaskin@floridachildren.org">sgaskin@floridachildren.org</a>
<b>Vacant</b>	Chief Operation Officer	
<b>Curtis M. Green</b>	Health Services Specialist	<a href="mailto:cgreen@floridachildren.org">cgreen@floridachildren.org</a>
<b>Sebrina A. McGill</b>	Executive Assist/Human Resource Manager	<a href="mailto:smcgill@floridachildren.org">smcgill@floridachildren.org</a>
<b>Sherry Bolden</b>	Family and Community Partnership Specialist	<a href="mailto:sbolden@floridachildren.org">sbolden@floridachildren.org</a>
<b>Cheslee Williamson</b>	Early Child Development Specialist	<a href="mailto:cwilliamson@floridachildren.org">cwilliamson@floridachildren.org</a>
<b>Kimberly Zellers</b>	Teacher Mentor	<a href="mailto:kzellers@floridachildren.org">kzellers@floridachildren.org</a>