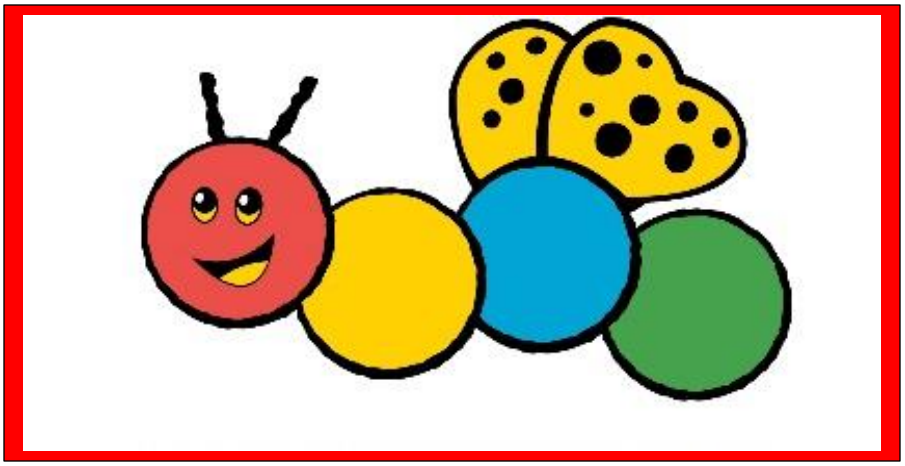

NORTH FLORIDA CHILD DEVELOPMENT

2024-2025 PARENT HANDBOOK

SHARON GASKIN, CEO

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NORTH FLORIDA

Child Development, Inc.

Dear Parents:

North Florida Child Development would like to take this opportunity to thank you for your involvement and commitment to 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. 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 goals.

We make a promise, at NFCD 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 engagement activities

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 NFCD, 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 Pre-K 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.

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

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

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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

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 but could change at our discretion based on communicable disease out breaks. 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.

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VOLUNTEERS

NFCD strongly encourages parents and guardians to volunteer in various capacities, including classrooms, educational events, trainings, and group activities. Volunteers play a crucial role by providing In-Kind Services, which are essential for the program's funding. Specifically, NFCD must match every $4.00 of federal funds with $1.00 in In-Kind contributions.

These contributions allow NFCD to utilize federal funds more effectively and ensure that resources are directed toward programmatic services. Volunteers are integral to daily educational and service activities and receive training in child development and curriculum. NFCD recognizes that parents and guardians are the primary influence on their child's education and development, and their involvement is key to the program's success.

SCHOOL CALENDAR

North Florida Child Development, Inc.

2024-2025 School Calendar

August 2024

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

September 2024

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29	30					

October 2024

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27	28	29	30	31		

November 2024

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December 2024

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 29	First Day for All Staff
Aug 12	First Day of School for Students
Aug 28	No Students/Prof Dev Day - Madison
Aug 30	ER Students/Prof Dev Day - Gulf
Sep 2	HOLIDAY All Sch Closed
Sep 19	No Students/Prof Dev Day - Madison
Sep 25	No Students/Prof Dev Day - Wakulla
Sep 25	ER Students/Prof Dev Day- Calhoun
Sep 27	ER Students/Prof Dev Day - Gulf
Oct 11	ER Students/Prof Dev Day - Gulf
Oct 14-15	No Students / Prof Dev Day - Gulf
Oct 14-16	No Students / Prof Dev Day - Calhoun
Oct 16	No Students/Prof Dev Day - Wakulla
Oct 31	ER Students/Prof Dev Day - Calhoun
Nov 11	No Students/Prof Dev Day - Madison
Nov 22	ER Students/Prof Dev Day - Gulf
Nov 25-29	No Students, All Counties
Nov 25	Prof Dev Day - All Counties
Nov 26-29	HOLIDAY All Sch Closed
Dec 19	ER Students/Prof Dev Day - Madison
Dec 20	ER Students/Prof Dev Day-Cal, Gulf, Wak
Dec 20	No Students/Prof Dev Day - Madison
Dec 23-27	Winter Holidays - All Sch Closed
Dec 30 - Jan 1	Winter Holidays - All Sch Closed
Jan 2	All Staff Return
Jan 6	All Students Return
Jan 17	ER Students/Prof Dev Day - Gulf
Jan 20	HOLIDAY - All Sch Closed
Jan 29	No Students/Prof Dev Day - Wakulla
Feb 14	No Students/Prof Dev Day - Wakulla
Feb 14	ER Students/Prof Dev Day - Calhoun
Feb 17	No Students/Prof Dev Day
Feb 28	ER Students/Prof Dev Day - Gulf
Mar 10-14	No Students/Spring Break - Madison
Mar 10-11	Prof Dev Days - Madison
Mar 14	ER Students/Prof Dev Day - Gulf
Mar 17-21	No Student/Spring Brk-Cal, Gulf, Wak
Mar 17-18	Prof Dev Days - Cal, Gulf, Wak
Mar 27	No Students/Prof Dev Day - Madison
Apr 17	ER Students/Prof Dev Day - Gulf
Apr 18	No Students/Prof Dev Day-Cal, Gulf, Mad
Apr 21	No Students/Prof Dev Day - Gulf, Mad
May 22	ER Students/Last Day Preschool-Mad
May 22	ER Students/Prof Dev Day - Wakulla
May 23	ER Students/Last Day Preschool - Wak
May 26	HOLIDAY All Sch Closed
May 28	ER Students/Last Day Presch-Cal, Gulf
Jun 3	Last Day - Preschool Teachers
Jun 19	HOLIDAY All Sch Closed
Jln 4	HOLIDAY All Sch Closed
Jul 18	Last Day - Infants/Toddlers
Jul 24	Last Day - Infant/Toddler Teachers

February 2025

S	M	T	W	T	F	S
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March 2025

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30	31					

April 2025

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20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

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

Approved by PC 06/26/2024

Approved by BD 06/26/2024

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HOLIDAYS

NFCD aligns our school calendar with your local school district calendar. NFCD will be closed during designated holidays and professional development days.

- New Year's Day (January 1st)
- Martin Luther King's Birthday (January 20th)
- Five Days for Spring Break (Dates based on County)
- Memorial Day (May 26th)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (September 2nd)
- Thanksgiving Break (November 25-29)
- Christmas Break: Madison County (December 20-January 6)
  Gulf, Calhoun/Liberty and Wakulla Counties (December 23-January 6)

SEVERE WEATHER CONDITIONS

In the event of severe weather, the CEO or designee may close the centers. Each center will follow local school closings for inclement weather. Please stay informed by tuning into to your local news or radio stations for instructions and updates. When weather conditions lead to an early closure and it is not safe to transport children, you will be required to pick-up your child (ren) promptly.

EMERGENCY RESPONSES

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.*

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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.

- 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.

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 closures.

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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 *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 play, structured construction, and fine and gross motor skills to meet the individual educational needs of each child while providing him/her opportunities to develop skills and knowledge in all learning domains.

PARENTING CURRICULUM

NFCD utilizes ReadyRosie a comprehensive, research-based family engagement resource designed to support parents in teaching their children at home with ease. Aligned with the Head Start Early Learning Outcomes Framework, Teaching Strategies assessment tool, Creative Curriculum for Preschool, and Creative Curriculum for Infants, Toddlers, & Twos, ReadyRosie is also approved by the Office of Head Start.

The program uses video modeling and mobile technology, complemented by collaborative workshops and professional learning, to help families and schools work together effectively. ReadyRosie aims to close the opportunity gap by customizing support to meet the unique needs of each child.

ReadyRosie offers a cohesive, birth-through-elementary resource that fosters strong family-school partnerships and enhances student outcomes. Our goal is to provide high-quality, evidence-based materials while minimizing the stress of teaching at home.

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.

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.

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- ❖ 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 an 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 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 is recorded and tracked daily and documented in ChildPlus and monitored by the Family Advocate and Center Manager. If a child is absent from class and the parent does not notify the teacher or Family Advocate by 8:30am the parent will be called to determine the reason for absence. If the Family Advocate is unable to make contact with the parent by phone the Family Advocate will conduct a home visit.**

- 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 documented 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.

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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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GUIDENCE AND DISICIPLE POLICY

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.

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 services offered in Madison and Wakulla Counties is a coordinated effort with the School district and NFCD.
- 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 meets the bus for pickup.**
- 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.

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SCHEDULE OF WELL CHILD CARE AND TREATMENT

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 breakfast, lunch and snacks. 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.**

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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 100^0 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.

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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.

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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.*

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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 32308
(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 32465
(850) 639-5828

Gulf Coast Medical Center
229 West 23rd Street
Panama City, FL 32405
(850) 769-8341

Sacred Heart Hospital on the Gulf
3801 East Hwy 98
Port St. Joe, FL 32456
(850) 229-5600

Gulf County Health Department
2475 Garrison Avenue
Port St. Joe, FL 32456
(850) 227-1276

Sacred Heart Wewahitchka
807 West Hwy. 22
Wewahitchka, FL 32465
(850) 568-1053

Tupelo Primary Care
412 N Hwy 71
Wewahitchka, FL 32465
(850) 227-8561

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 not 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.

VIDEO SURVEILLANCE POLICY

Policy ID: CR#10

Subject: Video Surveillance Monitoring Policy

Purpose:

This policy establishes guidelines and procedures for using video and audio surveillance in the classroom. It aims to ensure the safety and security of students and staff while maintaining respect for privacy and ethical considerations.

- To further ensure the safety and security of our children, staff, families, and facilities, North Florida Child Development will equip its locations with video and audio surveillance cameras.
- Strategic locations for cameras will include all classrooms, playgrounds, and some interior and exterior areas to ensure the safety and security of agency students, staff, and families.
- Cameras are not placed to monitor areas where families and staff have "reasonable expectations of privacy," i.e., private offices and restrooms.
- The cameras will be constantly on and recording 24/7. The video camera data is available for up to 60 days.
- Cameras are video and audio capable.
- When there is a known incident covered by the terms of this policy, the Chief Executive Officer and Chief Operating Officer will be made aware of the situation and will review the video.
- After reviewing the video, the North Florida Child Development IT Consultant may save it.
- Any external request to review the video, audio and/or still images must be approved by the Chief Executive Officer. The decision to allow access is in the sole discretion of the Chief Executive Officer who may allow access, deny access or provide limited access.
- Any external requests to obtain copies of the video, audio and/or still images will only be released in response to a subpoena, court order and/or law enforcement request first approved by counsel for North Florida Child Development.
- The Agency video monitoring system access is limited to the North Florida Child Development Executive Team.

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.

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 screenings 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.

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 on 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.
- Understands 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.

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FEES FOR SERVICES

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 must 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 **(Non-Sufficient Funds (NSF) will be charged $25 per return).**

OEL pays the provider daily reimbursement rate; the parent pays the parent co-pay as written on School Readiness Certificate of Eligibility. 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 reserve your child's slot. If payment is not received, NFCD has the authority to terminate enrollment at that time.

Fees for service payment are due the week before services are rendered. If payment is not made within the week of services your child can not attend the center until payment and late fees are paid. Nonpayment of School Readiness copays will be reported to The Early Learning Coalition (ELC) and the child will risk losing their school readiness funding.

NFCD does not provide daily drop-in care. Weekly drop in care with set days can be discussed (speak with the Family Advocate).

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Board Approved: 07/31/24
Policy Council Approved: 07/30/24
Modified: 07/31/24 Initials CG

NORTH FLORIDA
Child Development

2024-2025 Fee Schedule

	Mayhaw, Wakulla and Madison **7:30am-2:00pm (6.5 hrs.)** South Gulf and North Gulf **8:00am-2:30pm (6.5 hrs.)**	Mayhaw, Wakulla and Madison **7:30am-5:30pm (10 hrs.)** South Gulf and North Gulf **8:00am-6:00pm (10 hrs.)**	Mayhaw, Wakulla and Madison **Aftercare 2:00pm-5:30pm (3.5 hrs.)** South Gulf and North Gulf **After Care 2:30pm-6:00pm (3.5 hrs.)**
Ages	**Weekly**	**Weekly**	**Weekly**
Birth to 12 months	**$150**	**$215**	**$80**
13 - 24 months	**$125**	**$190**	**$75**
25 - 36 months	**$115**	**$150**	**$70**
37 - 48 months	**$105**	**$140**	**$60**
49 – 60 months	**$100**	**$130**	**$50**
VPK Weekly Rates			
	Mayhaw, Wakulla and Madison **8:00am-11:00am** South Gulf and North Gulf **8:30am–11:30am**	**With VPK** Mayhaw, Wakulla and Madison **11:00am-2:00pm** South Gulf and North Gulf **11:30am–2:30pm**	**With VPK** Mayhaw, Wakulla and Madison **11:00am-5:30pm** South Gulf and North Gulf **11:30am–6:00pm**
Eligible 4 yr. olds	**Voucher (Free)**	**$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
Interim Center Manager – Kim Zellers
(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 Abbott
(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

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County	Manager	Title	E-mail	Phone Number
Mayhaw	Tiffany Abbott	Center Mgr.	tabbott@floridachildren.org	(850) 896-0333
	Jessie Pitts	Family Advocate	jpitts@floridachildren.org	(850) 643-6247
	Halima King	Family Advocate	hking@floridachildren.org	(850) 340-0158
North Gulf	Heather Dyas	Center Mgr.	hdyas@floridachildren.org	(850) 247-2406
	Elizabeth Price	Family Advocate	eprice@floridachildren.org	(850) 247-2488
	Mandy Jenkins	Family Advocate	mjenkins@floridachildren.org	(850) 247-2554
Madison Greenville	Brittni Brown	Center Mgr.	bbrown@floridachildren.org	(850) 628-6186
	Nicole Choice	Family Advocate	nchoice@floridachildren.org	(850) 247-2387
South Gulf	Kim Zellers	Interim Center Mgr.	kzellers@floridachildren.org	(850) 247-7049 (850) 247-2489
	Laura Powell	Family Advocate	lpowell@floridachildren.org	(850) 247-2010
	Raii Patterson	Family Advocate	rpatterson@floridachildren.org	(850) 728-3558
Wakulla	Yolanda Timmons	Center Mgr.	ytimmons@floridachildren.org	(850) 247-2491
	Sonja Moore	Familye Advocate	mmoore@floridachildren.org	(850) 832-8273

Management Team

Sharon T. Gaskin	Chief Executive Officer	sgaskin@floridachildren.org
Curtis M. Green	Chief Operation Officer	cgreen@floridachildren.org
Vacant	Health Services Specialist	
Sebrina A. McGill	Executive Assistant	smcgill@floridachildren.org
Sherry Bolden	Family and Community Partnership Specialist	sbolden@floridachildren.org
Vacant	Early Child Development Specialist	
Kim Zellers	Teacher Mentor	kzellers@floridachildren.org
Ashley Ferrell	Human Resource Manager/HIPPY Coordinator	aferrell@floridachildren.org

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