



Mcneil's Preschool Home LLC

Multicultural Children of the Rainbow

FAMILY HANDBOOK

2022-2023 School Year

WELCOME MESSAGE

Dear Family,

Thank you for choosing **McNeil's Preschool Home**. I look forward to providing your child with a caring and enriching environment.

Mission Statement: Our mission is to serve a proudly diverse group of families and their children. We create play based learning environments that allow children to learn through discovery and experimentation. Our highly trained staff oversee children's play to encourage enquiry and secure children's safety at all times.

Sincerely,

Mrs. Karen McNeil, Owner / Director

mcneilvpk777@gmail.com

Tel: (407) 654-6089

Website: McNeilPreschoolHome.com

ABOUT ME

Industry Certification

DCF LICENSE - Family Day Care Home

Director Credential

CDA Accreditation

In this handbook when I use the term family, I am referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of your child in my care.

Hours of Operation

Childcare services are provided from 6.00 AM to 6:00 PM Monday through Friday.

Emergency Substitute Provider

In the rare case of an emergency situation, I will call my emergency substitute provider (see list of names posted on the bulletin board). S/he will come to the facility to stay with the children during my absence. In the event that I cannot secure a qualified substitute during an emergency, you or your emergency contact will be asked to make arrangements to pick up your child (ren) and the program will close for the remainder of the day. Should this need arise, you or your emergency contact shall pick up their children within 1 hour of receiving the call.

I will provide my emergency substitute provider with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up your child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs. The emergency substitute provider will have appropriate credentials and clearances. Names of approved substitutes will be provided to you and a list will be posted on the bulletin board.

Holidays

McNeil's Preschool Home is closed for certain holidays.

Holidays Schedule

DATE	MONTH	HOLIDAY
09/05	September	Labor Day
11/21 - 25	November	Student Holiday (Thanksgiving)
12/26	December	Christmas Day
01/02	January	New Years Day
01/16	January	Martin Luther King Jr.
02/20	February	Presidents' Day
03/13 – 17	March	Spring Break
05/29	May	Memorial Day
06/22-23	June	Staff Professional Development

There will be early closings on emergency days.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of \$75 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, my program admits children from 3 years old to 10 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Waiting List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled my program will be given priority.

Adjustment/Trial Period

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new childcare setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family's return.

A two (2) week adjustment period begins at your child's first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

Inclusion

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. I will make every reasonable accommodation to encourage full and active participation of all children in my program based on their individual capabilities and needs.

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children at my program are confidential.

My Qualifications

I have over 35 years of extensive experience in the preschool industry and I meet the state requirements

and qualifications. I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, staff relationships, family relationships, cultural and individual diversity, and professionalism.

Staff / Assistant / Substitute Qualifications

The staff, assistants, and substitutes that are employed by me have appropriate qualifications in the child care industry and meet the state requirements. A list of qualified staff, assistants, and substitutes will be provided to you and available on the bulletin board.

Communication & Family Partnership

Daily Communications: Daily notes from me will keep you informed about your child's activities and experiences in my program. Notes will be placed in your child's cubby at the end of each day.

Bulletin Boards: I have a bulletin board with program news, upcoming events, holiday closing dates, announcements, etc.

Email: I encourage you to provide an email address that you use regularly so that I may send you announcements, event invitations, newsletters and general updates.

Family Activities: Each family is a child's first teacher. I value families as partners in the growth and development of children in my care. I encourage parents and other family members to be involved in the program, visit your child(ren) in my classroom, participate in events, and provide feedback on the program. I encourage families to participate and support your child's learning goals.

CURRICULA & LEARNING

Learning Environment

I provide a rich learning environment with curricula that are developmentally appropriate to the specific ages of the children in my care. I have a flexible day routine that allows children to advance at their own pace. I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Outings & Field Trips

Weather permitting, I conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and I encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children will be guarded in all activities. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

Television Time

My normal daily routine does not include television watching, but from time-to-time, I may record a television show without advertisements as a teaching aid. Television consumption will not be longer than 1 hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. My focus is to provide your child a positive experience with increased understanding of the world. Alternative activities are available for children during television time.

Electronic Media

Electronic Media is limited to 30 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violent and high-quality educational content. Alternative activities are available for children during this time.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of life upon it.

Celebrations

My celebrations and holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Rest Time

After lunch, all children less than 4 years of age participate in quiet rest time. Children are not required to sleep and may be given quiet activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/childcare partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. The parental collaboration is important in this process.

GUIDANCE

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children

develop their ability to become self-disciplined. I encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children.

My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child's safety or that of others and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on my resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by Mrs. Karen McNeil. She will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Mrs. Karen McNeil.

2022 – 2023 Weekly Tuition Schedule **Effective August 1, 2022**

Preschool 3

Full time ----- \$175.00 per week
Part time ----- \$163.00 per week

Preschool 4

Full time ----- \$170.00 per week
Part time ----- \$158.00 per week

Preschooler 5

Full time ----- \$165.00 per week
Part time ----- \$153.00 per week

School Age

Full time -----	\$160.00 per week
Part time -----	\$148.00 per week
Before School -----	\$30.00 per week
After School -----	\$30.00 per week
Before & After School -----	\$70.00 per week

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Tuition Deposit

A Tuition Deposit equal to two weeks of care is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit.

Overtime Rates or Adding Extra Days

Overtime rates apply only to part-time families and are contingent on prior agreement of hours or days of care needed. When your family surpasses 10.5 hours of childcare per week, a fee of \$25 per 30 minute will be charged to your account for each overtime hour of care.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due Monday by 8 AM, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$60.00 is due annually on the month and day that I entered my program, this fee **will not** be prorated.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer or credit card. To set up automatic, reoccurring payments, please contact Mrs. Karen McNeil.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees of \$25.00. Failure to pay childcare payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of \$25 per week will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 2 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$25.00 per 30 minutes will be assessed beginning at 6:01PM and will be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

Other Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the events, activities or trips.

A non-refundable enrollment/ registration fee of \$75.00 is due at initial registration.

Credits & No Credits

Families contract for a specific weekly schedule as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below) or public health emergency such as a pandemic, or weather-related or environmental emergencies.

In the event of any of the above circumstances if we are prevented from operating, families shall pay 50% for up to 2 weeks. Payment of your tuition allows us to retain staff, pay operating expenses, and hold open your child’s spot for when we are safely able to reopen.

Credit may be given for Serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

Credit will be given for my absence – there are no credits for days when I must close my program for personal reasons. There are 5 personal/sick days that are pre-considered in determining tuition and are not refundable.

ATTENDANCE & WITHDRAWAL

If your child(ren) will arrive after 10:00 AM please call us so we don't get worried.

If your child is going to be absent or arrive after 10:00 AM, please call me at (407) 654-6089. I will be concerned about your child if I do not hear from you.

Withdrawals

A written notice, 2 weeks in advance, is required by me when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent me from opening on time or at all, notification to the families will be announced on.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

I open at 6:00 AM, and please do not drop-off your child prior any earlier than this time. Families are expected to accompany their children and sign them in.

I close at 6:00 PM, and please do not pick-up your child later than this time. Families are expected to enter my home and sign-out their child out and leave by closing time.

Use of Cell Phones

Drop-off and pick-up are my primary windows of time to communicate with you about your child, In addition, children need your full attention at this time. Therefore, I respectfully request that you not use cell phones while dropping off or picking up your child.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

If your child has not been picked up after closing and I have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. I will stay with your child as long as possible, but if after 1 hours and 30 minutes. I have not been able to reach you or any person listed as an Emergency and Release Contact, I will call the local child protective services agency.

Right to Refuse Child Release

I may refuse to release children if I have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, I may request that another adult listed as an Emergency and

Release Contact pick-up your child or I may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from my program.

What to Bring

- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Kindergarteners:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books for homework.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the program.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found.

Please note that I am not responsible for lost personal property.

Toys from Home

I request that you do not allow your child to bring toys from home.

NUTRITION

Foods Brought from Home

I request that you do not bring food from home into my program.

Food Allergies

If your child has a food allergy, you must notify me in writing and provide daily food to be administered.

Meal Time

At meal time the table is set with plates and flatware. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families. I am trained in first-aid for choking and am always present at all meals.

VPK POLICIES

In addition to the policies above, families with children enrolled in the Florida Voluntary Pre-Kindergarten program must follow the policies below:

All VPK forms must be completed and returned to Welbourne staff with the required documentation before the first day of attendance.

Parents must attend a VPK information meeting (Parent Orientation) before the start of the school year.

Parents have the responsibility for ensuring that their child participates in the Florida Kindergarten Readiness Screening (FLKRS) within the first 30 days of kindergarten.

Parents are responsible for following the VPK attendance requirements and for ensuring that the child arrives before 9:00 a.m. (or 8:30 if they will be eating breakfast). VPK hours are from 9:00 a.m. until 12:00 a.m.

Parents are responsible for signing the monthly student attendance sheet that verifies their child's attendance for that month.

Children who are in attendance for less than 80% of scheduled Orange County school hours may be withdrawn from the VPK program. The sponsor will have to re-enroll their child in the full day pre-k program if they wish to remain at McNeil's Preschool Home for the remainder of the school year. Please provide doctor's notes for absences due to illness.

Parents are responsible for participating in monthly family involvement activities with their child, for reading library books to their child, and for returning family involvement activities and library books on time.

The VPK School Year program ends at 12:00 a.m. Children not picked up by 12:30 pm must either be enrolled in extended care or will be charged a late pick-up fee for every 30 minutes.

McNeil's Preschool Home will follow Orange County Public School (OCPS) District's calendar for the school year. VPK only students (children not enrolled in the extended day program) may not attend on days OCPS is scheduled off (see Orange County Public Schools – 2022-2023 School Calendar).

SAFETY & HEALTH

First Aid and Emergency Procedures

I. First Aid

- a) At least one (1) first aid kit will be properly maintained on the premises of McNeil's Preschool Home. The first aid kit shall be accessible to the operator and kept out of the-reach of children.

II. Emergency Procedures and Notification

- a) Emergency telephone number, including ambulance, fire, police, poison control center, Florida Abuse Hotline, the county public health unit, and the address of and directions to the home, including major intersections and local landmarks, are posted on or near all telephones and shall be used to protect the health, safety, and well-being of any child in my care. To meet the immediate needs of the child, McNeil's Preschool Home operations shall call 911 or other emergency numbers in the event of an emergency.
- b) Custodial parents or legal guardian shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed. If the custodial parent or legal guardian cannot be reached, McNeil's Preschool Home operator will contact those persons designated by the custodial parent or legal guardian to be contacted under these circumstances and shall follow the written instructions provided by the custodial parent or legal guardian.
- c) All accidents, incidents, and observed health related signs and symptoms which occur at McNeil's Preschool Home must be documented on the day they occur. Documentation shall include the name of the affected party, date and time of occurrence, description of occurrence, actions taken, and signature of operator and custodial parent or legal guardian. This documentation will be shared with the custodial parent or legal guardian on the date of occurrence. Records of accidents, incidents, and observed health related signs and symptoms will be maintained for one year.
- d) Fire drills shall be conducted monthly and shall be conducted at various times when children are in care. A written record shall be maintained showing the date, time, number of children in attendance and time taken to evacuate the home. This record shall be maintained for six (6) months.
- e) After a fire or natural disaster, the McNeil's Preschool Home will notify the licensing agency, within 24 hours as to their status of operation in order for the department or local licensing agency to ensure health standards are met for continued operation as a family day care home.
- f) McNeil's Preschool Home will prepare an emergency evacuation plan including a diagram of safe routes by which the operator, employees and children may exit each area of McNeil's Preschool Home in the event of fire or other emergency requiring evacuation. This plan shall be posted or shared with the employees and custodial parents, and/or legal guardians.

Communicable Disease Control

- I. Children in care at McNeil's Preschool Home shall be observed on a daily basis for signs

of communicable disease. Signs and symptoms of a suspected communicable disease include the following:

- a) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- b) Difficult or rapid breathing
- c) Stiff neck
- d) Diarrhea (more than one abnormally loose stool within a 24-hour period)
- e) Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness
- f) Pink Eye
- g) Exposed, open skin lesions
- h) Unusually dark urine and/or gray or white stool
- i) Yellowish skins or eyes
- j) Any other unusual sign or symptom of illness

II. McNeil's Preschool Home shall have a designated isolation area for a child who becomes ill. The child's condition shall be closely observed. Any child who is suspected of having a communicable disease or who has a fever of 101 degrees Fahrenheit or higher, in conjunction with any of the signs and symptoms listed in 65C-20.010(4)(a), F.A.C., shall be placed in the isolation area. Linens and disposables shall be changed after each use. The condition shall be reported to the custodial parent or legal guardian and the child shall be removed from McNeil's Preschool Home. Such children shall not return to the McNeil's Preschool Home without medical authorization, or until the signs and symptoms of the disease are no longer present.

III. A child identified as having head lice shall not be permitted to return until treatment has occurred. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred.

IV. An operator or household member who develops signs and symptoms of a communicable disease or who has a fever of 101 degrees Fahrenheit or higher in conjunction with any of the signs and symptoms listed in 65C-20.010(4)(a), F.A.C. shall leave the areas of the McNeil's Preschool Home occupied by the children and shall not return without medical authorization, or until the signs and symptoms are no longer present. If it is the operator that is ill the substitute must assume the operator's responsibilities. McNeil's Preschool Home is not required to give medication, however, if they choose to do so the following shall apply

- a) McNeil's Preschool Home **must have written authorization from the custodial parent or legal guardian to dispense prescription and nonprescription medications.** This authorization must be dated and signed by the custodial parent or legal guardian and contain the child's name; the name of the medication to be dispensed; and date, time, and amount of dosage to be given. This record shall be initialed or signed by Mcneil's Preschool Home who gave the medication.
- b) Any known allergies to medication or special restrictions must also be documented, maintained in the child's file, and posted with stored medication.
- c) Prescription and non-prescription medication brought to McNeil's Preschool Home by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of physician, child's name, name of the medication and medication directions. All prescription and

non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

- d) In the event of an emergency, non-prescription medication that is.. not brought in by the custodial parent or legal guardian can only be dispensed if McNeil's Preschool Home has a written authorization from the custodial parent or legal guardian to do so.
- e) Any medication dispensed under these conditions must be documented in the child's file and the custodial parent or legal guardian must be notified on the day of occurrence.
- f) McNeil's Preschool Home will maintain a record for each child receiving medications that documents the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained a minimum of four (4) months after the last day the child received the dosage. All medicine must have child resistant caps and shall be stored separately and locked or out of a child's reach.
- g) Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled in the care at McNeil's Preschool Home. Specific Authority 402.313 FS. Law Implemented 402.313 rs History-New 7-2-98, Amended 1-4-01, 7-13-03, 9-12-04, 4-12-07.

Health Records (65C-20.0II)

I. Immunizations

- a) McNeil's Preschool Home provider is responsible for obtaining, for each child in care, a current, complete, and properly executed Florida Certification of Immunization form, Parts A-1, B, and or C, DH 680 (July 2001), or the Religious Exemption from Immunization form, DH 681 (May 1999), which are incorporated herein by reference, from the custodial parent or legal guardian. DH Form 680 and DH Form 681 may be obtained from the local health department. Immunizations received out-of-state are acceptable; however, immunizations must be documented on the Florida Certification of Immunization form and must be signed by a physician practicing in the State of Florida. Specific immunization requirements are included and detailed in the most current edition of the "Immunization Guidelines - Florida Schools, Child Care Facilities and Family Day Care Homes" as referenced in 64D-3.011F.A.C.
- b) McNeil's Preschool Home is responsible for obtaining, for each child in care, a current, complete, and properly executed Student Health Examination form, DH 3040 (June 2002), incorporated herein by reference, or a signed statement by an authorized professional that indicates the results of the components of the form are included in the health examination from the custodial parent or legal guardian, within 30 days of enrollment. The Student Health Examination shall be completed by a person given statutory authority to perform health examination.
- c) The Student Health Examination form or signed statement is valid for two (2) years from the date the physical was performed and must be on file as long as the child is in care.
- d) School-aged children attending public or nonpublic schools are not required to have student health examination and immunization records on file at McNeil's

Preschool Home as such records are on file at the school where the child is enrolled.

- e) If the custodial parents or legal guardians need assistance concerning these requirements, McNeil's Preschool Home shall refer them to the Department of Health or to the child's physician.
- f) Medical records in this section are the property of the custodial parent or legal guardian and must be returned when the child is no longer in care. The medical records are transferable if the child is placed in a different family day care home.

II. Enrollment and Medical -Authorization

- a) The operator shall obtain enrollment information from the child's custodial parent or legal guardian prior to accepting the child into care. This information shall be documented on CF-FSP Form 5219, June 2005, Child Care Application for Enrollment, which is incorporated by reference, or an equivalent that contains all the information-required by the department's form. CF-FSP Form 5219 may be obtained from the local Department of Children and Family Services district service center or the local licensing agency.
- b) Enrollment information shall be kept current and on file for each child in care.
- c) There shall be signed statements from the custodial parents or legal guardian that McNeil's Preschool Home has provided then with the following information:
 - 1. The Department of Children and Family Services family day care home brochure, CF/PI 175-28, July 2005, Selecting A Family Day Care Home Provider, which is incorporated by reference. This brochure may be obtained from the licensing authority or on the Department of Children and Family Services website at www.myflorida.com/childcare. Pursuant to Section 402.313.F.S. McNeil's Preschool Home may be fined a maximum of \$100 per violation per day for noncompliance with any of the applicable provisions of Sections 402.301-319.F.S.
 - 2. The operation of McNeil's Preschool Home is prohibited unless registered, or licensed, as required by count ordinance or resolutions. The department of local licensing agency shall have the authority to seek an injunction in the circuit court where McNeil's Preschool Home is located to stop the continued operation of a family day care home that is not licensed or registered. For Licensed family day care homes, the department or local licensing agency shall also have the authority to seek an injunction in the circuit court where the home is located to stop the continued operation if McNeil's Preschool Home is in violation of the minimum standards. Pursuant to s.120.60(6),F.S. an emergency suspension order may also be used to stop the continued operation of McNeil's Preschool Home allows unlimited access to the entire premises of the family day care home to inspect for compliance with family day care home minimum standards. Access to McNeil's Preschool Home also includes unlimited access by the parent, legal guardian, and/or custodian, to their child(ren) while in care, or welfare of the children who are enrolled.

Child Discipline

- I. McNeil's Preschool Home shall adopt a discipline policy consistent with s.402.305(12), F.S.
- II. All childcare personnel must comply with McNeil's Preschool Home written disciplinary

policy. Such policies shall include standards that prohibit children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel. There will be no "time out" policy utilized at McNeil's Preschool Home. Positive reinforcement and redirection will be employed to encourage proper behavior.

III. Copy of the discipline policy must be available for review by the licensing authority

LFCCH General Requirements

I. Fire Safety – McNeil's Preschool Home shall conform to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Fire Safety Standards for Child Care Facilities and shall be inspected annually.

II. Indoor Floor Space and Indoor Equipment

- a) McNeil's Preschool Home must have 35 square feet of usable indoor and floor space per child that does not include bedrooms unless it can be demonstrated that these bedrooms are used as multipurpose activity rooms.
- b) Usable indoor floor space refers to that space available for indoor play and activities. Usable indoor floor space is calculated by measuring at floor level from interior walls and by deleting space for stairways, toilets and bath facilities, permanent fixtures and non-movable furniture. Kitchens, offices, laundry rooms, storage areas, hallways, and other areas not used in normal day-to-day operations are not included when calculating usable indoor floor space.
- c) Shelves or storage for toys and other materials shall be considered as usable indoor floor space if accessible to children.
- d) Where infants are in care, they shall have open indoor floor space outside of cribs and playpens.
- e) McNeil's Preschool Home shall make available toys, equipment and furnishing suitable to each child's age and development and of a quality suitable for each child to be involved in activities.
- f) Toys, equipment and furnishings will be age and maintained in a sanitary condition.

III. Outdoor Play Space and Outdoor Equipment

- a) McNeil's Preschool Home outdoor play space shall maintain safe and adequate fencing, or walls, a minimum of four (4) feet in height. Fencing, including gates, must be continuous and shall not have gaps that would allow children to exit the outdoor play area. The base of the fence must remain at ground level, free from erosion or buildup to prevent inside or outside access by children or animals.
- b) McNeil's Preschool Home must have a minimum of 270 square feet of usable outdoor play space located on their property and which is exclusive used for the children attending or residing at McNeil's Preschool Home.
- c) McNeil's Preschool Home shall provide opportunity for outdoor time each day that weather permits.
- d) McNeil's Preschool Home shall provide equipment and play activities suitable to each child's age and development.
- e) All playground equipment shall be securely anchored, unless portable or stationary be design in good repair, maintained in safe condition, and placed to ensure safe usage by the children. Maintenance shall include checks at least every other month of all supports, above and below the ground, all connectors,

and moving parts.

- f) Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment that provides resilience and it maintained to reduce the incidence of injuries to children in the event of falls.
- g) All equipment, fences, and objects on McNeil's Preschool Home premises shall be free from sharp, broken and jagged edges and properly placed to prevent overcrowding or safety hazards in any one (1) area.
- h) All equipment used in the outdoor play area shall be constructed to allow for water drainage and maintained in a safe and sanitary condition.