



WELCOME FROM THE OWNER

Dear Parents,

As the owner of these amazing schools, I welcome your family to ours. I know that there are many childcare centers to choose from and I appreciate that you chose HAFH. A good education begins when a child has a good and positive experience and we strive to do just that. I also believe in parent involvement. It's no secret that it takes the home and school working TOGETHER to raise a child.

I believe that if your child likes school, has success at school, and is involved in learning activities he/she will have a rewarding, positive, and successful school year. My staff and I pledge to provide a safe and secure environment for all children attending our school. I would like to also remind parents just how very important it is for your child to be at school all day, every day and on time.

Although I am very hands on and extremely involved in the growth and wellbeing of my schools, I also have an amazing group of staff members that are more than qualified and can help with any questions or concerns you may have. The following is the suggested chain of command:

- 1st Your school Director
- 2nd Your school Assistant Director or administration team
- If you feel your concerns haven't been addressed properly, please reach out to our Regional Manager Vanessa Quintero at Vanessahafh@gmail.com

If at any time our staff is not meeting your expectations, I can always be reached via email at Vanessahafh@gmail.com.

SOME QUICK REMINDERS

Arrival & Departures: Our center is open from 7:00 am to 6:00 pm, Monday thru Friday. Please have your child in his or her classroom according to their planned program time. Repetitive tardiness will not be accepted. If your child is attending HAFH's full time VPK program, they must arrive at school by 8:30 am and no later than 9:00 am, unless excused in advance. Please call to inform us if you will be late. If your child is excused, we ask that you allow us to escort your child back to his/her classroom at your arrival to avoid any disruptions to the daily lessons. **If you arrive past 9 am, without prior notice, your child may not be allowed to stay.** As a courtesy, HAFH allows you two tardy

excuses (you must still call or advise admin) and on the third tardy, we will not allow the child to be dropped off at school. Excessive tardiness can result in dismissal from school and/or disenrollment.

AM & PM Meeting Classrooms: Only for ages 2 and Older. If your child arrives before 8:00 am, or stays past 5:30 pm, chances are your child will have what we call a "Meeting Classroom." This is simply a classroom where we combine all the early dropped off children until 8:00 am, then their assigned teachers will come to escort them back to their assigned classrooms. The children will have their breakfast or am snack during this time and will be allowed open center play time. This is the same for any children that stay at school after 5:30 pm. All classroom doors will have an assigned meeting/closing classroom. You may drop off your child's belongings at his or her assigned classroom and then proceed to the meeting/closing classroom.

VPK (Voluntary PreK Program) Homework: Our goal for homework is to support and encourage parents as partners in their child's education. It's our responsibility as the educators to teach the required skills, but it is the parent's job to help support us and our daily efforts. In other words, "It takes a village...". Please make sure you are reading with your children daily and that all the weekly homework packets are done on time. I promise you that this bonding time will not go unnoticed and your children will proudly show you just how much their little minds are learning and growing.

Social Media: HAFH uses Social Media a lot. We encourage you to follow us on Facebook HAFHROCKS <<https://www.facebook.com/HAFHROCKS/>
Instagram HomeAwayFromHomePreschools
<https://www.instagram.com/homeawayfromhomepreschools/>
Twitter HAFH Preschools <<https://twitter.com/HAFHPreschools>
YouTube Home Away From Home Preschools
<https://www.youtube.com/channel/UCI0lcJDgdjwyhAcS7IDVwg>
Google+ Home Away From Home Preschools
<https://plus.google.com/105422278743626718403>

I promise you will be thrilled with all the daily pictures of our school events and classroom fun. Don't miss any special moment and please share it with your families and friends.

Safety Checking Your Child In/Out Procedures: Parents are responsible for signing/checking in their child at arrival and signing/checking them out at pickup at the front desk. This must be done before you go to the classrooms. Children must be escorted to their classrooms each day. PLEASE REMEMBER THAT IT IS NOT SAFE TO LEAVE YOUR CHILD ALONE IN THE CENTER HALLWAYS OR WHEN EXITING TO OUR PARKING LOT. IT IS YOUR RESPONSIBILITY TO HOLD YOUR CHILD'S HAND AFTER THEY LEAVE THEIR CLASSROOMS AND AT NO TIME SHOULD THEY BE ALLOWED TO WANDER THE HALLWAYS WITH OUT AN ADULT 18 YEARS OR OLDER. Please notify us in writing or by telephone beforehand if any other person, other than the people authorized on your enrollment agreement, will be picking up your child. They must be 18 or older. Without authorization, your child will not be released. Picture Identification will be requested from any person picking up your child.

Sick Children: HAFH takes our sick policy very seriously. If a child becomes sick during the day, she/he will be isolated from the other children and a parent will be notified to pick up the child immediately or within 1 hour. It is the parent's responsibility to have alternative arrangements available if they cannot pick up their child immediately.

No Returning to School Within 24 Hour Policy (1 Full Day): If your child has been absent/sent home due to a contagious disease, a doctor's note must be brought back to school to ensure that your child is healthy (SYMPTOM FREE) to be admitted back to school. Even in cases that a doctor authorizes your child to return to school before a 24-hour period, it is our center policy that your child may not return to school the day after being sent home. Please note, if your child isn't feeling good, it should be your responsibility to keep them comfortable at home. We understand that sometimes this can be an inconvenience to parents, but we trust that you will understand the necessity for such a policy. Your child must be totally symptom free. If we feel the child is still showing any signs of feeling sick you will be called to pick up again.

Classroom and School Communication: Our school has several methods of communication, one being social media, another is our monthly newsletter, which includes a brief description of what is going on in the classrooms, special events and more which will be e-blasted to all parents at the end of every month. The newsletter will also be placed on each parent board located in the front office and in each classroom. Parent Information Boards are located in each classroom, these boards contain both general and specific information such as Meal Menus, Lesson Plans, Daily Schedules and more. Please make it a point to check the information on the boards daily. Important information will also be posted on center doors and more.

Please make sure all your contact information is always Up To Date. This is very important in case of any emergencies,

Once again, welcome to Home Away From Home Learning Centers! Let's see to it that your children's future begins with small, but steady steps! Thank you once again for choosing us.

Sincerely yours,

Vanessa Quintero
Owner of Home Away From Home Preschools

****Please remember to follow all our rules and regulations, review our Parent Manual as this is essential to a productive school year!**



Children's Files Checklist

Left Side:

___ Physical & Immunization Forms

Right Side:

___ Welcome Card

___ Quick Enrollment Form

___ Enrollment Form & Contract Agreement

___ Copy of Driver's License

___ Parent Manual Signature Page

___ Food Participation Form Health Department

___ Nutritional Food Agreement

___ Tuition Express Payment Form

___ Swim Central (BROWARD ONLY)

___ Covid 19

___ Uniform

Separate Binders:

___ Gold Consent (Gold Binder)

___ If VPK need a VPK voucher

___ If ELC need a certificate (ELC Binder)

___ ASQ & Consent form (In ASQ Binder separated)

ProCare: (Staff completing needs to initial)

___ Billing Box Complete

___ Agencies Tracked

___ Start Date Added

___ Schedule Added

___ Gold Consent Tracked

___ Pictures Added

Red Folders-Family Central	Yellow Folders-VPK	Blue Folders-Private Pay
----------------------------	--------------------	--------------------------



Pembroke Pines
 18500 Johnson Street
 Pembroke Pines, FL 33029
 Ph 954-842-3661

Jensen Beach
 4279 NW Federal Hwy
 Jensen Beach, FL 34957
 Ph 772-934-6422

QUICK ENROLLMENT FORM

Date: _____ Child's D.O.B. _____
 Child's Current Age: _____ Child's Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Parent(s) Name: _____
 Home Phone: _____ Work Phone: _____ Ext.: _____
 Cell: _____ Cell Phone Carrier for Texting: _____
 E-Mail: _____
 Classroom Assignment: _____ **Start Date:** _____

Parent Signature: _____ **Date:** _____

I understand and agree that the Registration Fee is non-refundable and if I register my child under a promotional rate, I must pay a non-refundable prepaid week tuition in place of a non-refundable registration.

Program Enrolling (check one)

- _____ Infants (6wks-12months) (FT programs only)
- _____ Toddler (12-24 months) (FT programs only)
- _____ Two's (24 months - 3 years old)
- _____ Preschool (3-4 years old)
- _____ VPK- FREE (8:30-11:30am or 12:30-3:30pm)
- _____ VPK- Part-Time (8:30am-3:30pm)
- _____ VPK Full- Time "Wrap Around" (7am-6pm)
- _____ After Care (Kindergarten-10 years old) Grade _____ Elementary School _____
- _____ Summer Camp _____ Holiday/Day Drop Off

Schedule Desired: Some locations may offer part time programs when positions are available.

- _____ Monday-Friday Full Time (7am – 6pm)
- _____ 3 Full Days (Mon, Wed, Fri) (7am – 6pm) (Only if available)
- _____ 5 Half Days (8am – 12pm) (Only if available)
- _____ VPK - Choose Program (AM or PM) Session _____

Date Registration Paid: _____ Receipt # _____ Weekly Tuition Rate \$ _____

****Copy of Driver's License****

*******REGISTRATION/PROMOTIONAL FEE IS NON-REFUNDABLE*******



Pembroke Pines
 18500 Johnson Street
 Pembroke Pines, FL 33029
 Ph 954-842-3661

Jensen Beach
 4279 NW Federal Hwy
 Jensen Beach, FL 34957
 Ph 772-934-6422

ENROLLMENT FORM & CONTRACT AGREEMENT

Date of Enrollment _____ Classroom Assignment: _____

Child's Name _____	Date of Birth _____
Address _____	
City _____	State _____ Zip _____
Child Resides With _____	

Parent/Guardian Information

Mother's Name _____	Father's Name _____
SS# _____	SS# _____
Home Phone _____	Home Phone _____
Cell Phone _____	Cell Phone _____
Cell Phone Provider for Texting _____	Cell Phone Provider for Texting _____
Employer _____	Employer _____
Work Phone _____	Work Phone _____
Driver's License # _____	Driver's License # _____
E-Mail _____	E-Mail _____

LEGAL CUSTODY: _____ Both Parents _____ Mother* _____ Father* _____ other*

*Copy of custody papers must be on file at HAFH

Pick-Up Authorization/Emergency Contacts

Please list the names and phone numbers of those, besides the parents/guardian, who are authorized to remove (pick up or in case of emergency) your child(ren) from Home Away from Home.

The director of the school will ask for this code word to verify your identity. Please keep this code word confidential. The authorized pick-up person will be asked to show a photo ID upon arrival at the center.

The Code Word to be used is: _____

LIST IN ORDER TO BE CALLED IN CASE OF EMERGENCY

(1) Name _____	Relationship _____	Phone # _____
(2) Name _____	Relationship _____	Phone # _____
(3) Name _____	Relationship _____	Phone # _____
(4) Name _____	Relationship _____	Phone # _____

Medical Alert

Medical Conditions/Treatments _____
Allergies (food, medication, environment) _____
Indicate any Special Dietary Requirements (Dr. Note Required) _____
Special Needs _____



Pembroke Pines
 18500 Johnson Street
 Pembroke Pines, FL 33029
 Ph 954-842-3661

Jensen Beach
 4279 NW Federal Hwy
 Jensen Beach, FL 34957
 Ph 772-934-6422

Emergency Medical Release

This is to certify that I voluntarily furnished medical and insurance information on the above designated child to Home Away from Home. I hereby request that in the event that I, or the people I designate for an emergency, cannot be reached in a timely manner, that an official representative of Home Away From Home will seek first aid or emergency medical care for my child including transporting them to the nearest emergency facility available. I further give my consent to any emergency facility and physician to administer necessary medical treatment to my child if I am unable to be reached or the situation necessitates immediate treatment. I also understand that any medical expenses of the above designated child are the sole responsibility of the parents/guardian.

Physician _____ Insurance Company _____
 Physician's Phone _____ Group/Policy No _____

PHOTO RELEASE: I ___do/___ do not give permission for my child to be photographed at HAFH. I understand these pictures may be displayed at certain school wide events, decorations, advertising/website and promotional reasons.

DIAPER CREAM/SUNSCREEN: I ___do/___ do not give HAFH permission to apply diaper cream and or sunscreen on my child if necessary.

ALTERNATE NUTRITION PLAN: I agree to provide meals that meet my child's nutritional needs. HAFH has a No Sugar/No Peanut Policy. I agree that if my child is participating in our private school lunch program and has a food allergy to something on our menu, I will provide a supplemental meal on those specified days and let our staff know in writing.

DCF 175-24, "KNOW YOUR CHILD CARE FACILITY": I acknowledge receipt of the DCF brochure.

DCF 175-70, "THE FLU" A Parent's Guide: I acknowledge receipt of the DCF Influenza brochure.

DISCIPLINE/EXPULSION POLICY: I acknowledge that I am aware and have received a written copy of the Discipline/Expulsion policy that is located in the parent manual.

RILYA WILSON ACT: I acknowledge receipt of the Rilya Wilson Act information sheet.

DISTRACTED DRIVER: I acknowledge receipt of the Distracted Driver information sheet.

Signature: _____ Date: _____

Signature (April 2021): _____ Date: _____

BITING HURTS: I acknowledge receipt of the Biting Hurts Information sheet.

PARENTAL CONSENT: I, _____ give consent for any personnel working at Home away from Home have access to my child's records in any occasion to which administration is not present.

SAFE SLEEP – INFANTS ONLY BABYS 12 MONTHS AND UNDER: I have read and acknowledge receipt of the Safe Sleep Policy.

This signature verifies that I have received, read, and understand these policies.

Parent Signature: _____ Date: _____



Pembroke Pines
18500 Johnson Street
Pembroke Pines, FL 33029
Ph 954-842-3661

Jensen Beach
4279 NW Federal Hwy
Jensen Beach, FL 34957
Ph 772-934-6422

ABOUT MY CHILD

Name and age(s) of sibling(s): _____

Is your child toilet trained? Yes _____ No _____

Does your child have any emotional or behavior issues
_____?

Please list any additional information about your child that you think would be helpful to
our teachers (playing, eating, sleeping, fears, likes, dislikes) _____

Has your child ever been enrolled in another school? Yes _____ No _____
If yes, where? _____ What is the reason you are no longer
enrolled at the previous school _____

Please indicate the program you prefer:

FREE VPK Must be 4 by Sept 1st and have a "FL State Voucher"

Schedule Desired: Some locations may offer part time programs when positions are available.

Program Enrolling (check one)

- _____ Infants (6wks-12months) (FT programs only)
- _____ Toddler (12-24 months) (FT programs only)
- _____ Two's (24 months - 3 years old)
- _____ Preschool (3-4 years old)
- _____ VPK- FREE (8:30-11:30 or 12-3pm)
- _____ VPK- Part-Time (Extra 3 1/2 hrs)
- _____ VPK Full- Time "Wrap Around" (Anytime between 7-6pm)
- _____ After Care (Kindergarten-12 years old) Grade _____ Elementary School _____
- _____ Summer Camp _____ Holiday/Day Drop Off

Schedule Desired: Some locations may offer part time programs when positions are available.

- _____ Monday-Friday Full Time (7am – 6pm)
- _____ 3 Full Days (Mon, Wed, Fri) (7am – 6pm) (Only if available)
- _____ 5 Half Days (8am – 12pm) (Only if available)
- _____ VPK - Choose Program (AM or PM) Session _____

How did you hear about us _____?



Pembroke Pines
18500 Johnson Street
Pembroke Pines, FL 33029
Ph 954-842-3661

Jensen Beach
4279 NW Federal Hwy
Jensen Beach, FL 34957
Ph 772-934-6422

HOME AWAY FROM HOME PARENT AGREEMENT/CONTRACT

1. I hereby agree to comply with the rules, regulations and policies of Home Away from Home Pembroke Pines Preschool, LLC, Home Away from Home Jensen Preschool LLC, "Home Away from Home" or "HAFH" as indicated in the Parent Guide/Handbook. I agree that HAFH has the right to terminate my child at any time during his enrollment.
2. I understand that I must provide a physical exam and immunization record before child's start date. Your child's physician will provide the proper forms required by the State of Florida.
3. I agree to pay a non-refundable registration fee of \$_____. I understand that if a registration fee is waived, a non-refundable week of tuition will be paid in place of the promotional registration fee. I understand that a re-registration fee is due every year thereafter.
4. I agree to pay a weekly tuition fee of \$ _____ to be paid in advance every Friday and no later than Monday. If a payment has not been received by Monday, I understand an automatic late fee of \$10.00 will be added every day after until my balance is paid in full. I also understand that if the full balance is not received within three days, my child will not be able to return to school. I understand that my account will be considered not satisfied and will be sent to collections along with an additional (2) weeks withdrawal fee from the program added to the balance due.
5. Families that are contracted through the Early Learning Coalition or any other State Funded program are required to pay the portion of their tuition that the funded program does not cover. If your subsidy care is terminated for any reason you are responsible for the full tuition that Home Away from Home charges.
6. HAFH has a strict "NO ADMITTANCE" Tuesday policy. If tuition is not paid by Tuesday morning or next business day, your child will not be allowed in school unless full payment is received. I understand that if my child is part of the afterschool program and my tuition is not paid by Tuesday at 9am my child will not be picked up from there Elementary school until my account is current.
7. I agree that if I pick up my child after his or hers scheduled program time, a late fee of \$15 is calculated for any part of the first 5 minutes (1-5 minutes late) and an additional \$1.00 for any part thereafter. Repeated failure to pick up your child on time can result in enrollment termination.
8. I agree that no credit or makeup days will be granted for absences, illnesses, vacations, emergencies/weather related emergencies or holiday closings. Full tuition is always due "No Exceptions" will be made. HAFH will grant one free week for vacation after one consecutive year of enrollment at HAFH. (Child must not be present during this weeks' vacation). Your child's re-registration must be paid before your free vacation week is granted.
9. I understand that program times have been put in place. Your child is considered late after 9:00am. Repetitive tardiness will not be accepted. If your child is attending HAFH's full time program, they must arrive at school by 8:30 am especially VPK learners and no later than 9am, unless excused in advance. Please call to inform us if you will be late. If your child is excused, we ask that you allow us to escort your child back to his/her classroom at your arrival to avoid any disruptions to the daily lessons. If you arrive past 9 am, without prior notice, your child may not be allowed to stay. As a courtesy HAFH allows you 3 tardy (you must still call or advise admin) on the third tardy we will not allow for the child to be left at school. Excessive tardiness can result in dismissal from school and/or disenrollment.
10. I agree to notify the center in writing two weeks in advance, if I choose to withdraw my child for any reason or pay the (2) weeks difference.
11. I agree not to bring my child to school if he/she is showing any signs of illness. I understand that if my child is showing signs of illness, I must have set arrangements for a quick pick up (must be within 1 hour).



Pembroke Pines
 18500 Johnson Street
 Pembroke Pines, FL 33029
 Ph 954-842-3661

Jensen Beach
 4279 NW Federal Hwy
 Jensen Beach, FL 34957
 Ph 772-934-6422

I agree to keep my child out of school no less than 24 hours after and also provide HAFH with a doctor's note authorizing child to return to school free of illness.

12. I understand HAFH has a NO MEDICATION ADMINISTERED POLICY. HAFH does not administer any medication/treatments. Parents may make arrangements to have someone come administer necessary medications during school hours.
13. I understand HAFH has a strict mandatory uniform policy for ages (1 year old and older) and must be followed every day.
14. I understand HAFH has a discipline/expulsion policy outlined in the parent guide/handbook/manual.
15. I understand HAFH has the right to change policies, prices and procedures with proper notice.
16. I agree to pay all the costs and expenses incurred by the center, including court costs and reasonable attorney fees, if it becomes necessary to take action and enforce this agreement.
17. **PARENT HANDBOOK:** I agree to all of the above-mentioned policies as well as those set forth in Home Away from Home's Parent Handbook/Guide of which I have received a copy.
18. I understand the only forms of payments accepted are Auto-Pay through Tuition Express and that if my account is not paid in full by Monday at 6:00PM the credit card that I have authorized will be charged Tuesday morning in order for my child to attend class. I Authorize Home Away from Home to deduct my full account balance that is owed including any late fees that have been added to my account. I also understand that if my payment is returned as an NSF or it is declined there will be an additional fee of \$35 charged to my account. **Cash payments will not be accepted.**
19. **Payments:** All payments are required in advance. **AUTO PAY IS THE ONLY OPTION** for payment. Therefore, **Monthly tuition** is due on 1st of each month. A **\$50.00** late fee will be applied to your account if payment is not received by the 3rd of every month. Including Declined Cards. **Weekly Tuition** is due every Friday prior to Monday of the week your child is attending. **NO EXCEPTIONS.**
 - I Choose to be charged on a weekly basis.
 - I choose to be charged on a monthly basis. I understand that I will receive a \$5.00 discount incentive for opting to pay Monthly. I understand that if I do not pay by the 3rd of the month that is considered late and will be penalized with \$50.00 late fee
20. NO REFUNDS

 Parent/Guardian Signature

 Date

 Witness/Administrator Signature

 Date

Home Away from Home now has the option of texting important information directly to your cell phones. This could be a great way to communicate aside from our usual memos, email blast, and social media updates. If you would like to receive text messages list your cell phone number and the cell phone providers name below.

Mom (or guardian) Phone Number: _____ Cell Phone Provider: _____

Dad (or guardian) Phone Number: _____ Cell Phone Provider: _____



Permission for Food-Related Activities & Special Occasion Food Consumption

Pursuant to 65C-22.005(1) (c) (2), F.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking projects, gardening, school wide celebrations, and birthdays.

I _____ give/decline permission for my child _____
 (Parent/ Guardian) (circle one) (Child's Name)

to participate in food related activities and special occasions wherein food is consumed, subject to the conditions indicated below.

Permission Options: (Select and initial one of the options below):

- ___ My child DOES NOT HAVE a food allergy or dietary restriction. He or she may participate in activities.
- ___ My child DOES NOT HAVE a food allergy or dietary restriction. He or she may not participate in activities.
- ___ My child HAS a food allergy or dietary restriction. He or she may not participate in activities.
- ___ My child HAS a food allergy or dietary restriction. He or she may participate in activities, but must not eat or handle the following items(please list below):

Type of Permission: (Select (√) One):

- Specific Permission Only for: _____ Date _____
 Food Activity or Event
- General Permission:

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

 Parent or Guardian Date



Pembroke Pines
18500 Johnson Street
Pembroke Pines, FL 33029
Ph 954-842-3661

Jensen Beach
4279 NW Federal Hwy
Jensen Beach, FL 34957
Ph 772-934-6422

Biting Hurts!

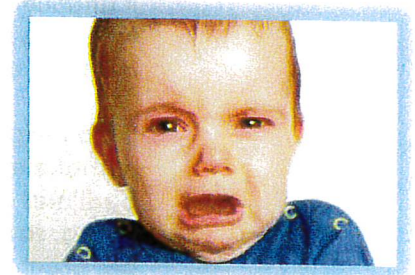
Biting is quite common among young children. It happens for different reasons with different children and under different circumstances. The first step in learning to control it is to look at why it may be happening.

Why Children Bite:

EXPLORATION – Infants and toddlers learn by touching, smelling, hearing, and tasting. If you give an infant a toy, one of the first places it goes to is the mouth. Tasting or “mouthing” things is something that all children do. Children this age do not always understand the difference between gnawing on a toy and biting someone.

TEETHING – Children begin teething around the ages of 4 to 7 months. Swelling gums can be tender and can cause a great deal of discomfort. Infants sometimes find relief from this discomfort by chewing on something. Sometimes the object they chomp on is a real person! Children this age do not truly understand the difference between chewing on a person or a toy.

CAUSE & EFFECT – Around the age of 12 months, infants become interested in finding out what happens when they do something. When they bang a spoon on the table, they discover that it makes a loud sound. When they drop a toy from their crib, they discover that it falls. They may also discover that when they bite someone, they get a loud scream – even if it is negative attention.



IMITATION – Older toddlers love to imitate others. Watching and trying to do what others do is a great way to learn things. Sometimes children see others bite and decide to try it out themselves. When an adult bites a child back in punishment, it generally does not stop the biting, but teaches the child that biting is okay.

INDEPENDENCE – Toddlers are trying so hard to be independent. “Mine” and “Me do it” are their favorite words. Learning to do things independently, making choices, and needing control over a situation are part of growing up. Biting is a powerful way to control others. If you want a toy or want a playmate to leave you alone or move out of your way ... biting is a quick way to get what you want!

FRUSTRATION – Young children experience a lot of frustration. Growing up can be a real struggle. Drinking from a cup is great; yet nursing or sucking from a bottle is also wonderful. Sometimes it would be nice to remain a baby. Toddlers don't have good control over their bodies yet. A loving pat sometimes turns into a push. Toddlers cannot talk well. They have trouble asking for things or requesting help. They haven't learned yet how to play with others. At times, when they can't find words to express their feelings, they resort to hitting, pushing, or biting.

STRESS – A child's world can be stressful too! A lack of daily routine, interesting things to do, or adult interaction are stressful situations for children. Children also experience stressful events like death, divorce, or a move to a new home. Biting is one way to express feelings and relieve tension.

What Caregivers Can Do:



Pembroke Pines
18500 Johnson Street
Pembroke Pines, FL 33029
Ph 954-842-3661

Jensen Beach
4279 NW Federal Hwy
Jensen Beach, FL 34957
Ph 772-934-6422

❖ **USE THE WHO? WHAT? WHEN? WHERE? & HOW? METHOD TO PINPOINT THE PROBLEM.** When did the biting occur? Who was involved? Where did it happen? What happened before or after? How was the situation handled?



❖ **TRY PREVENTION!** If you determine that the biting occurs as the result of exploration or teething, you may want to provide the child with a cloth or teething ring to gnaw on. If a child seems to bite when tired or hungry, you may want to look at your daily routine to be sure that he/she is getting enough sleep & nourishment.

If the biting occurs when two children are fighting over a toy telephone, you may want to purchase an extra toy telephone. It does not work to make very young children share. Toddlers do not have the skills to negotiate or understand another child's perspective.

If attention seems to be the main reason for biting, try to spend time with the child when she is doing more positive things. Snuggling up & reading a book together or rolling a ball back & forth is so much more fun!

If the child is experiencing a stressful family or caregiving situation, you will want to make everyday life as supportive & normal as possible. Predictable meals & bedtimes & extra time with a loving adult can help. Often, experiences like rolling, squishing, & pounding play-dough or relaxing & splashing in the bathtub are great ways to relieve tension. In painful situations like divorce, it takes time & patience for healing to occur.

❖ **TEACH NEW BEHAVIORS!** When a child bites, show the biter with your voice & facial expression that biting is unacceptable. Speak firmly & look directly into the child's eyes. For example, you might say, "No! Sara, it's not okay to bite. It hurts John when you bite him. He's crying. I won't let you bite John or another child." If the child is able to talk, you might also say, "You can tell John with your words that you need him to move instead of biting him. Say 'Move, John!'"

You may also want the child to help wash, bandage, & comfort the victim.

Making him/her a part of the comforting process is a good way to teach nurturing behavior.

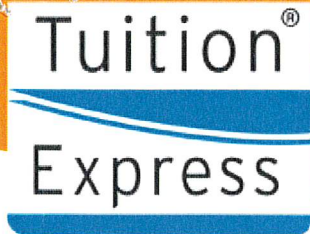
Whenever the child is out of control, you will need to restrain or isolate him/her until she calms down. Insist on a "time out" or "cooling off period." Wait a few minutes until things are under control, & then talk to the child about his/her behavior.

I have received and read "Biting Hurts."

Child's Name: _____

Parent's Signature: _____

Date: _____



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name		Phone #	
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of:	Attach Voided Check Here	\$
Deposit slips not accepted		Dollars
123456789	1800330	0226
Routing Number	Account Number	Check Number

A service of





COVID PROCEDURES

Thank you for choosing Home Away from Home for your childcare needs. Below we have listed what protocols we are taking in order to minimize the spread the germs throughout the facility.

*It is a recommendation that children two and above wear mask, but it is **not required** inside of the facility.*

What is allowed inside of the facility?

1. Home Away From Home will provide a clear plastic backpack which will be easily cleaned during arrival and will be sanitized before entering the school. Mat Cover will also be provided by Home Away From Home \$25Fee will be applied.
2. Nutritious Breakfast, Lunch and Snack. All meals must be labeled in a non-glass container. Please do not provide any peanut items. (Labeled)
3. Closed Toe Rubber Bottom Shoes (Will be sprayed with Alcohol)

Drop off

1. Parents/Guardians must always wear mask while dropping off.
2. Drop off will be done outside of the preschool entrance. This is to limit the exposure inside of our facility.
3. There will be a check in table located in the front of the school. There will be two forms of check in. Instructions will be provided for contactless check in.
4. Temperature will be taken for each child entering facility.
5. Questionnaire will be provided. Instructions will be provided for contactless questionnaire.
6. Parent must place items on the table. HAFH Administrator will spray items with Alcohol Cleaning Solution.
7. Child will sit and staff member will spray shoes with Sanitizer.
8. Everything must be in the clear plastic bag that is provided by Home Away From Home.

Pick Up

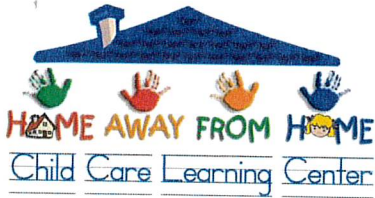
1. Parents/Guardians must always wear mask while picking up.
2. We ask all parents to contact facility when arriving at 772-934-6422. This allows an administrator to bring out child with all their belongings in a timely manner.
3. Parents/Guardians are responsible for placing child inside of the vehicle.

Home Away From Home is not responsible for placing child inside of any vehicle or assist with any child restraints.

How can you help us?

1. Our Policy states we are a symptom free facility. If your child has a fever, cough or shortness of breath, refrain from being your child to Home Away From Home. They will be required to stay out for 14 days and must submit a negative test for COVID.
2. Parents must only provide children the items that are allowed.
3. Keep 6 feet distance from other families.
4. Always wear your mask above your nose and mouth.
5. Use hand sanitizer provided when receiving or dropping off items.

We at Home Away From Home reassure that we are following all CDC Guidelines and take all the measures possible to provide a safe environment for all children.



Pembroke Pines
18500 Johnson Street
Pembroke Pines, FL 33029
Ph 954-842-3661

Jensen Beach
4279 NW Federal Hwy
Jensen Beach, FL 34957
Ph 772-934-6422

COVID-19 PUBLIC HEALTH EMERGENCY
SPECIAL PROGRAM ATTENDANCE
ACKNOWLEDGMENT AND DISCLOSURE

FAMILY/CHILD VERSION: This should be initialed and signed by BOTH parents.

Please read and initial each statement below.

1. _____ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area, I MUST wash my hands before entering, remove my shoes and wear a mask. While in the facility I must practice social distancing and remain 6ft from all other people, except for my own child.
3. _____ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be pick-ed up from the facility within 30 minutes of being notified.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

4. _____ I understand that my child's temperature will be taken every 2 hours throughout the day while on facility premises.
5. _____ I understand that it is recommended and not required for any child 2 years and up to wear a mask while in the facility and on facility premises.
6. _____ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
7. _____ I understand that I must bring my child a pair of rubber bottom shoes to the facility that will be sanitized prior to entering this facility.
8. _____ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders, will limit my child's contact outside of care to persons living in my household. I will not take my child out to stores unless it is absolutely necessary and then only to shop for essential items like food, medicines and toiletries. I will follow any recommendations from the CDC that limits my child's risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.
9. _____ My child and I WILL NOT gather with anyone that does not live in our household. I will only have contact with persons at my place of employment, and there I will practice all recommended social distancing, exposure limiting practices recommended by the CDC and by my employer. My child and I WILL NOT go to any gym, movie theater, nail or hair salon, park, beach, or other community location that is not for the purpose of getting food, medicines, toiletries or other life sustaining necessities until such time as it is determined by state and local health officials that the COVID-19 Public Health Emergency is over.
10. _____ I will immediately notify Home Away From Home management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify Home Away From Home management if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.
11. _____ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Home Away From Home will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name: _____

DOB: _____

Parent's Name: _____

Parent Signature

Date

Parent's Name: _____

Parent Signature

Date

Management Team Witness

Date

**Part One
Student File**



SWIM Central Water Safety Education Questionnaire

Parents: *Do you know that drowning is the leading cause of death among children?
Complete this form to receive information to protect your child from drowning.*

Child's Name: _____ **Date of Birth:** _____

Parent Name: _____ **Parent Signature** _____ **Date** _____

Email (optional) _____

Your information is for the use of the Broward County Swim Central Program.

1. How would you rate your own swimming ability?

- Unable to swim
- Can swim a little, but NOT comfortable in deep water
- Able to swim for an extended period of time in deep water

2. Has your child ever received formal swimming lessons?

- Yes
- No, check all the reasons below that apply:
 - Do not know how to find information about swim lessons
 - Transportation problems
 - Swim lessons are not important
 - Lessons are too expensive
 - Schedule of lessons not convenient
 - We are too busy
 - Equipment such as swim suit, towel, goggles too expensive

3. Do you or a family member know how to perform CPR with rescue breaths?

- Yes
- No

4. Has your child's doctor talked to you about drowning prevention and water safety?

- Yes
- No

5. Would you redeem a \$40 coupon to apply to the cost of swim lessons for your child?

- Yes, visit [Water SMART Broward Swim Instruction](#) for details.
- No

PART ONE FOR OFFICE USE ONLY:

Broward Ordinance 2004, Section 7-8 requires parents/guardians to complete SWIM Central questionnaire and for **Child Care Facilities** to mail or fax a copy to SWIM Central. Also required is a copy of this form to be placed in each child's file to be monitored by the staff of the local licensing agency.

Facility Name: _____ **Facility License #:** _____

Documentation of the original form via fax or mail is required, indicate below:

Date form faxed: _____ **or, date mailed:** _____

Fax: 954.357.8077
SWIM Central
3700 NW 11th Place
Lauderhill, FL 33311

Form and educational handout for parent distribution can be downloaded: [Water SMART Broward](#)

Parent Policies and Procedures Manual 2020



Pembroke Pines
18500 Johnson Street
Pembroke Pines, FL 33029
Ph 954-842-3661

www.homeawayfromhomechildcare.com

Welcome

Welcome to Home Away From Home. We are so very pleased that you have chosen us as your child's preschool. Our staff is committed to provide your child with an exceptional educational experience. Our teachers are experienced professionals, trained to partner with you in the care and growth of your child. This manual will guide you in maintaining our standards of excellence. The policies in this manual are strictly enforced and we ask all parents to please follow them to ensure your child has the best experience possible.

Mission Statement

Our mission at Home Away From Home is to assist your child in any style that he/she may learn best in while providing an environment that is safe, clean, warm, positive and responsive. Children are natural thinkers and reflective problem solvers. Children construct knowledge in a natural way. We will work with the child's natural inclination to explore and solve problems. We believe this motivates learning for success in your child's school readiness and future.

Our Philosophy

We believe that each child is unique in his/her own development and has the right to become the very best person that he/she is capable of becoming. We also believe that he/she has the right to grow up and learn in a wholesome environment that will provide early training in the life of a child has the greatest impact on his/her future learning. Thus, the Director, and the Staff dedicate their time and efforts toward the following goals:

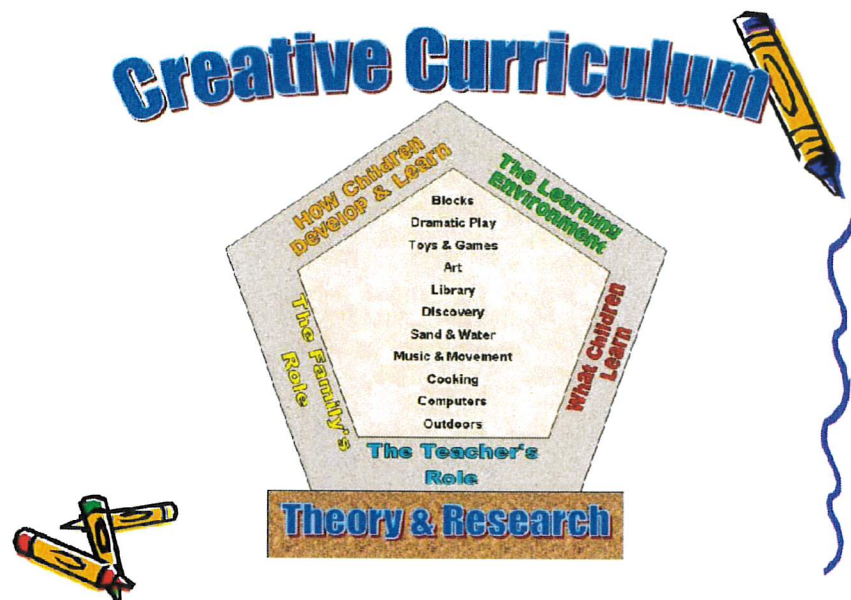
- Providing a safe, healthy, clean and secure environment supported by nurturing, caring and enthusiastic parents, teachers and administrators.
- Encouraging each child's optimum potential through developmentally appropriate activities using creativity, problem solving, imagination, and experimentation.
- Fostering positive attitudes towards life and school which lay a foundation for experiences in future years.
- Encouraging the development of a positive self-image.
- Providing comfort, convenience, and peace of mind for working parents.
- Encouraging the learning of responsibility at school, home, and in the community.
- Promoting an educational environment that fosters academic excellence and active learning.
- The parent, and staff of Home Away From Home will bond together to be partners for the education of their child.

Our Curriculum

The Creative Curriculum

Home Away From Home follows the Creative Curriculum. This curriculum is designed to challenge our children, build their self-confidence and, most importantly, develop a love for learning. Our multicultural based curriculum encourages learning through arts, language, music, and socialization. We believe in age-appropriate learning based on the philosophy of a structured learning environment with the ability for creative expression. This nationally known approach, built upon learning theory and scientific knowledge of child development from early infancy through the preschool years, focuses on teacher-

directed and child-initiated learning. The curriculum is goal-directed, based on ongoing assessments for each child's strengths and interests. With this information, learning can be guided while the child's social and emotional development is supported. Recognizing the important role of parents and family as partners in the young child's education, we will keep parents informed of the goals in the classroom and of how learning can be reinforced at home.



VPK Curriculum Features

Alphabet Read-Along Literacy Packs

- ✦ Reading Fluency
- ✦ Letter-Sound Correspondence
- ✦ Vocabulary Development
- ✦ Concepts About Print
- ✦ Comprehension Strategies

Alphabet Stories

- ✦ Each letter story has 8 panels that alliterate the letter sound

Assessment

- ✦ VPK Assessments are conducted three times during the school year
- ✦ A portfolio is created for each child that holds work samples and documents the growth and development during the school year
- ✦ Observations of each child's skills and abilities are conducted

Cooking

- ✦ Cooking is not only a fun, engaging activity for children, but one that has been used for years as an important teaching and development tool for all ages
- ✦ Parents are asked to please take turns and help with the purchasing of the ingredients for these cooking activities

Science

- ✦ Observing, problem solving, decision making, exploring, discovery
- ✦ Baby Chick Hatching Experience

- ✦ Ant Farm
- ✦ The Life Cycle of a Butterfly
- ✦ The Life Cycle of a Frog ***Technology***
- ✦ Classrooms equipped with high-tech Kaplan Computers, I Start Smart Tablets with Hatch Sync powered by GOLD and a Smart Interactive Display Teach Smart, which is designed to meet the developmental needs of all children www.hatchearlylearning.com/



I Start Smart Tablets with Hatch Sync powered by GOLD Smart Interactive Display Teach Smart Engineering

- ✦ In the block area, the children are planning and designing structures every day with little teacher direction ***Arts***
- ✦ STEAM programs add art to STEM (Science, Technology, Engineering and Mathematics) curriculum by drawing on design principles and encouraging creative solutions

Mathematics

- ✦ Hands-on math activities support the development of
 - Number concepts and operations
 - Describing spatial relationships and shapes
 - Comparing and measuring
 - Demonstrating patterns

TABLE OF CONTENTS

Contents

ADMISSION POLICY	7
Admission to Home Away From Home Childcare Learning Center.....	7
How to Enroll.....	7
ENROLLMENT INFORMATION AND FEES	7
Enrollment Fee and Policy.....	7
Late Charges/Delinquent Accounts.....	7
Sibling Discount.....	8
Vacation Time.....	8
Forms of Tuition Accepted.....	8
Registration Fee & Annual Re-Registration Fee.....	8
Late Part Time Pick Up.....	9
Late End of Day Pick Up.....	9
There is no “credit for sick or missed days.....	9
Check-in/out and Signing in/out.....	9
Custody.....	9
Non-Discrimination Policy.....	10
GENERAL POLICIES	
Confidentiality.....	10
Medication/.....	10
Hygiene.....	10
Headlice.....	10
Accident/Injury/First Aid.....	11
Biting Is Common.....	11
Toys From Home/Book Bags.....	11
Picture-Video Policy.....	11
Uniform Dress Code Policy.....	11
Diaper Changing Procedure.....	12

Outdoor Play.....	12
Daily Reports.....	12
Extra Clothing/Soiled Clothing.....	12
Toilet Training.....	12
Rest/Nap Time	12-13
Valuables Left In Car.....	13
Parent Teacher Conferences/Communication.....	13-14
Room Assignment.....	14
Transition Procedures.....	14
Vacation Time.....	14
Nutrition Program.....	14-15
Food Allergies.....	15
Infant/Toddlers.....	15
Birthdays.....	15-16
Referral Bonus.....	16
Off Premise Injury.....	16
Locating a Missing Child.....	16
Shaken Baby Syndrome.....	16
Child Abuse and Neglect.....	16-17
Field Trip and Transportation Policy.....	17

FACILITY POLICY AND PROCEDURES

Complaint Procedure.....	17
Withdraw Policy.....	17
Health Policy.....	17-18
No Returning to School for 1 Full Day (Sick Policy).....	18
Visitor Policy.....	19
Suspected Intoxication of a Parent/Authorized Person.....	19
Use of Television Policy.....	19
Discipline/Expulsion Policy.....	19
Staff Members Shall/Shall Not Policy.....	20
Arrival/Departure Procedure.....	20
Where to Find Important Information.....	20-21
Termination of Enrollment.....	21
Smoking Policy.....	21

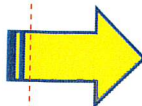
EMERGENCY EVACUATION PLAN

Drills and Evacuations.....21
 Emergency Evacuations.....21
 Severe Weather/Hurricane Emergency Closings.....22
 Evacuations.....22
Social Media Links.....22

ADMISSIONS POLICY

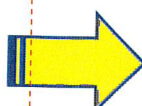
Admission to Home Away From Home

Hours of Operation: We are open year-round, Monday- Friday, from 7:00am to 6.00pm. The center is closed for major holidays. Refer to your Holiday Closings calendar for other closing dates. Any child six weeks through 12 years of age may enroll at Home Away From Home.



How to Enroll

Enrollment is done at the designated center of your choice. Once you have filled out the Quick Enrollment Form and paid your non-fundable registration fee you will be given an Enrollment Folder that will need to be filled out completely and brought back no later than 5pm the day prior to your child starting. We DO NOT accept enrollment packets the same day of enrollment. Your child’s shot and physical must be turned in by your child’s start date or your child can not start school. Your child must have immunizations to attend Home Away From Home.



ENROLMENT INFORMATION AND FEES

Tuition

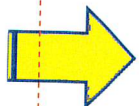
Tuition is paid in advance and is due every Friday (NO LATER THAN THE NEXT BUSINESS DAY). Families that are contracted with the Early Learning Coalition or any subsidized care are responsible for the portion of the tuition that is not covered by these agencies. If you leave HAFH with any kind of balance owed, we have the authority to contact ELC with the balance owed. They will not allow you to enroll at any other school without HAFH being paid its owed balance in full.

Non-Sufficient Funds

An NSF FEE of \$35 will be assessed to your account when a payment cannot be withdrawn. Failure to promptly provide the tuition or new account may result in termination of your child's enrollment.

Late Charges

If your account is not paid in full by Monday night a late fee is automatically applied to your account. The fee is \$10 per day until your account is brought current.



No Admittance Tuesday Policy

We have a no admittance policy on Tuesday mornings. If your child’s tuition has not been paid in full, they will not be allowed to return to school. Your child may also be at risk of being dropped from our program and you will also have the 2 weeks withdrawal notice balance added to your balance owed.

Auto Pay Monthly Payment Program

A \$5.00 discount incentive will be offered for payments made thru our Monthly Auto Payment program.

Tuition Owed/Collections

Accounts that are not satisfied will be sent to collections along with an additional 2 weeks withdrawal fee from the program will be added to the balance.

Sibling Discount

A 10% sibling discount will be applied to the sibling's weekly tuition with a lesser value for families with one or more sibling's enrolled full time at our center. (This discount cannot be combined with any other discounts). Sibling discounts only apply to full time children.

Vacation Time

After your child has been consecutively enrolled at our center for 1 year, you will be eligible to receive one week free of vacation time per year. Your child must not be present that week in order to receive the free vacation time. Annual registration fee must be paid in order to use your vacation week. You MAY NOT use this free vacation week towards a withdrawal notice.

Forms of Tuition Acceptable

Tuition can be paid through Tuition Express or a money order! You can choose 1 of the 2 options listed below when choosing to pay your tuition. No CASH will be accepted.

We are requesting that all families fill out the credit card form in your enrollment packet and leave on file in the event that your above payment method is declined or returned.

Tuition Express offers the following ways to pay tuition:

Option 1

• **Automated Credit Card Transactions**- if you choose this method you will fill out the form attached, and your account balance will be deducted from your account automatically every Friday.

Option 2

• **Automated ACH Transactions**- if you choose this option you will attach a voided check and the account balance owed will be deducted from your account automatically every Friday.

***Monthly Tuition Payment (Take weekly tuition x 52 weeks a year / 12 months a year) this is how you calculate your monthly tuition with \$5.00 dollar incentive program)**

Registration Fee

Upon enrolling a child, a non-refundable registration fee is due. (PLEASE NOTE NON-REFUNDABLE) and will not be returned for any reason! If a promotional free registration fee is in place, then the first weeks (non-refundable tuition) will be paid in place of the non-refundable registration fee. This week's tuition is not refundable for any reason. Registration Fee are only held for 6 months and must have an approximate start date. If for any reason you choose to start at a different time, you'll be forfeiting your spot and would have to pay a registration for a new start date.

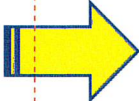
Annual Re-Registration Fee

An Annual Re-Registration Fee will be due on the anniversary date of your child's enrollment.



There is no "credit" for sick, missed days, holidays or vacation days.

VPK ENROLLED



VPK enrolled children who are VPK ONLY will not incur any fees from Home Away From Home, unless they exceed the allocated daily hours. Privately paying VPK enrolled children will pay wrap around fee's for extended hours (before and after the regular VPK session) during VPK open hours and prorated regular 4/5 year old fee's for other days (closures, teacher work days etc). For VPK Wrap Around Students for Non VPK days your account will be billed in advance the fee of \$10 per day. Subject to change based on VPK start date.

A full schedule of daily closures is enclosed with your enrollment pack and on our website.

There are no discounts offered for any closure at Home Away From Home which means that fees are not pro-rated for any sick, missed, vacation or school holidays.

The parent/guardian must notify the school if your child will not be attending that day. Home Away From Home staff will attempt to contact the parent/guardian if a child is not in attendance if notification is not received.

Late Part-Time Pick Fee

Parents must adhere to the hours of their child's scheduled time. Late fees are assessed if you fail to pick up your child on time. Fees are calculated at \$15.00 for any part of the first 5 minutes, and an additional \$1.00 for any part thereafter. This is necessary due to staffing ratios, which must be strictly followed per licensing requirements. A late notice statement will be completed and must be paid the day of or no later than the following day. Repeated failure to pick up your child on time can result in enrollment termination.

Late End of the Day Pick Up Fee

Late fees are assessed if you fail to pick up your child by 6pm closing. Please be mindful, we have teachers and staff that need to get home to their families as well. Fees are calculated at \$15.00 for any part of the first 5 minutes, and an additional \$1.00 for every minute thereafter. A late notice statement will be completed and must be paid the day of or no later than the following day. Repeated failure to pick up your child on time can result in enrollment termination. Please keep in mind anytime you are late, HAFH is obligated to pay the staff member extra over time. Your late fees will go towards that OT.

Checking Your Child In/Out Procedures (temporarily suspended due to COVID 19)

Parents are responsible for signing/checking in their child at arrival and signing/checking them out at pickup at the front desk. This must be done before you actually go to the classrooms. Children must be escorted to their classrooms each day. PLEASE REMEMBER THAT IT IS NOT SAFE TO LEAVE YOUR CHILD ALONE IN THE CENTER HALLWAYS OR WHEN EXITING TO OUR PARKING LOT. IT IS YOUR RESPONSIBILITY TO HOLD YOUR CHILD'S HAND AFTER THEY LEAVE THEIR CLASSROOMS AND AT NO TIME SHOULD THEY BE ALLOWED TO WANDER THE HALLWAYS WITH OUT AN ADULT 18 YEARS OR OLDER.

Please notify us in writing beforehand if any other person other than the people authorized on your enrollment agreement will be picking up your child. They must be 18 or older. They will be asked for your pass code. Without authorization, your child will not be released. Picture Identification will be requested from any person picking up your child.

Custody

If custody is an issue, we must have a notarized court order that is signed by a judge on file outlining the custody arrangement. We ask parents to please not involve us in your family custody issues.



Non-Discrimination Policy

Home Away From Home does not discriminate against sex, race, color, creed, disability, sexual orientation, national origin or ancestry. It is taught to the children that we are all unique and special.

GENERAL POLICIES



Confidentiality

All of the forms and information contained in your child's file, as well as other personal information about your child, whether written documents, or observations, is confidential information and will be accessible only to the parent(s), legal guardian or custodian, Administrator, child care employees (on a need to know basis), or any local, state or federal agencies we are required by law to disclose this information too.

A parent, legal guardian or legal custodian, upon request, has access to all records and reports maintained on his or her child and may obtain further information regarding the child's progress by scheduling a time with the front office administration.

All records required by the Department for licensing purposes are available to the appropriate licensing representative and those agencies authorized above.

Medication

It is our policy **NOT TO** dispense any medication. If your child needs medication to be administered during school hours, you may make arrangements to come & administer the medication yourself. However, in cases where an emergency may happen, and medication is necessary (Epi Pens, Asthma Pumps or other medications), you must have a doctor's note with instructions along with a permission slip with an open-ended date in case of emergencies.

Baby powder, colic drops, teething gel, ointments, acetaminophens are considered medication by the health dept. They cannot be administered unless labeled w/a child's name and a doctor note to be accompanied along w/a medication permission slip & must be placed under lock & key. Please do your best to administer any of the above at home.

All medication must be in its original box, with child's name and exact dosage with expiration date.

Hygiene

We strive to maintain the highest standards of cleanliness and prevention of germs. Children are taught and required to wash their hands throughout the day to help minimize the spread of germs.

Head Lice - Return to School Policy

If your child has been diagnosed with head lice or nits (lice eggs), it is important to treat your child before he/she returns to school. It is our policy to exclude your child from attendance at school until

you can provide us with a clearance letter from lice Solutions or a certified lice care professional of your choice. We recommend Lice Solutions 561-842-9969. Please note we DO NOT accept a pediatrician's letter for lice or nits.

Accidents/Injuries/First Aid

Although we work hard to ensure that your child is in a safe environment, accidents do happen. Part of growing up can include bumps and bruises. If your child is slightly injured during the day such as a scraped knee, stubbed toe, bumped elbow, small cut, bumped head, bite, etc., our staff is equipped to provide first aid to the child. In these cases you will receive a written Accident/Incident report to inform parents about the accident or incident. The original report requires to be signed by the parent or guardian as well as the staff member who witnessed the accident/incident. The original document must stay at the school in the child's file and a copy maybe requested by a parent for his or her keeping.

Home Away From Home will contact parent in the event of any accident/injury. If accident is severe enough, we will contact 911 and notify the parent.

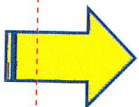
Biting is Common

We realize that biting is normal behavior and common especially during toddler years and are almost impossible to prevent at this age and a part of a child's development. We work quickly and efficiently with our parents to resolve biting issues.

Excessive bite reports will result in a suspension or termination from our program. If a child three years or older is reported biting, the incidents may result in termination of enrollment.

Toys from Home

We ask that toys be kept home. Home Away From Home is not responsible for any lost, broken or stolen items in school. Toys that are brought in will be placed in a bin and will be returned at the end of the day.



Book Bags(Temporarily Suspended) (HAFH will provide a clear plastic backpack which will be easily cleaned during arrival and will be sanitized before entering the school) Fee will be applied.

We ask that no book bags are brought from home. Each child is assigned a cubby with their name and picture on it for them to use daily.

Pictures, Videos, Picture Phones

For the safety and privacy of other children absolutely no videos and or pictures may be taken on our premises unless performed by a staff member for school purposes only.

Uniforms Dress Code Policy

HAFH requires that all children ages' one (1) year and older wear a HAFH Logo Uniform Polo Shirt and appropriate khaki or blue shorts/pants with closed toe shoes. This dress code is not optional; it is mandatory and is to be worn everyday unless told otherwise. In cases that a uniform has not been worn after sending home reminders slips, our staff will bill your account for a uniform shirt and supply one for your child. We ask that you keep a change of clothing at school in case of an accident. *Please label everything with your child's name.

*Uniforms can be purchased at the front desk.

Diaper Changing Procedures

Parents must supply disposable diapers and wipes. NO Cloth Diapers will be allowed. Diapers and Wipes are **NOT** provided by our center. It is the parent's obligation/responsibility to make sure your child has enough supplies. Changing areas have running hot water and are disinfected after each use. Teachers wear new fresh gloves each time they change a child's diaper. Every precaution is made to keep the diaper changing areas germ free. Licensing regulations are adhered to in all areas of sanitation procedures. Your teacher will provide/remind you with a list of items required for diaper changing and re-filling on your daily sheets or verbally. It would be a good idea for you to check if any items are needed weekly including extra clothes in case something was overlooked.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. Home Away From Home plans daily outdoor activities. Please be sure to have your child wear sneakers or closed toe shoes. Please dress your child in weather permitting attire. Children are to go outside twice a day for 30 minutes. Water Fountains are provided at all times.

Daily Reports

Younger children will receive a Daily Report from your child's caregivers, which will outline your child's activities and routines of the day. In some cases this report will include feeding, napping, and diapering observations. We will have a checklist of items that may be needed for the following day. A "comment area" is also added so parents can share any information for their child's caregivers. We also recommend letting the front office know if there are any issues that we need to solve, preferably in writing so that we are all on the same page. It is the parent/guardians responsibility to check your child's mailbox daily and take the report home.

Extra Clothing

A set of extra clothing is required in case of an emergency or accident during toilet time. Please be sure to have an extra set of clothes, socks, underwear and shoes in a zip lock bag labeled with your child's name on it! Please replace any used items as needed.

Soiled Clothing

Clothing soiled with fluids (stool, urine, blood, vomit) will be placed in a plastic bag, to be picked up by the parents or guardian at the end of the day. It is the parent's responsibility to check and clean out your child's cubby daily and return the next day with a change of clothes.

Toilet Training

Home Away From Home believes parents should start toilet training at home. We will support your efforts to help your child become toilet trained. Staff will encourage & assist your child in his or her attempts at independence and will offer praise when your child tries or is successful. We make every effort to follow directions to ensure consistency between both home and school however possible. Therefore, we ask you to please cooperate in doing the same at home. Please "**NO PULLUPS**" should be used during toilet training. Pull-ups will only be used during nap time.

Rest Time

It is licensing requirements as well as an important part of the child's development to provide younger children with a rest or sleep period after lunch. They are not required to sleep but must lie quietly and relax or read a book quietly. Staff will do their best to rub their back and help them sleep.

Infants sleep in cribs and children 12 months and older will sleep on mats provided by our center. Our mats/crib mats are sanitized daily after each use and dedicated to each child with their name on it. Home Away from Home will provide Mat Cover.

6. Parents need to provide the following for children (12) months and older: **(Temporarily Suspended) (HAFH will provide a mat cover to be kept at the school and laundered at HAFH daily) Fee will be applied.**

(1) Light thin small blanket.

*No pillows allowed

Infants: Parents need to provide the following for children (12) months and under:

(5) Crib Sheets - One used daily and changed at the end of the day.

(3) Extra sets of clothing in case of soiling

*No pillows, props or any items are allowed in the cribs as per Health Department rules.

Please label all items with a permanent marker. We are not responsible for items lost if they are not labeled properly since many of the items look the same and parents may get confused.

(These items must be taken home at the end of every week, laundered and returned the next school day). **(Temporarily Suspended) (Items will be kept at the school and laundered at HAFH daily)**

Valuables left in Cars

HAFH is not responsible for any valuables including purses left in cars during drop off or picking up time. Please note daycares are a target for car break ins.

Suggestion Boxes

Each school has a suggestion box at the reception desk. We welcome any and all suggestions or comments to better serve our clients.

Parent/Teacher Conference (Temporarily Suspended) Conference Calls are recommended

Parent teacher conferences are held on an as needed basis. If at any time the Lead teachers feels that the child is not progressing towards their next targeted milestone a parent/teacher conference is held. We do request that a special time is provided for this conference and may be held in private with upper management present. Teachers are busy taking care of the other children during school hours, so it is important that a designated time is made to have a conference.

Parent/Teacher Communication

When you have a concern, please remember...

- Teachers want parents to be satisfied with the care their child is receiving.
- Talk to the teachers directly whenever possible.

- REALIZE that if you have a concern with a teacher, the Director will need to investigate and talk with the teacher about your concern in order to deal with the issue in a straightforward manner.
- Please give teachers a chance to correct minor issues.
- Sometimes we cannot make the changes you may request due to other restrictions, but we ALWAYS want to hear your suggestions.
- We promise to consider them serious and respond to you in a timely manner.
- If at any time a parent wishes to meet with their child's teacher to discuss issues that may arise, he/she can contact the teacher to schedule a meeting and an administrator will also be present.
- We do ask that you schedule a conference with your child's teacher to discuss issues in depth, and not try to discuss them during drop-off and pick-up times. **Conference Calls are Recommended**.

Room Assignment

Placement of a child in a classroom is determined by age and developmental level and availability. We want your child to be placed where his/her needs are met and their interest challenged. While we do accept input from parents about room assignments, the center director and teachers will make the final decision based on what is best for the child, other children, teachers and the School.

Transition Procedures

Parents will be notified one month in advance when their child will be transitioning to another classroom usually in the beginning of the month. A letter will be sent home stating what day the transition will begin. During this time, your child will visit the new room for a few hours a day. This will continue for approximately two weeks until your child has had time to warm up to the new environment. In some cases children love the new classroom and adapt well, in these cases the transition may happen sooner rather than later.

Vacation Time

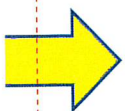
After your child has been consecutively enrolled at our center for 1 year, you will be eligible to receive one week free of vacation time per year. Your child must not be present that week in order to receive the free vacation time. Annual registration fee must be paid in order to use your vacation week. You MAY NOT use this free vacation week towards a withdrawal notice.

Nutrition

Home Away From Home has a "NO SUGAR & NO PEANUT" policy! (Nutella is a peanut product that is not allowed)

(Temporarily) Home Away From Home will be participating in the CCFP (Child Care Food Program), but this will take approximately 3 months to obtain. This means once we obtain the CCFP, HAFH will be providing a healthy breakfast, lunch and an afternoon snack, but for the time being, parents are required to provide a healthy breakfast, lunch and an afternoon snack for their child. All meals must be labeled in a non-glass container. We strongly suggest they are nutritional since we do believe it is imperative for the proper growth and development of your child. Please do not provide any peanut items or sugary items.

Food Allergies



If your child has any food allergies it is the parent/guardian's responsibility to notify the front office in writing of the child's allergies. On the days we serve the food your child is allergic to the parent/guardian is required to bring in a food supplement in place of what we are serving.

Infants & Toddlers

All infant food and formula must be pre-mixed, pre-measured, in a safe non-glass container/bottle with lids and ready to drink/eat. We cannot mix, measure, prepare, cook or heat food. Infant bottles may be warmed with warm water, bottle warmer or crock-pot. This includes the purified water for the powder formula.

Baby Bottles are only permitted in our infant rooms. Baby Bottles require a lid/cap on every bottle. (Baby bottles/lids need to be labeled daily with tape and must have the name, date & time of preparation).

Toddlers: Sippy Cups are only permitted in our toddler rooms (1 year old rooms). You must provide two (2) Sippy Cups per day for juice and water. They must have a lid/cap and the lid plus cups must be labeled.

*** (These items must be taken home daily, sanitized, and returned to school labeled with the child's name – we do not wash Sippy cups on site).

***PLEASE REMEMBER TO LABEL EVERYTHING WITH YOUR CHILDS NAME USING A PERMANENT MARKER!!!**

Older Children: Center disposable cups are provided for children who are two and older. This provides reinforcement of self-help skills and independence.

Diapers, Wipes, Extra Clothing and Sheets are **NOT** provided by our center. It is the parent's obligation/responsibility to make sure your child has enough supplies. Please replace any items needed no later than the next business day. If our center does provide any of the above items we have as backup, it is expected that the items be replaced immediately, or you will be charged for each item.

Safe Sleep Policy

BABYS 12 MONTHS AND UNDER

Here at Home Away From Home we offer a safe sleep environment. We are required and mandated to place children on their back while sleeping on a crib. This is the only position **ALLOWED**. If for any reason you do not wish your child to sleep on their back, we would need a signed written permission from your child's physician stating the position your child is to sleep in and for what length of time.

There is to be no string attached to the pacifier, blankets, and stuffed animals. While awake, child may have pacifier with string to avoid pacifier from falling. Child will also be repositioned if they were to roll over in their sleep. A requirement for infants is a tight crib sheet, also known as play yard sheet (This is the only sheet that properly fits, and the only size approved by DCF)

Please keep in mind we cannot, under any circumstance, place a child on their stomach or side without a doctor's note.

Birthdays

We encourage you to celebrate your child's birthday with his/her friends at our center with nutritious "treats" to help with the occasion. Please go over all birthday procedures with the center Director & teacher.

Referral Bonus

We hope you will recommend us to friends, neighbors and colleagues. If a child enrolls based upon your referral, you will receive a week's free of tuition, after the referral has been enrolled at our center for four consecutive weeks. The New enrollment MUST provide a written note with the referring parents name and information at time of enrollment in order to receive the free week of tuition bonus. This referral bonus cannot be used towards your 2 weeks withdrawal notice or vacation credit. (THIS DOES NOT APPLY FOR FREE VPK STUDENTS)

Off Premise Injury (Temporarily Suspended)

If a child is injured and requires medical attention while off Home Away From Home premises, the lead teacher or designated staff member will call an Administrator back at the school. An admin will contact the parent/s or emergency contact person.

Responsibility for Reporting Child Abuse and Neglect

Home Away From Home shall protect children from abuse and neglect while in the program's care and custody. Home Away From Home shall develop and follow written procedures for reporting any suspected incidents of a child abuse and neglect.

- **All staff members are mandated reporters** of any suspected incidents of child abuse and neglect.
- All staff members should document objectively any suspicions of abuse or neglect.
- Staff should report concerns to director.
- The Director and reporting staff should objectively discuss concerns relating to observable criteria.
- If deemed necessary, assistant director or director will place call to the Department of Children Families to report any concerns or findings. They will follow up with a written report to DCF.

Field trip and Transportation Policy (Fieldtrip and Transportation off site are temporarily suspended)

Parents are responsible for providing transportation to and from the Center. We do participate in field trips using our own HAFH vans. The teachers will take the Attendance Sheet and the Emergency Information with them to account for each child present during all off-campus events. Roll call will be done by name and sight.

Children may only participate in fieldtrips if the child has a signed field trip permission form on file and the required uniform shirt. Parents are not allowed to drop off or pick up your child during an arranged field trip.

FACILITY POLICIES

Complaint Process - Management Team Structure

HAFH has a Management Team to assist with communication and supervision at the school. Each school has a Center Director, Assistant Director and an Administrator. Any one of the management team may assist you with questions or concerns about the center. If you need assistance with a more serious issue and feel that your concerns are not being taken care of, please feel free to email corporate management at vanessahafh@gmail.com

For problem solving at the classroom level we recommend the following four-step process:

1. First, bring any concern to the teacher.
2. Next, if you are not satisfied, speak to the Director, Assistant Director or admin.
3. If you still have a concern, request to speak to or schedule a meeting with the Regional Managers.

Withdrawal/Termination Policy

H.A.F.H., must have a written two weeks' notice for all withdrawals and no refunds will be granted. If the proper written two weeks' notice is not done, you must make full payments for the two weeks along with any balances due. No exceptions will be made for any reason. If the balance is not paid within one week of request, your account will be forwarded to a collection's agency. (see Late Charges/Delinquent Accounts). You may not use any referral or vacation week towards your withdrawal notice.

If you choose to withdrawal your child from HAFH for any reason and wish to re-enroll again at another time, you must pay a registration fee again in order to secure a spot if available.

Any absence exceeding one week without notice shall be considered withdrawal, and another applicant will fill the child's slot. Parents are responsible for incurred day care bills. Home Away From Home has the right to dismiss a child from the program at any time.

Health Policy – We take our Health Policy very seriously and expect parents to do the same.

A. Physical & Immunizations

Chapter 77-620. Special Acts, Laws of Florida require all children to have the following upon enrollment:

A Physical Form, Florida Dept. of Health Form # 3040, signed by a licensed physician who states a child is healthy and may attend childcare.

Complete immunization record on reverse side of Florida Dept. of Health Form # 680 signed by a licensed physician.

Documents must be presented before a child can attend the school and must be updated when necessary.

B. Allergies

All Allergies must be noted in writing so that we can post them in the classroom for all caregivers to see.

C. Illnesses

For the protection of all children, we reserve the right to refuse acceptance of any child that shows signs or symptoms. These are just some examples:

- Severe coughing, causing the child to become red or blue in the face or to make whooping sound;
- Difficult or rapid breathing;

- Stiff neck;
- Diarrhea (more than one (1) abnormally loose stool within twenty-four-hour-period);
- Temperature of one hundred (100) degrees Fahrenheit or higher;
- Untreated infectious skin patch(es);
- Contagious disease (such as chicken pox)
- Scabies, tinea corporis or capitis (ring worm)
- Contagious skin rash (any severe rash)
- Vomiting
- Hand Foot Mouth (HAFH requires the child remain out for 7 days from the date they were sent home and the Dr. confirmed that it is HFM)
- Sores, discharging eyes or ears, profuse nasal discharge
- Conjunctivitis (Pink Eye)
- Yellowish skin or eyes
- Head Lice/Nits (must return with certified proof that lice is no longer a threat), etc.
- Children must be totally symptom free and healthy

*****HAFH does NOT accept the exemption form for vaccinations.**

1. If a child becomes sick during the day, she/he will be isolated from the other children and a parent will be notified to pick up the child immediately or within 1 hour. It is the parent's responsibility to have alternative arrangements available if they cannot pick up their child immediately.

2. **No Returning to School Within 24 Hour Policy (1 Full Day)** - If your child has been absent/sent home due to a contagious disease, a doctor's note must be brought back to school to ensure that your child is healthy (SYMPTOM FREE) to be admitted back to school. Even in cases that a doctor authorizes your child to return to school before a 24-hour period, it is our center policy that your child may not return to school the day after being sent home. Please note if your child isn't feeling good, it should be your responsibility to keep them comfortable at home. We understand that sometimes this can be an inconvenience to parents, but we trust that you will understand the necessity for such a policy. Your child must be totally symptom free. If we feel the child is still showing any signs of feeling sick you will be called to pick up again.

Visiting During School Hours (Temporarily Suspended)

For security purposes, the following rules apply:

- HAFH **ONLY** accepts currently enrolled guardians of students and or parents to visit during school hours.
- They must be approved and signed in by the front desk as a visitor during that time.
- Parents/guardians are allowed to observe and view their children via our glass observation windows, observation rooms or our webcam monitors located in every reception area in order to avoid disruption in the classrooms.
- If you wish to see your child during school hours, our staff will escort the student to the front office unless the child is an infant.
- We ask that all parents/guardians limit the amount of time spent in the classrooms during drop off and pick up time in order to allow the teacher to start her daily academic activities without disrupting the classroom.

Persons Appearing Intoxicated or Impaired

If a parent or other adult enters the school to pick up a child and appear to be intoxicated, smells of alcohol or his or her actions appear to be impaired, we will refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, the Director will notify the local authorities.

Use of Television

It is Home Away From Home's policy to not include TV during regular daily schedules. Exceptions will be made for special occasions. In these cases the programs must be educational and theme related.

Discipline/Expulsion Policy

A. The methods of guidance and discipline used shall:

1. Be Positive & Constructive
2. Be consistent with the age and developmental needs of the children; and
3. Lead to the child's ability to maintain self-control

B. Staff members shall not discipline children for failing to eat, sleep or for soiling themselves.

C. Children may be removed from a group activity to another area, provided that the child removed is either under the supervision of another staff member or continuously visible to a staff member.

D. Children shall not be subject to discipline, which is severe, humiliating and frightening. No spanking or any form of physical punishment will be tolerated.

Please note that if a child continues to have behavior issues, his/her parents will be called and maybe asked to pick up child from school for the rest of the day (regardless of circumstance). HAFH reserves the right to terminate enrollment if necessary for the benefit of the child or classmates.

Staff Member Shall

Reflect the provisions specified in (a) through (d) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, calming chair, time-out, negotiation station, etc.); and Post these policies in a prominent location within the center. The center shall secure and maintain on file each staff member's signature attesting to receipt of the policy on the disciplining of children by staff members.

Staff Members Shall Not

Hit, shake, and use abusive language, ridicule, harsh, humiliating or frightening treatment. They shall not use emotional punishment or engage in or inflict any form of child abuse and/or neglect. Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest or sleep. Staff members shall not require a child to remain silent or inactive for an inappropriate long period of time.

Arrival & Departure

1. Home Away From Home follows our own Academic Calendar for the school year. For a list of No School Holidays / Teacher Work days, please see our Holiday Calendar. Our Summer Session starts immediately after the academic school year ends. (Please note State VPK Program has additional holidays). Although we may be open on those additional VPK holidays, your child may attend for an additional charge.

2. Our center is open from 7am to 6pm, Monday thru Friday.
3. Please have your child in his or her classroom according to their planned program time. Repetitive tardiness will not be accepted. If your child is attending HAFH's full time program, they must arrive at school by 8:30 am especially VPK learners and no later than 9am, unless excused in advance. Please call to inform us if you will be late. If your child is excused, we ask that you allow us to escort your child back to his/her classroom at your arrival to avoid any disruptions to the daily lessons. If you arrive past 9 am, without prior notice, your child may not be allowed to stay. As a courtesy HAFH allows you 3 tardy (you must still call or advise admin) on the third tardy we will not allow for the child to be left at school. Excessive tardiness can result in dismissal from school and/or disenrollment.

Where to Find Information

Our school has a monthly newsletter and calendar, which includes a brief description of what's going on in the classrooms. This newsletter and calendar will be e-blasted the last day of every month. The newsletter is also published on our website and extra copies are located at the front office.

(Temporarily Suspended) Most Information will be sent home weekly for your review.

There are bulletin boards in the main entrance of the center where you can find information as well as every classroom has a Parent Information Board with all of the information you will need. You will also be informed of field trips, menus, upcoming events, parent resources, child illnesses, and other important news via email, or flyers posted throughout the school. Cubbies, charts, messages on doors or bulletin boards, and children's daily sheets are also to be checked daily.

Our Website www.homeawayfromhomechildcare.com and the Home Away From Home Child Care Facebook also has important information with daily activities and school pictures, so please be sure to like us on Facebook and Instagram.

Smoking Policy

There is a no smoking policy on the facility grounds of Home Away From Home. This includes e-cigarettes and vapes as well. This policy is also in accordance with the Department of Children and Families Child Care licensing regulations.

EMERGENCY EVACUATION PLANS

Drills and Evacuations

Emergency fire drills are mandatory by law and conducted monthly to prepare the child should an emergency arise. Our School is equipped with a fire alarm system, some with ceiling sprinklers, and fire extinguishers. It is important to talk to your child should they raise questions or concerns about the drills and we will prepare them in advance as well. Each classroom has an exit to the exterior outside. In event of a fire, each classroom will be escorted by the staff through the appropriate exits onto the enclosed playground or designated area. Infants are placed in evacuation cribs and exited by the staff. Staff will take attendance records with them and attendance will be taken once outside to make sure all children

are accounted for. No one can enter the building until a final sweep and clearance has been given to return to the building.

Emergency Evacuations

IN CASE OF A THREAT: In the event there has been a threat made on the HAFH facility or nearby facility, the local law enforcement officials will be called and a lock-down of the School will take place. During a lockdown and as with all times during school hours, all exterior doors will remain locked and during a lock down no one can enter or exit the building until the appropriate authorities arrive.

In Case of Severe Weather/Hurricane Emergency Closings

Home Away From Home follows the [Broward County Public School](#) closings for severe weather or emergency situations. If the public schools are closed, HAFH is closed. Please listen to the news channels to confirm schools closings. If severe weather/Hurricane occurs during school hours, all parents will be notified immediately to pick up the child if a hurricane watch becomes a hurricane warning, however, the child will not be released until it is safe to do so. In the event of a Tornado, the children will remain in their classrooms moved away from the doors and windows. Older children three through prekindergarten will go under the tables in the classroom in the tuck and cover back of neck position. Children will remain in the classroom until the Tornado warning has been lifted. Infants will be placed in the evacuation cribs in the center of the room.

Evacuations

Any time an evacuation is necessitated, each classroom will follow the primary evacuation route that is posted in the classrooms located on the Emergency Evacuation Procedure map. If it is inaccessible, the classes will follow the secondary evacuation route. All teachers must carry their attendance records with them and remain in their designated space with their class until the Director checks the facility and gives clearance to return to the building.

Social Media Links

Don't forget to like is on the following Social Media links:

HomeAwayFromHomeChildcare.com

Facebook.com/HAFHrocks

<https://www.instagram.com/homeawayfromhomepreschools/>

<https://twitter.com/HAFHPreschools>

<https://www.youtube.com/channel/UCI0lcJDgdxjwyhAcS7IDVwg>

<https://plus.google.com/105422278743626718403>

***Manual acknowledgement page**

*** I have read, understand and agree to the above policies that H.A.F.H. has put in place in this Parent Guide/Handbook (1-22pages). I agree to follow these rules, policies & procedures. I understand that failure to abide by HAFH policies and procedures may result in my child's enrollment termination. Disregard of Center policies can include: ignoring state licensing rules and regulations; not keeping your account current; aggressive, loud and argumentative interactions with a Center employee; hostile communications, not following our center sick policy etc.

***Above all, HAFH reserves the right to maintain a harmonious and safe environment for the children. Our goal is to bring about collaboration between the home and school in ways that enhance your child's development.

Sign and return this page to front office at time of enrollment/with NON REFUNDABLE - Registration or NON REFUNDABLE Promotional Fee:

Parent/Guardian Print Name Date

Parent/Guardian Signature Date

Child's Name Enrollment Date

Additional Siblings Enrollment Date

HAFH Staff Date



2020-2021 Holiday Closings

September 7th, 2020 Labor Day
November 11th, 2020 Veterans Day
November 26-27, 2020 Thanksgivings and Day After
December 24th, 25th 2020 Christmas Eve, Christmas Day
December 31, 2020 New Years Eve
January 1st, 2021 New Years Day
February 15, 2021 Presidents Day
April 2nd, 2021 Good Friday
May 31st, 2020 Memorial Day
July 5th, 2021 Independence Day

Note: The VPK Program has additional holiday closings. Although HAFH is open on some of the days, VPK classes will not be held and an additional charge will be added for those VPK hours that will not be paid by the state, if parents choose to have their child attend on these days.

"ALL HOLIDAYS ARE SUBJECT TO CHANGE WITH PROPER NOTICE"

Home Away From Home follows the School District of Broward County closings for severe weather or emergency situations

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



More
information
and free
resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: _____
License Issued on ____/____/____
License Expires on ____/____/____
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATORY
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFRPI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

**"The Flu"
A Guide
for Parents**

INFLUENZA VIRUS



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name: _____
Child's Name: _____
Date Received: _____
Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

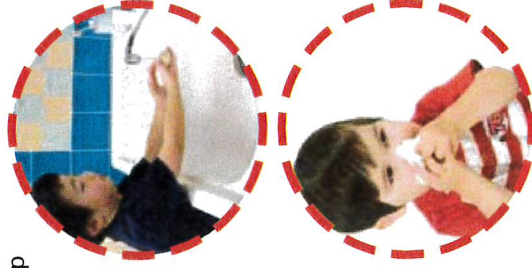


How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:



- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

When should my child stay home from child care?

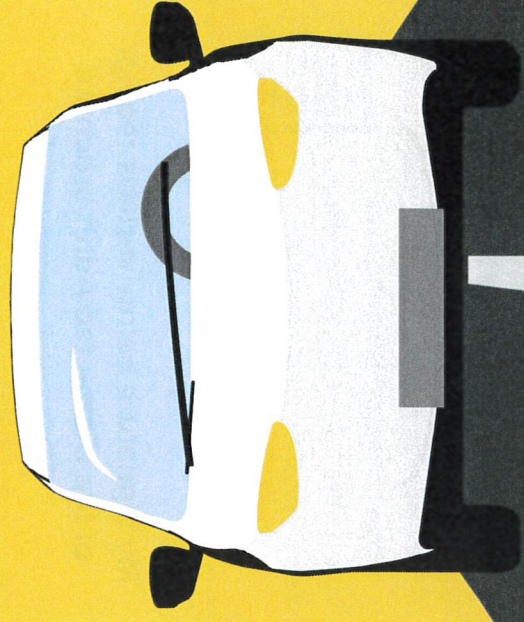
A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



When life happens... Don't be a
**DISTRACTED
ADULT**



Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019



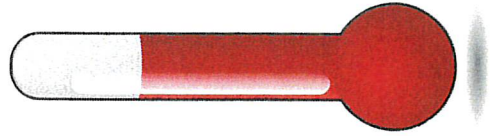
FACTS ABOUT

HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session,

a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.