



CHURCH AT VIERA

Parent Information Packet

Thank you for choosing CAV Preschool! Your child will have the opportunity to spend the day in a safe and nurturing environment centered around Jesus Christ.

In order to ensure a smooth transition, please take time to read the information in this packet. Please email me at stephanie.dean@churchatviera.com if you have any questions or concerns.

Hours of Operation and Late Pick Up

Classes are in session from 8:30 am – 1:30 pm on Monday, Tuesday, and Thursday. We generally follow the same holiday schedule as the Brevard Public Schools system with a few exceptions.

We ask that you please be prompt in picking up your child from their class. If you are going to be late for any reason, please try to make alternate arrangements and call the school as soon as possible. **We will charge a late fee of \$1.00 per minute after 5 minutes late.**

Arrival and Dismissal Procedure

All children must be dropped off in the car loop and picked up directly from their classroom. Please arrive on time as teachers begin the day promptly at 8:30. Please do not drop your child off before the designated start time for your class. Teachers need this time to prepare and will be instructed not to accept children before this time. **If your child will be absent, please call, text, or email to let us know.**

Your child will only be dismissed to the authorized people on the Registration Form as “Authorized Pick-up Person.” In the event someone not listed on the form will be picking up your child, we will need written permission (an email is fine). Photo identification will be required from that person. Any changes in carpools or authorized pick-ups must be added/reported to the director and teacher. Parents and/or authorized drop off and pick up people are responsible for the supervision of the child once they leave the building. It is our policy that you **do not leave your children (siblings) unattended in your car while you are picking up your child.**

School Cancellations/Delay

School sessions may be canceled due to inclement weather. In such event, CAV will follow the closing of the Brevard Public School system. “No school” announcements for

the Brevard Public Schools are announced to the community through various local media outlets (radio and television stations).

In the event that the weather becomes hazardous during the school day, a designated CAV staff person or member of your child's class will contact parents within your child's class. If you cannot be contacted, the person(s) listed on your Registration Form as "Authorized Pick-up Person" will be contacted. There will be no make-up days if for some reason (ex: no heat, no water, etc...) we have an unscheduled day off except for VPK.

Tuition

Tuition is due no later than the fifth day of each month. **Prompt tuition payments are extremely important, as we are a non-profit organization and depend on tuition to operate.** A late fee of \$10.00 is charged for all payments received after the 5th of the month in which it is due. There is a \$20.00 fee for all returned checks. Tuition is \$3500/year for two and three-year olds. This annual fee has been divided into ten monthly payments of \$350. for your convenience and will be payable August 1 – May 1.

What to Bring

Please dress your child in play clothes and play shoes for school as we like to paint, glue and play! All clothing (jackets, sweaters, etc...) should be labeled clearly with your child's first and last name. **We encourage parents to keep a change of clothing at the school in a gallon size ziplock bag** in case of an accident or spill. Please label EVERYTHING you send to school including water bottles, lunch boxes, and backpacks with your child's **first and last name**.

Snack/Lunch

CAV Preschool children will eat a mid-morning snack and will also have lunch that you provide. They stay in their classroom and eat together as a group. If you are planning to drop off a special treat, please make arrangements with the teacher in advance. All special treats must be store bought and include a label with ingredients due to allergies. Preschoolers are not allowed to bring popcorn to school. Grapes, hotdogs, and other possible choking hazards must be cut in QUARTERS or the snack will be sent home.

Cold Weather Policy/Outdoor Play

Provided that weather conditions permit, CAV curriculum includes a designated time for your child to play outdoors on the playground. We will not play outdoors if it is raining, extremely cold or extremely hot. For **safety reasons** we encourage parents to have their children wear appropriate shoes for the playground.

Day to Day Communication

Please make sure that you are checking your email for new information from you teacher and director. Your child's teacher will also "touch base" with you at dismissal time. Please utilize this time to let the teacher know any information regarding your child. However, if you have confidential or sensitive information, your teacher would be happy to set up a conference time.

Health Policy

A completed Florida Health Form, signed by a physician, is required at the time each child is admitted to school. A child must also have had a complete physical exam within one year prior to each year's enrollment and must have received immunizations required by the state or have a religious exempt form on file. Children in the VPK program must have VPK certificates on file. **Children with severe runny nose or a bad cough should be kept home until these symptoms clear up.** Children with the following symptoms **must** be kept home for 24 hours after the symptoms disappear: fever, vomiting, diarrhea, conjunctivitis or rash. Children with COVID symptoms or who have tested positive must remain home for 24 hours after symptoms have disappeared. Your child should not attend school if they have chicken pox, head lice, impetigo, measles, mouth sores, mumps, pinworm, ringworm, rubella, scabies or strep throat. In the case of a child becoming sick during class hours, the child will be isolated and supervised until the parent arrives. Every effort will be made to keep the child as comfortable as possible. The parents will be notified to promptly pick up the child.

Medication Policy

CAV will not administer medication with the exception of specific emergency measures necessary for serious known medical conditions. For general medications, it is felt that the parents can provide this care since the children attend school for such a short time. Please inform the director if your child has food allergies or other health problems. All health information must be included in the child's file.

Allergic Reaction Medication

If a child is in need of an EpiPen for allergic reactions, a doctor's prescription will be required. **The EpiPen must be brought in the original box with the prescription label attached.** The EpiPen will be kept in a secure area easily accessed by staff in case of emergency.

Biting

Unfortunately, biting is common until a child has gained sufficient verbal skills. When biting occurs, it can be scary, frustrating, and stressful for the children and adults involved. We do our best to provide an environment where minimal biting occurs. Each situation is handled with sensitivity and on a case-by-case basis. If your child is bitten or bites at school, an incident report will be filled out and you will be required to sign the form.

Attendance

It is very important that your child attend school regularly. If you know that your child will be absent, please let their teacher know or email Ms. Stephanie by 9:00 am. If your child is in our two year old or three year old program, you must pay tuition as scheduled regardless of absences. If your child is in our VPK program, they are allowed 19 absences for the year. Additional absences may result in being dropped from the program. If you have extenuating circumstances, please talk with us. We would be happy to work with you.

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...



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

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

**WHEN LIFE
HAPPENS...
DON'T BE A
DISTRACTED
ADULT**





Distraction 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.



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.



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.

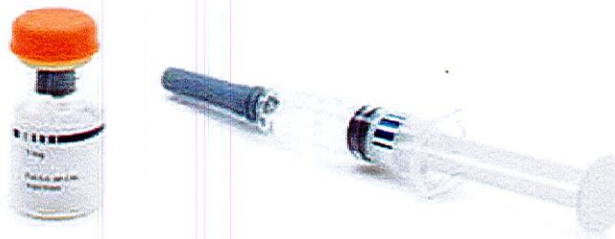


What should I do if my child gets sick?

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/>

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?

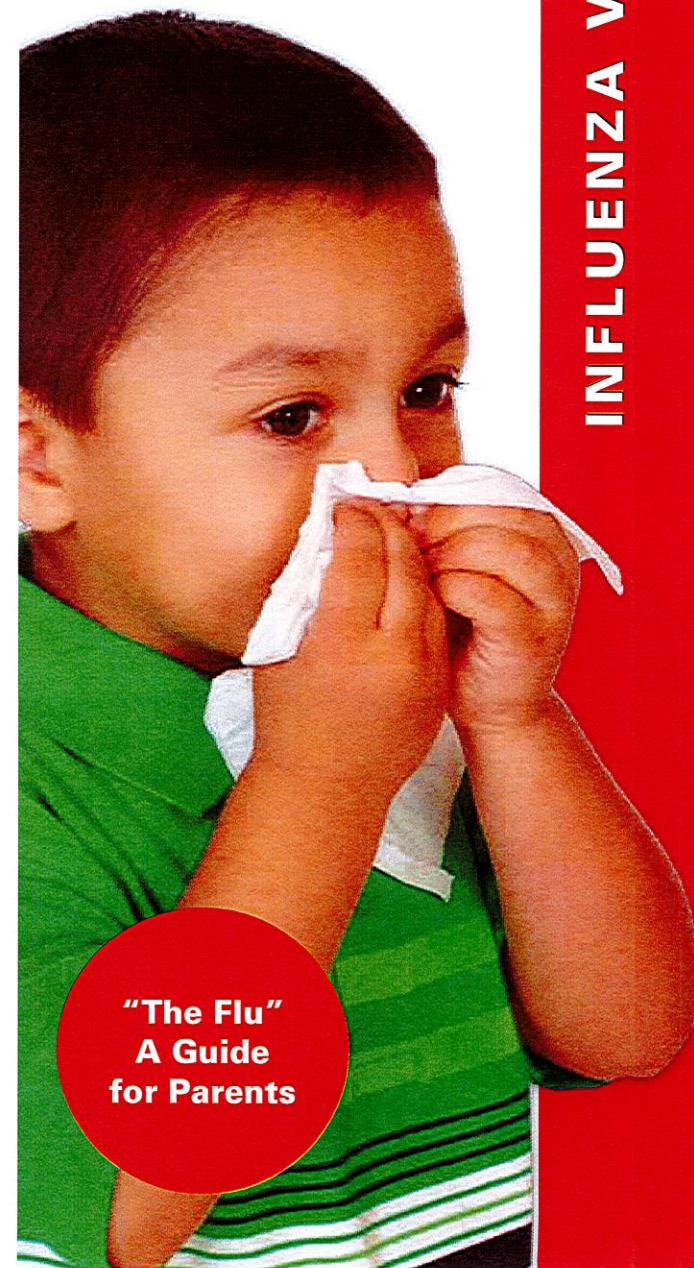
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between 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:

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



INFLUENZA VIRUS

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

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 your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

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, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.



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KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - 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 practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (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.

Ratios



<u>Age of Child</u>	<u>Child: Teacher Ratio</u>
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

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.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped 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.



**To report suspected
or actual cases of child
abuse or neglect, call the
Florida Abuse Hotline
1.800.962.2873**