



OUT OF THIS WORLD!

FAMILY ORIENTATION PACKET

Gan Yeladim and KinderCamp

Dear JCAmp Gan Yeladim & KinderCamp Parents,

Welcome to the JCA's JCAmp Gan Yeladim and KinderCamp! We have an engaging and safe summer planned for your child. Whether it is learning about pirates, building sandcastles, or celebrating International Mud Day, your camper is destined to have a fun summer full of excitement!

At JCAmp Gan Yeladim and KinderCamp, young children are nurtured and guided by our experienced counselors. They are mature, enthusiastic and safety conscious. JCAmp counselors are specifically trained to provide an environment for your young camper that encourages children to understand that they are capable, confident and know how to be a good friend. These are all lifelong skills.

Camp activities take place in our 100,000 square foot facility. All campers enjoy daily water experiences, cool air-conditioned cabins, clean play spaces, and creative outdoor spaces. In addition, our program is fully accredited by the American Camping Association. We received a score of 100% on our last site visit!

To ensure an organized summer for you, your child, and our staff, please read all the information in this orientation packet. Fill out and return all the necessary forms as soon as possible – we need those before the beginning of your camper's first session.

Please call the office if you have any questions about any of the information you have received. We look forward to having your child join us while we make lifelong friendships and memories!

Sincerely,

Natalia Fisher
Director, Early Childhood Education

904-730-2100 ext. 242

Natalia.Fisher@jcajax.org

JCAmp Gan Yeladim & KinderCamp 2026 Session Themes

**Session I (June 8th – June 19th)
"Home on the Range"**

**Session II (June 22nd – July 3rd)
"Wonders of Water"**

**Session III (July 6th – July 17th)
"Out of the Box"**

**Session IV (July 20th – July 31st)
"Storytellers"**

JCAmp Daily Schedules

A typical daily camp schedule is as follows:

7:30 - 8:15 am	Good Morning!
8:15 - 9:00 am	Structured playtime/story time
8:50 – 9:15 am	Carline morning drop off at awning (for 9 am campers)
9:00 - 9:40 am	Art and Centers
9:40 - 10:05 am	Water Play or Swim Lessons (times vary by age group)
10:05 - 10:30 am	Clean Up/Diaper and/or Toileting
10:30 - 10:55 am	Snack/Music & Movement
11:00 - 11:30 am	Special Events
11:30 - 11:50 am	Great Outdoors/Stories or Songs & Fingerplays
11:55 - 12:05 pm	Carline (for noon dismissal)
12:00 – 12:30 pm	Outdoor or Indoor Play
12:30-1:00 pm	Lunch, Stories or Songs & Fingerplays
1:00 – 3:00 pm	Nap time/indoor activities
3:00 – 3:30 pm	Snack and 3:30 Carline
3:30 – 4:30 pm	Structured play time/story time
4:30 – 5:30 pm	Outdoor Play
5:30 – 6:00 pm	Stories or Songs & Fingerplays/Dismissal

JCAmp Groups

Group Name	Age by 9/1/26	Adult: Camper Ratio
Patty Cakes	2	2:8
K'Ton	3	2:12
Tovim (must be fully potty-trained) *	4	2:15
KinderCamp	5	2:16

***Fully potty-trained means able to use the bathroom independently and consistently.**

Parent/Staff Communication

We maintain a strong belief in the value of good and open communication. A general newsletter from the office is sent out through Kaymbu at the beginning of each session. The newsletter outlines the plans for the session and has information about any changes. You will also receive information from your camper's head counselor each session telling you about their specific plans for that session. Counselors communicate through our Kaymbu app by sharing photos and observations. Patty Cake and K'Ton campers signed up for a full day will receive daily note communication also through Kaymbu.

We encourage you to call the office to speak with us or to arrange a conference with your child's counselor if you feel it is needed. Office hours are from 7:30 am to 6:00 pm. At carpool times (9:00 am and 3:30 pm) our office administrators are occupied making sure your children are safely taken to and from your car. Please try to call the office at least ten minutes before or after those times. If no one is available to answer your call, please leave a voicemail at extension 235, and we will contact you as soon as possible.

If you need to reach someone immediately at any time regarding your child in our care, please follow these guidelines:

- 1) Call 730-2100 and enter an extension (242, 256, 259 or 235)
- 2) If no one answers, press "0" for the receptionist.
- 3) Tell the receptionist you were not able to get through and need to speak to someone at Camp Gan Yeladim or KinderCamp
- 4) Ask the receptionist to use the walkie talkie to page a Camp Gan Yeladim or KinderCamp employee.

All groups have more than one cabin. Every full cabin has a head counselor and an assistant counselor. All camp counselors are at least 18 years or older and have been through camp training; most are year-round educators working in our NAEYC accredited preschool. They are educated in safety and trained in building self-esteem in young children.

All groups participate in a wide range of age-appropriate activities including music, art, science, cooking, Judaic activities, nature, water play, and more.

What to Bring

- 1) On each camp day, your child should carry a labeled bag or backpack with the following items inside:
- 2) **KinderCampers & Tovim Campers:** Please pack a towel and an extra labeled change of clothes (including socks, shirt, shorts, & underwear) in case of an accident or messy activities!
- 3) **K'Ton Campers & Patty Cake Campers**

- a. An extra **labeled** change of clothes (including socks, shirt, shorts, & underwear) in case of an accident or messy activities!
 - b. Three diapers (per morning) and a container of wipes - only applicable, of course, to those K'Tons using diapers. If your child is staying for extended care, please send three additional diapers.
 - c. One disposable swim diaper and one reusable swim diaper for those campers in diapers. **Regular disposable diapers cannot go in the pool.**
 - d. Two pairs of underwear for campers who have mastered toilet learning. Children should come to camp dressed in their bathing suit under their clothes. Bring a labeled towel, plastic bag, and two pairs of labeled underwear (if applicable).
- 4) Please label everything! **Sharpie Markers are great for this. If items arrive at camp unlabeled, the counselors will label the children's belongings with a Sharpie Marker.**
 - 5) Please apply sunscreen of SPF 15 or higher **before** arrival each morning.
 - 6) Children should wear comfortable clothing and closed toe shoes, suitable for outdoor play. Please do not send your child wearing dangling jewelry, platform sandals or slide-on shoes.

Please label, very clearly, the outside of your child's carry bag or backpack. This helps ensure that everything you send to camp returns home.

All campers receive a camp T-shirt to wear on Fridays for Shabbat.

Drop-off and Pick-up Procedures

- 1) Staff members are available to greet your child in your car at the side door (awning) entrance of the JCA (to the right of the main entrance) from 8:50 a.m. until 9:15 am and then take campers directly to their cabins. Once the doors are closed, carline is over. You will need to walk your child in through the front entrance of the JCA. If your child is a first-time camper or needs you to walk him/her into camp, please feel free to do so by parking your car and using the main entrance only. When entering through the main entrance, JCA members will need to scan their member ID card. If you are not a member or forgot your card, you will need to sign in on the tablet in the lobby. This process applies to everyone including JCA staff.
- 2) If your camper is scheduled to arrive before 9:00 am, you will walk in through the main entrance of the JCA.
- 3) Young children require routine for healthy development. A late drop off can be disruptive to the classroom and have a negative effect on the child's whole day. **Cut-off time for dropping off your child in their cabin is 9:30 am. If your child will be late due to an emergency or unforeseen circumstance, you must notify the office prior to**

9:30 am. If this courtesy is abused with daily late calls, late arrivals will not be granted. Children with doctor/dentist appointments can be dropped off as late as 10:30 am, but the office must be notified ahead of time, and a doctor's note is required. Children picked up early for doctor appointments are dismissed for the day. Messaging on Kaymbu is not an acceptable way to call in late. After 9:30 am, the counselors and children have already started the day and are engaged in their morning activities. To minimize interruptions, please bring your child to the office to check in, and someone will walk your child to their cabin. Our office number is 904-730-2100, x235.

- 4) We have an afternoon carline at 3:30 pm. We will bring the children down to the end of the hall, put them in your car, and buckle them up as you come through the carline. **Please remain in your car during this process.**
- 5) The 3:30 pm carline begins at 3:15 pm and ends at 3:45 pm. If you arrive after either carline is over, you will need to park and walk in through the main entrance to pick up your child. Your child will be brought to the Early Childhood office. Please note, there will be a late fee for children that are brought back to the office. If your child is scheduled to be picked up after 3:30 pm, you will need to walk in and pick up your child from their cabin.
- 6) Our parking lot is very busy at drop-off and pick-up times, so we ask that you follow the signs posted, use caution and safe driving skills. Please do not get out of your car to talk if you are in the line, and **please do not use your cellphone while driving in our parking lot or carline as they are a distraction and jeopardize the safety of our children.** This helps dismissal be as speedy as possible.
- 7) Florida law requires children 5 years or younger to be in an age-appropriate car seat or booster seat. Children younger than 13 years old should ride in the back seat. Camp staff are not allowed to put children in cars without a proper car seat or booster seat.
- 8) If your child is to go home with any adult other than yourself, written/email permission, along with a brief description of the person (if unfamiliar to us) and their car (if they are using carline,) must be sent to camp each time. Please remind the person to bring a photo I.D. Our counselors are required to ask for proof of identity if the person picking up is unknown to them.
- 9) Please note that for the security and protection of your children, the side entrance is only open at carline time and only used for children using carline. At all other times this door is locked and alarmed. Adults must always enter and exit the building through the JCA's main entrance.

Late & Early Fees

When children arrive earlier or stay later than their scheduled times, it can jeopardize the adult-to-child ratios. We ask that you abide by the times for which your child is registered. To enforce this policy, **we charge \$1.00 for each minute of care which is not pre-registered.** For extenuating circumstances, please call the director.

Financial Information

All families must be in good financial standing with the JCA prior to the beginning of the camp season. Balances for all camp programs regardless of session must be paid in full by May 2, 2025, to complete enrollment. The JCA will not guarantee placement if balances are outstanding after that date. Refunds of camp fees for any sessions will be granted, less deposits, only if the JCA is notified (in writing) of withdrawal prior to May 2, 2025.

Notification of withdrawal on or after May 2 will result in loss of all fees paid.

Forfeited fees will go into the JCA Camp Scholarship Fund. All changes (in writing) regarding registration will result in a \$15.00 per change fee payable at the time the change is made.

Resource Days

All campers enjoy resource days throughout the summer. Check your session newsletter and cabin calendar for specific details regarding these resource days and events.

Swim Program

The JCA prides itself in offering a top-notch aquatic program for summer camp. KinderCampers, Tovim and K'Ton campers (**who are fully potty trained which means they must be able to use the bathroom independently and consistently**) benefit from swimming five days per week (four days of lessons and one water fun or free swim day). Our enthusiastic aquatic instructors have Red Cross WSI certification as well as teaching and lifeguard experience. Flotation devices that are worn, such as water wings or vests, are not allowed during swim lessons.

Those K'Ton campers who are not potty trained may participate in water activities such as playing in the wading pool and in the sprinklers; provided they are wearing swim diapers and rubber pants under their bathing suits. The Aquatics Department does not allow any child still in diapers into the wading pool unless he/she is wearing a disposable or non-disposable swim diaper **and** rubber pants.

Food Policies

All campers receive a morning kosher snack with filtered water. Campers need to bring a kosher style lunch with a drink if staying past 12:00 noon. We observe the kosher dietary guidelines enclosed in this packet. If you have any questions regarding these policies, please call. Lunches for Patty Cakes are refrigerated. K'Tons, Tovim and KinderCamp lunches are not. Please print names clearly on the outside of the lunchbox or bag.

All food sent to camp must be pre-cut for the younger children and age appropriate. For example, please do not send your child with yogurt and a spoon if they cannot manage it independently. **Popcorn, nuts, and uncut grapes are choking hazards** and are not permitted. Please be sure to include all utensils. Camp Gan Yeladim and KinderCamp areas are **peanut and tree nut free**.

If your camper is staying after 3:30 pm, please send an afternoon snack with a drink. JCAmp Gan Yeladim and KinderCamp do not provide afternoon snacks.

Children arriving before 8:15 am may bring their breakfast with them to eat at camp. Breakfast is not served to children who arrive after that time. Good nutrition is an important part of our program. We request that only nutritious lunches, afternoon snacks or breakfasts are sent to school. **Please do not send candy or carbonated beverages.**

Dietary Policies

The following dietary guidelines are observed in our camps. Please let us know of any questions you might have.

Any food provided by JCamps adheres to these guidelines. Any food handled in our kitchens must follow these guidelines:

- 1) Meat products of pork origin are not permitted.
- 2) Shellfish is not permitted.
- 3) Meat and milk products may not be packed together for the same meal. For example, a turkey sandwich is fine, but not a turkey and cheese sandwich. A turkey sandwich is fine with juice, but not with a container of milk. However, you may send dairy products for snack time and meat products for lunchtime, but they must be packed in separate containers.
- 4) Packaged foods sent for snacks and lunches must be marked with an accepted kosher symbol.
- 5) **We will not be accepting cupcakes or cakes for birthdays.** You may provide a healthy snack for the entire cabin to make the event healthy and nourishing for all!
- 6) Due to life threatening allergies, **ALL Gan and KinderCamp rooms and areas are peanut and tree nut free.** Some cabins and age groups are also whole egg free. Please check with your child's counselor for the allergy status in your cabin.
- 7) Always check the package label for the seal or sign of certification. Not all runs of a given product are necessarily Kosher. Sometimes certification is discontinued unexpectedly. In some lines, only certain flavors or varieties are kosher.
- 8) Fresh fruits and vegetables are always acceptable.
- 9) Snacks and lunches sent from home are to be packed in closed containers or bags.
- 10) The following symbols are acceptable:



JCAmp Discipline Policy

One of the primary goals of this policy is to maximize the learning of appropriate skills including safety and respect for oneself and others. Another goal of this policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures.

At JCAmp, we advocate the use of positive guidance and reinforcement. All children are expected to behave in a manner that is acceptable to our classroom standards. Positive reinforcement is used as much as possible when children are behaving in an appropriate and safe manner. Positive guidance teaches children to solve their problems, rather than punishing them for having challenges they cannot solve. Guidance teaches children to learn from their mistakes rather than “disciplining” children for the mistakes they make.

If a child behaves in an unacceptable manner, he or she is redirected, shadowed, or is given a break from the activity with the help of a counselor and if appropriate, a replacement behavior is taught. Positive guidance/reinforcement is used as much as possible when the child is behaving in an acceptable manner. Time out is not effective in modifying behavior. There are no time out chairs in classrooms. Counselors never use threatening or derogatory remarks and do not withhold nor threaten to withhold food or outdoor play as a form of discipline.

Unacceptable behavior is defined as that behavior which is disruptive to the group during a structured activity time, or that behavior which may be harmful to the children, or which is disruptive to the group, behavior that compromises the safety of the group, or behavior which may be harmful to themselves or another child. If a child continues to be disruptive or harm others, the camp reserves the right to dismiss that child from the program.

The following process is followed before exclusionary measures are considered.

1. The student’s counselor identifies any areas of concern based off observations and developmental assessment and communicates concerns to the ECE director and/or other appropriate administrators.
2. Consults with the Director to adjust practices and implement new strategies to foster success.
3. The counselor with the director or other appropriate administrators talks to the parents to determine if the parents have similar concerns at home.
4. Parent/Guardian consent for observation is obtained.
5. Observation scheduled.
6. Peer observation and documentation occurs.
7. Administrative observation and documentation
8. The counselor and the director meet with parents to make recommendations.
9. Evaluation and placement are done as a team.

If exclusionary measures must be taken, the program offers assistance to the family in accessing services and an alternative placement.

Techniques may vary with each situation; however, physical punishment, inappropriate language or manner, psychological abuse, and/or coercion should never be used and are never acceptable. Please see below for examples of these prohibited practices.

Examples of physical punishment: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, and/or *seclusion.

***Seclusion:** "the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, except that such term does not include a time out." (H.R. 7124, 2018)

Examples of coercion: rough handling (shoving, pulling, pushing, grasping any body part); *physical or *mechanical restraint (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

***Mechanical restraint:** "the use of devices as a means of restricting a student's freedom of movement." (H.R. 7124, 2018)

*** Physical restraint:** "a personal restriction that immobilizes or reduces the ability of an individual to move the individual's arms, legs, torso, or head freely, except that such term does not include a *physical escort, mechanical restraint, or chemical restraint." (H.R. 7124, 2018)

NOTE: The use of a "physical escort" as defined below and properly used when necessary to protect the child or others from harm is NOT coercion.

Physical escort: "the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location." (H.R. 7124, 2018)

Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the facility.

Sick Policies

Parents, or designated caretakers, of children who exhibit any of the following symptoms will be called to come to the JCA to pick up their child within a one-hour period:

fever of 100° and above
diarrhea (exceeds 2 loose stools within the day)
vomiting
abnormal behavior

- 1) Please do not bring your child to camp with any of the above-mentioned symptoms. **If you have any doubt about your child, please keep your child at home.** It is unfair to healthy campers and counselors to expose them unnecessarily to illness. Please be considerate of our community. Once a virus begins in a group, it becomes very difficult to control.

Fevers – Children sent home with a fever are not allowed to return to their program the following day. In addition, they must be fever free (under 100) without fever reducing medication, for 24 hours before returning to school. The number of days missed for fevers may vary depending on the duration of the fever. The requirement is that children must be fever free for 1-full school day without the use of medication.

For example, if your child has a fever mid-day on Monday, they must remain home on Tuesday and would be allowed to return to school on Wednesday morning (no mid-day drop offs) if they have been fever-free without medication for 24 hours.

- 2) Although the presence of a runny nose, clear or colored, may appear ominous, exclusion from school is not necessary unless accompanied by any of the symptoms listed above.
- 3) Please alert the office when your child develops a communicable disease (Covid 19, chicken pox, strep throat, pinkeye, flu, head lice, etc.) so that we can notify the other families of a possible exposure date. All names are kept confidential. Knowing what is going around in a class will help in early treatment and possibly slow or stop the spread of infection.
- 4) We understand that it is sometimes difficult for working parents to arrange for their sick children, however, the JCA program is for **WELL CHILDREN** only. *We are not set up to care for sick children. It is the responsibility of the parents or guardians to have advance alternative plans to provide for their sick children.*
- 5) Children Becoming Ill in School - If a child begins to display symptoms of illness, including fever, coughing, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell, lethargy, rash or other symptoms, s/he will be removed from the classroom. We will have a designated and staffed separate room for children identified with any signs of illness. Parents are required to pick up ill children immediately. Emergency contacts are called if your ill child is not picked up within 60 minutes.
- 6) Diarrhea: Children are sent home for the following:
 - Children in diapers: stool is not contained in the diaper
 - Children in underwear: diarrhea is causing "accidents"
 - Children whose stool frequency exceeds 2 stools above normal per 24-hours.
 - If you must pick up your child for any of the above reasons (day 1), your child is required to stay home the following day (day 2) and may return on day 3 if symptom free.
- 7) Vomiting: Children are sent home for vomiting unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration. **Children sent home for vomiting must stay home the following day.**
- 8) Children with head lice, eggs or nits are not permitted in the program. Children with any of these present, even after treatment, will be asked to leave immediately. We ask affected families to follow the treatment protocol outlined by the Center for Disease Control: <http://www.cdc.gov/lice/head/>. If your child has been treated chemically, there is still evidence of activity (lice, eggs or nits present), and the recommended time between chemical treatments has not elapsed, you must treat again with a natural remedy for lice (such as "Zero Lice" which contains tea tree and

Eucalyptus oils and is available at your local health food store) and be free of evidence of activity before returning to school. Eggs and nits require manual removal after treatment. Please visit the Center for Disease Control website and follow the treatment protocol. Contact the ECE office if you need a printout of the procedures. To contain any outbreak, affected children AND enrolled siblings must be checked by ECE office staff and totally free of evidence before returning to the classroom that day as well as continue to be checked every other day for a 10-day cycle and be evidence free each time to remain in school.

- 9) If your child's physician or dentist has ordered a special medical management procedure for your child, an adult trained in the procedure must be on-site whenever your child is present.
- 10) If there is a vaccine-preventable disease that occurs in our program, any children who are under immunized will be promptly excluded from the program. Under immunized children are those who have not received the recommended number or types of vaccines for their age according to the current national and local schedules (AAP).

Medication

Prescription medication is only given when accompanied by a completed medication form (available in the office.) Prescription medication must be in its original container with a label stating the name and contact information of the physician and/or pharmacy, child's name, name of the medication, and medication directions. **We do not administer over-the-counter medication such as Ibuprofen or Acetaminophen unless accompanied by a doctor's note. If your child needs such drugs, he/she is not well enough to be at camp.**

Health Forms/DCF Requirements

The Florida Department of Children and Families requires all children enrolled in our program to provide health and immunization forms. These forms must be on file and up to date in the Early Childhood office before your camper's first day. **Children without current forms will not be allowed to start/remain in camp.** These forms are provided by your child's physician. Please be aware that there may be children in our care that do not have current immunizations due to a medical exemption. **Religious exemptions are not accepted.** Please sign the Policy Authorization Form at the end of the handbook, indicating that you have received the "Know your Childcare Facility" brochure and acknowledging our food and nutrition policies, and sign the Discipline and expulsion policy also at the end of the handbook.

Staff/Counselors Babysitting

Great care is taken in our hiring process to ensure we have the finest counselors available to work with your children and provide a culture of safety in our camp environment. All staff are required to sign a Code of Conduct as part of the expectations we hold them to as

camp counselors. Among other things, counselors are not permitted to be alone with children they meet in camp outside of the JCA. This includes babysitting. Therefore, we request that you do not ask our camp counselors to babysit your children. Any exceptions require a written explanation before the fact.

JCA Website

Go to the JCA website at www.jcajax.org/camp to get up to date information.

JCA Facebook

Check out the JCA Facebook page at www.facebook.com/jcajax to view photos from our camp. Like us on Facebook!

We also have a Facebook group specific for our programs called JCA Michele Block Gan Yeladim Preschool and Kindergarten. You can join it [here](#).

Parent Evaluation/Feedback

At the end of each camp session, parents are asked to go on-line to complete a questionnaire that provides useful feedback. If you have any immediate concerns, please always feel comfortable to reach out. JCamp administrators cannot be everywhere all the time and appreciate the opportunity to improve. Additionally, always feel free to talk to camp directors, counselors and administrators with any feedback you wish to share. It is very important that the JCA provides the highest quality camp program. All comments, both positive and constructive, are welcomed.

Challah

Challah is available for purchase at the front desk at the JCA entrance on Thursdays and Fridays. This gives you the opportunity to have a delicious, fresh kosher challah in your home each week for Shabbat.

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.

www.myfamilies.com/childcare



For additional information, please visit www.myfamilies.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.



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



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

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



Policy Authorization Form

This form must be signed and submitted before your child's first day.

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment. **(Summer camp requires these forms before child's first day)**
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled "Know Your Child Care Facility" (CF/PI 175-24) **(page 12)**
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility. **(page 7)**

Your signature below indicates you have received and reviewed the above items and give the staff of this facility access to your child's records.

Child's Name:

Parent's/Guardian's Name:

X _____

Parent's/Guardian's Signature:

X _____ Date: _____