



myprocare[®]

Dear parents/guardians,

International Kids Zone is pleased to offer **MyProcure**, a free online portal for you to access account information and easily pay tuition. MyProcure is safe, secure and created with your convenience in mind.

PLEASE SEE THE OFFICE TO GET YOUR EMAIL SET UP! ONCE YOUR EMAIL IS ON FILE YOU CAN LOG IN ONLINE.

1. Go to MyProcure.com.
2. Enter your email address (the email you have on file with International Kids Zone) and choose **Go**.
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. Then you may use the **Pay** button to make a payment with your card.
5. You can also view your payment history.

Thank you!

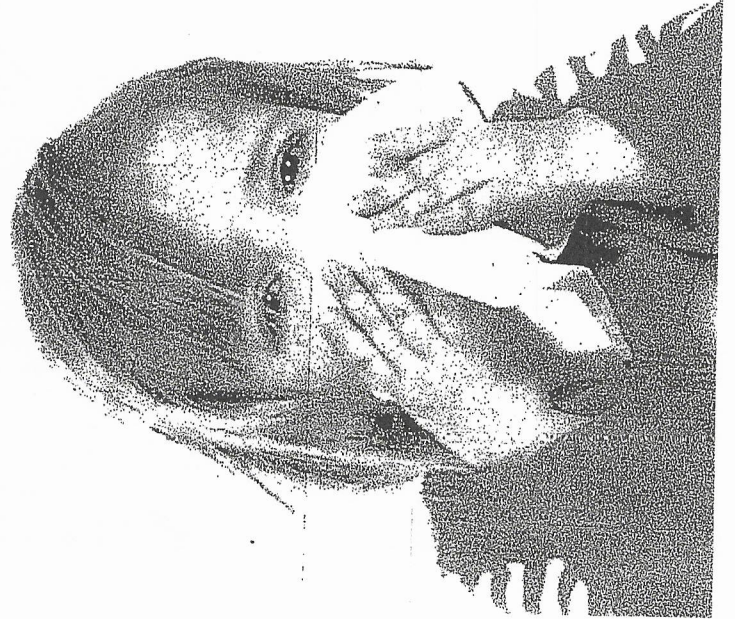
International Kids Zone and MyProcure

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.

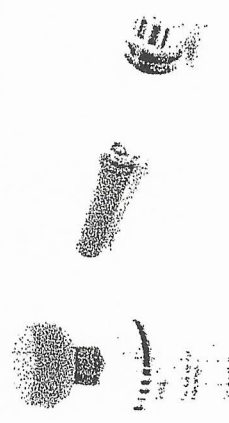


What should I do if my child gets sick?

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:

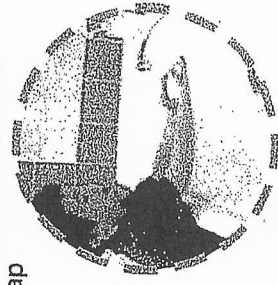
- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions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



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.

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.

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/>

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 Expires on:
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-982-2873.

CFPI 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

CHILD CARE FACILITY BROCHURE STATEMENT

(Chapter 402.3125, F.S.)

On _____ / _____ / _____

I, _____
(Name of Parent or Legal Guardian)

received a copy of the Child Care Facility Brochure.

(Signature of Parent or Legal Guardian)

(Name of Child)

This information is for the child care facility file.

WHAT IS A GOOD CHILD CARE PROGRAM?

Quality child care offers the child healthy, social and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. In such a center, children not only are well cared for but also participate in daily activities appropriate for their ages and individual developmental levels. Through these activities each child will have the opportunity to develop many skills, learn to get along with others, and build independence and self-respect.

To provide a child with a sense of security, child care centers should provide a daily schedule that has some flexibility. These are not required by Florida Law.

- Children -- including infants and toddlers -- have easy access to safe toys kept for them on open shelves.
- There are age-appropriate toys and games to build eye-hand coordination such as grasping toys for infants; nesting cups for toddlers; and puzzles, small building toys, and safe scissors for older children.

DISCIPLINARY ACTION AGREEMENT

At International Kids Zone we regard discipline to be an essential element of education at home as well as at school. Self-discipline and character develop as a result of loving guidance and mutual respect. At times it is necessary to discipline a child in order to discourage behavior which is deemed destructive or unacceptable.

We adhere to the regulations outlined in the state of Florida Children and Families Child Care Standards Booklet, which states:

- Discipline shall not be associated with food, rest or toileting.
- Spanking or any other form of physical punishment is prohibited.
- Discipline is not to be severe, humiliating or frightening.

However, parents are expected to discipline their child when an unbecoming behavior persists. Children should be taught by parents to behave in a proper, socially acceptable manner.

Good behavior is rewarded by immediate commendation or granting of special privileges. Unacceptable behavior is only handled by redirecting the child to an alternative activity and/or employing "Time Out" (only used as a last resort). Time-Out consist of a reasonable time period (one minute per age), which the child will not be permitted to participate in the presently ongoing class activity. This method will offer a child time to regain self-control and think about his/her actions before rejoining class activity.

Please read the following written policies and situations needing disciplinary action:

1. Whenever we encounter persistently poor behavior, a parent-teacher conference will be scheduled by the director in order to gather insight and provide the best possible resolution.
2. If unacceptable negative behavior continues, parents will be given a 5 day written notice requesting the withdrawal of the child from the school.
3. For the safety and welfare of all the children, International Kids Zone reserves the right to cancel enrollment (immediately) if a child is a danger to himself or others. Notification will be made in writing.

I hereby certify that I have read, understand and agree to comply with the above Disciplinary Action Agreement.

Child Name _____

Parent Signature: _____

Date: _____

International Kids Zone Preschool

EXPULSION POLICY

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____ Date: _____

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team. (Child Find).