



UF EARLY CHILDHOOD
collaboratory

at Baby Gator

Family Handbook

Our mission is to provide quality care and early education, foster a life-long love of learning, advocate for best practices in all areas related to children and families, advance research across disciplines, support professional development in the field, and to promote UF's culture of excellence.

TABLE OF CONTENTS

Section 1:	Introduction	4
	Center Information.....	5
	Hours of Operation.....	6
	Core Values	6
	Teaching Staff.....	7
Section 2:	Health & Safety	8
	Abuse & Neglect Reporting Requirements.....	8
	Arrival and Departure.....	8
	Authorized Pick-Up.....	8
	Custody.....	8
	Allergen Aware Environment	8
	Clothing	9
	Bedding & Naps.....	9
	Diapers & Diaper Changing	9
	Toilet Training.....	9
	Handwashing.....	9
	Health Assessments & Immunization Documents.....	10
	Illness.....	10
	Medication	11
	Incident Reports	11
	Insect Repellent & Sunscreen.....	12
	No Shoe Policy in Infant Classrooms	12
	Pacifier Use.....	12
	Tooth brushing	12
	Supervision	12
	Ratios.....	13
	Emergency Procedures.....	13
	Security Procedures	13
	Volunteers	14
	Smoke-Free Environment.....	14
	Confidentiality	14
	Photography & Social Media Recommendations	14
	Social Security Numbers.....	14
	Consents.....	14
	Liability Waiver for Special Activities	15
Section 3:	Partnering with Families	16
	Family Involvement	16
	Learning Genie	16
	Parent-Teacher Conferences.....	16
	Parking.....	17
	Research.....	17

School Supplies.....	17
T-Shirts	17
Website	17
Withdrawal Policy.....	17
Dismissal Policy.....	17
Grievance Procedures	18
In-Service Training Closures	18
Babysitting.....	18
Eligibility to Maintain Enrollment.....	18
Payment & Fees	19

Section 4:

Curriculum & Teaching.....	20
The Learning Environment	20
Curriculum & Teaching Methods	20
Daily Schedules & Routines	21
Behavior Management.....	21
Biting	22
Children with Special Needs.....	22
Developmental Assessment Plans.....	23
Transitioning to a New Classroom.....	23
Voluntary Pre-Kindergarten (VPK).....	23

Section 5:

Food & Meals	23
Meals & Snacks for Infants	23
Breast Feeding.....	24
Meals & Snacks for Toddlers & Preschoolers	24
Birthday Parties	24
Dietary Restrictions & Food Allergies	25

SECTION 1: INTRODUCTION

Dear Families:

Welcome to the University of Florida Early Childhood Collaboratory (UF ECC). Our classrooms provide high quality child care and early education to children ages six weeks to five years. Children grow and learn in a safe and healthy environment with a caring and attentive staff of well-trained early childhood educators. Curriculum is designed to encourage children to explore and experience the world around them through play-based activities. UF ECC addresses the needs of all children and fosters growth in social, behavioral, cognitive, language, physical and early literacy skills.

Families are an important part of the development of every child. You are invited to visit, assist your child's teachers, and participate in classroom activities.

Our doors are always open. Please feel free to share your thoughts and concerns with us. Our staff can provide you with materials to read and referrals to agencies and organizations that may assist you with financial or parenting needs.

Your child will receive exceptional care here and the highest quality early childhood education. We look forward to having you as part of UF ECC.

*Sincerely,
Stacy Ellis, Ph.D.
Director*

UF Early Childhood Collaboratory

www.babygator.ufl.edu

Stacy Ellis, Ph.D.

Director

smellis@ufl.edu

(352) 294-2241

Kelly Jamison

Associate Director

keljs@ufl.edu

(352) 294-2023

UF ECC at Lake Alice
793 Corry Circle
P.O. Box 112550
Gainesville, FL 32611

Phone: (352) 392-2330
Fax: (352) 846-0503

UF ECC at Newell Drive
1244 Newell Drive
P.O. Box 100018
Gainesville, FL 32610

Phone: (352) 273-8000
Fax: (352) 273-8747

UF ECC at Diamond Village
305 Diamond Road #17
P.O. Box 117540
Gainesville, FL 32603

Phone: (352) 294-2243
Fax: (352) 294-2257

Nika Douglas
Assistant Director
nikal@ufl.edu

Wendy Melchior
Assistant Director
Wmel60@ufl.edu

Dawne Morison
Assistant Director
dmorison@ufl.edu

Robin Stabel
Office Manager
Robinpierce@ufl.edu

Jorge Ruiz
Office Manager
jorgeruiz@ufl.edu

Courtney Coleman
Office Manager/Fiscal & HR Assistant
Jazz18@ufl.edu

Katie Prevatt
Fiscal Manager
294-1990

Cprevatt@ufl.edu

Ethel Rocha
Enrollment Coordinator
294-1991

Ethelrocha@ufl.edu

HOURS OF OPERATION

- All UFF ECC centers are open Monday – Friday, 7:30 a.m. – 5:30 p.m. An updated calendar of closures can be found on the UF ECC website.

UF ECC'S CORE VALUES



WE VALUE EXCELLENCE IN...

COLLABORATION – Working together as a whole program to support the mission, core values, and work of UF ECC and the university. It is the collaborative effort of teaching staff, administration, families, UF partnerships, and external practitioners to ensure the needs of each child, family, and staff member are met within the ethos of our program.

GROWTH – Supporting the whole child as they grow and develop; providing resources, support, and intentional recommendations to families that target their child and/or families' needs. Fostering the professional growth of each staff member in areas they desire and/or are needing. Sharing our knowledge, expertise, and experiences with the UF and surrounding community as well as the ECE field as a whole. Fostering a growth mindset within the program to ensure that we are always reflecting, refining, and learning.

DIVERSITY & INCLUSION: Embracing and celebrating each and every individual who is uniquely woven into the fabric of our program – our children, families, staff, UF and community partners, professional colleagues. Valuing each person for who they are, as they are, and what they contribute to our program.

SERVICE – Contributing to the well-being of others is at the heart of what we do. We strive each day to make intentional decisions and act upon those decisions to the benefit of the children, families, UF students, faculty, and staff, the surrounding community, and the professional field of Early Childhood Education.

TEACHING STAFF (4E.4)

- UF ECC employs full time and part time (substitute teachers) teaching staff to care for and educate all the children. Each classroom, depending on the size and age group, will have either one or two full time teachers.
- All employees must receive a clear background check, be free from any history of substantiated child abuse or neglect.
- All full-time teaching staff have or are working toward a Child Development Associate (CDA), although many have an Associate's degree or higher in Early Childhood Education or related field as well as experience working in the early childhood field.
- All childcare personnel, full time or part time, are required by the Department of Children and Families to complete 45 hours of mandated training and must meet the early literacy, First Aid and Pediatric CPR, Safe Sleep/Shaken Baby Syndrome, and Fire Extinguisher training requirement.
- All newly hired employees will receive a new hire orientation and training. Before working alone with children, new teaching staff are given an initial orientation that introduces them to fundamental aspects of program operation including:
 - Program philosophy, values, and goals;
 - Expectations for ethical conduct;
 - Health, safety, and emergency procedures;
 - Individual needs of children they will be teaching or caring for;
 - Accepted guidance and classroom management techniques;
 - Daily activities and routines of the program;
 - Program curriculum and child assessment;
 - Child abuse and neglect reporting procedures;
 - Program policies and procedures;
 - NAEYC Early Childhood Program Standards; and
 - Regulatory requirements.

Follow-up trainings expand on the initial new hire orientation as well as regular meetings with teaching staff, practice based coaching, and a wide variety of professional development opportunities throughout the year.

- DCF also requires that all childcare personnel complete 10 hours of in-service training annually. UF ECC requires that all full time teaching staff have specialized college-level course work and/or professional development training each year dependent upon the individualized professional development plan that is created with each employee and his or her supervisor.
- Full time teaching staff can be identified by wearing a colored UF ECC polo shirt, part time staff wear a UF ECC t-shirt.

SECTION 2: HEALTH & SAFETY

ABUSE AND NEGLECT REPORTING REQUIREMENTS (6A.10)

- UF ECC teachers and staff are legally obligated to report suspected child abuse, abandonment, and neglect to the Florida Department of Children and Family Services.
- Any information regarding known or suspected child abuse, abandonment, or neglect committed on the property of the university or during an event or function sponsored by the university must be reported to the Florida Department of Children and Family Services.

ARRIVAL AND DEPARTURE (10D.7)

- A communication and attendance tracking software is used to track children's attendance. Families will sign their child in and out on the kiosk located in the front office of each center.
- Notification of Absences – centers are required to call families each day if a child is absent or has not arrived at by their usual drop off time. Families must call or speak to their child's teacher and let them know if their child will be out. If a teacher is unsure why a child is absent, they will call home by 10:00 a.m. to verify.

AUTHORIZED PICK-UP (10D.9)

- Children will only be released to people listed on the Authorized Pick-Up List. Parents may revise the Authorized Pick-Up List at any time.
- In case of an emergency, parents may call and inform the office that a person who is not on the list will pick up the child.
 - We accept phone requests from parents only. Parents will be asked to provide identifying information.
 - The new pick-up person will be asked for picture identification.
 - The pick-up person must be over 18 years of age.
- Children will not be released to any person who appears to be under the influence of alcohol or drugs.
- If an unauthorized person attempts to pick up the child, the child will be held in the classroom or office until a parent or guardian can be contacted.

CUSTODY

- Parents who have legal restrictions on custody of their children must bring copies of the appropriate legal documents to the center's office to be added to the child's file.
- It is UF ECC's policy to provide copies of the child's records, achievements, evaluations, etc. to both parents unless there is a legal requirement to restrict access to information or to the child.

ALLERGEN AWARE ENVIRONMENT

- UF ECC is committed to creating a safe, allergen-aware environment for all our children and staff. The administration and staff will work with families in regards to their child's food and environmental allergies to develop an understandable plan of action for UF ECC in order to provide a safe environment for every child. Written directives given by an allergist or the child's pediatrician will determine action steps in regards to administration of medicine for allergic reactions.
- Parents must inform the office of any allergies their child may have and complete an ALLERGY FORM. All allergy forms must be signed by the child's physician and the parent.

CLOTHING

- Children should come to the center wearing comfortable, washable clothing.
- Expect that your child will get messy and/or dirty as a part of their learning experience.
- Children must wear shoes that fit well, stay on their feet, and promote active play. Sandals must have straps. Flip flops can be dangerous and should not be worn to the center.
- All children must have TWO complete sets of seasonal appropriate clothing in their cubbies, including underwear, socks, and shoes **labeled with the child's first and last name**. Accidents happen and children need to be able to change into dry, clean clothing, and shoes.

BEDDING & NAPS (5A.22) (5A.24)

- Infants:
 - Infants nap on demand in cribs or pack-n-plays. Parents provide sheets.
 - Infants are put to sleep on their backs. An infant may be put to sleep in another position if ordered by a pediatrician. A written document signed by the child's pediatrician is required.
 - Blankets of any kind are not allowed to be in a baby's crib, even swaddling blankets. If you would like your child to be swaddled, we must have a doctor's note, signed by your child's pediatrician, stating that information. Sleep sacks that have the child's arms free are allowed. The infant's head remains uncovered at all times.
- Children ages 12 months and older nap on cots or sleeping mats. Parents provide bedding materials (crib-size sheet, small blanket, and small pillow {optional}, sleeping toy {optional}).
- All bedding must fit into a small (must not exceed 10"x16"), closeable nap bag (zippered or cinched).
- All bedding must be labeled with the child's first and last name.
- All bedding will be sent home each Friday to be laundered.

DIAPERS & DIAPER CHANGING

- Diapers are changed at least every two hours when the children are awake, when children awake from naps, and when a child is wet or soiled. The first diaper change is done one hour after the child arrives at school.
- Teachers may use lotions and creams as requested by parents, during diaper changes only if parents complete a PRESCRIPTION AND OVER THE COUNTER MEDICATION FORM. Parents must provide the lotion and/or cream in its original container.
- Parents must label all diaper changing items with their child's first and last name.
- Cloth diapers must have an absorbent inner lining and the diaper must be completely contained in a water-proof outer covering.
- Parents may purchase Cuties Care © diapers and wipes through UF ECC. Please see the office for more information.

TOILET TRAINING

- Children begin toilet training at UF ECC when it is developmentally appropriate. Teachers and families will work together to help make potty training successful.

HAND WASHING (5A.19)

- Teachers assist the children with hand washing as soon as they arrive each day and before leaving at the end of the day.
- Teachers and children will wash their hands before and after meals, after outside play time, after playing in water, after handling bodily fluids (e.g. blowing or wiping nose, coughing on a hand, etc.), after handling pets or other animals, after visiting other classrooms, using the toilet or diaper changes, before/after administering medication, after handling garbage and at other times as needed.

HEALTH ASSESSMENTS & IMMUNIZATION DOCUMENTS (5A.14)

- All children enrolled at UF ECC must provide a current Florida Certification of Immunization (Form 680) and Part II Medical Evaluation (DH3040), available from the child's physician, before the child may enter the classroom.
- Parents must provide the updated documents on or before the expiration date of the documents.
- Notice of a scheduled appointment with a physician cannot be accepted in place of an expired document.
- **If a child's medical or immunization records become outdated the child will not be permitted to attend UF ECC until the proper documents are received.** Parents will be responsible for continued tuition during their child's absence from the center if they want the child's space held until the documents are received.
- Immunizations:
 - Parents that wish to be exempt from immunization requirements must provide a RELIGIOUS EXEMPTION FROM IMMUNIZATION FORM from their physician.
 - If a child is not immunized or is under-immunized due to a medical condition documented by a health professional, parents must provide a written explanation from the child's physician.
 - Non-immunized and under-immunized children will be removed from the classroom if a vaccine-preventable disease to which children are susceptible occurs in the classroom.

ILLNESS (10B.19)

- According to the Florida state licensing standards, children may not be in childcare if they are ill. Illnesses include, but are not limited to (**Illness guidelines may be adapted depending upon current illness in the community):
 - Temperature of 101 degrees F or higher
 - Severe coughing
 - Difficult or rapid breathing
 - Stiff neck
 - Vomiting
 - Diarrhea
 - Skin rash
 - Conjunctivitis (May return to school 24 hours **AFTER** the initial dosage of antibiotic drops)
 - Open skin lesions
 - Communicable disease (i.e. influenza, COVID, pink eye, RSV, coxsackies, strep, head lice, etc.)
 - If an individual is diagnosed with a communicable disease/illness, UF ECC will inform the classroom and/or center and provide guidance.
 - Parents should notify the UF ECC office as soon as possible after their child has been diagnosed with a contagious condition.

- Children may be sent home when the Associate Director or an Assistant Director believes the child is too uncomfortable or unwell to remain in the center or poses a possible health risk to others in the center.
- When a child becomes ill at the center, parents will be called. It is UF ECC and Department of Children and Families policy that an adult must pick up the child within 30 minutes of being notified. Failure to pick up in a timely manner will result in a late pick up fee (*see Fees – Late Pick-Up Fees*). UF ECC must know where a parent can be reached at all times or UF ECC will contact the University Police Department to assist with locating a parent.
- When a child’s illness prevents him/her from participating in classroom activities or the child’s condition is potentially contagious, the child will be removed from the classroom to an administrator’s office. The child will be kept comfortable until his/her parent arrives.
- **Children who are sent home because they are ill must remain at home for at least 24 hours after all symptoms are gone without fever reducing medication. This is subject to change based on the type of illness and upon recommendations from the Alachua County Health Department.**
- Restrictions on classroom activities and/or outside play due to chronic non-contagious conditions must be documented by a physician. Reasonable accommodations will be made to meet medical recommendations, such as longer or more frequent naps. However, the center may not be able to meet all needs.
- UF ECC staff understand that sick children can interfere with jobs and school work, however, a contagious child affects the health of all UF ECC children, families and staff. Please do not ask us to allow your child to remain at UF ECC when he/she is ill.
- If parents consistently send their ill child to the center or frequently do not pick up an ill child in a timely manner, UF ECC reserves the right to dismiss the child from UF ECC.

MEDICATION (10B.19)

- UF ECC staff will administer over-the-counter and prescription medication with appropriate documentation from parents. Unless a substitute has been properly trained to administer medication, all medication will be administered by a full-time teacher or administrator.
- ALL prescription medications must be in the original container with the child’s name, name of the physician, medication name, and medication directions/dosage written on the label as prescribed by the child’s physician. Parents are required to authorize both over the counter and prescription medication. All medications must be
 - in original container
 - labeled with child’s *first and last* name
 - labeled with date prescription was filled OR recommendation was made by child’s licensed practitioner
 - written instructions on container for over-the counter medications OR from the child’s licensed medical practitioner for prescription administration
 - labeled with expiration date of medication
 - *handed directly to the front office*. Front office staff will place it in a Ziploc bag or other closed container with PRESCRIPTION AND OVER-THE-COUNTER MEDICATION PERMISSION FORM completed. Medications sent to school in the child’s lunchbox or backpacks will NOT be administered!
- A new PRESCRIPTION AND OVER-THE-COUNTER MEDICATION PERMISSION FORM must be filled out for each medication and for each illness.
- New forms will need to be filled out annually and/or if a child transitions to another classroom.

INCIDENT REPORTS

- Parents receive an Incident Report if their child is injured at UF ECC or during a UF ECC sponsored activity such as a field trip.
- Parents are asked to sign the Incident Report and return one copy to the teacher the same day the incident occurs. To maintain confidentiality, parents are asked to give the report copy to the teacher.

- If a child arrives at school with a bruise or mark, teachers will speak with the parents and indicate on an incident report that the child arrived from home with the bruise or mark. If your child injures themselves at home, please inform the teacher at drop off.

INSECT REPELLENT & SUNSCREEN

- If parents want insect repellent and/or sunscreen applied before their child goes outside to play, the consent in the parent handbook must be signed.
- Parents must provide insect repellent and/or sunscreen of their choice. Always label the bottle with the child's first and last name.
- UF ECC does not allow the use of aerosol insect repellent and sunscreen.

NO SHOE POLICY IN INFANT CLASSROOMS

- In an effort to assure floors are clean for young crawlers, shoes are not permitted in the Infant classrooms.
- Staff must remove their shoes or put on shoe covers (available outside the classrooms) before entering the classroom. Bare feet are not permitted in these classrooms.
- Parents may provide "indoor shoes", slippers, or socks with non-slip soles for creepers, crawlers and walkers to wear during the day.

PACIFIER USE

- Parents must provide their own pacifiers (labeled) for their child if they instruct the teachers to give a pacifier.
 - Ages 6 weeks to 6 months: used to help soothe children and/or fall asleep
 - Ages 6-12 months: limited to nap times only
 - Over 12 months: no pacifiers (we encourage other soothing items/lovies/blankets)
- Pacifiers with attachments will not be allowed; pacifiers will not be clipped, pinned, or tied to an infant's clothing, and they should not be tied around an infant's neck, wrist, or other body part.
- Pacifiers will not be coated in any sweet solution, medication, etc.

TOOTH BRUSHING (5A.23)

- Children ages 3 to 5 years brush their teeth every day after lunch.
- Parents supply a toothbrush and a protective cap for their child.
- Toothbrushes and caps can be purchased in the UF ECC office.
- Toothbrushes are changed at least four times a year and are discarded and replaced after a child has been out sick. Staff will notify parents when a new toothbrush and cap is needed.

***Toothbrushing will be suspended when there are increased illnesses in the center or within the community.*

SUPERVISION (3C.9) (3C.11) (3C.12)

- ***Infant, One's and Two's Supervision***
 - Staff supervise infants, one's, and two's by sight and sound at all times.
 - At least one staff member will be able to see the children at all times.
 - Staff are aware of the entire room and rotate position as needed.
 - Staff go in the bathroom with the children.
- ***Preschool Supervision***

- Staff supervise children primarily by sight and are aware of where children are at all times.
- Supervision by sound alone occurs for no more than 3 minutes (i.e. when in the bathroom).

RATIOS

- UF ECC chooses to follow NAEYC guidelines for teacher/child ratios within group size during both indoor and outdoor activities. We make every effort to staff according to NAEYC ratio, however there are times that state ratio will be followed.

Class	NAEYC Adult/Child Ratio	DCF (state) Adult/Child Ratio
Birth-1 year	1:4	1:4
1 year to 2 years	1:6	1:6
2 – 3 years	1:6	1:11
3 – 4 years	1:10	1:15
4 – 5 years	1:10	1:20

EMERGENCY PROCEDURES (10B.19)

- Closings & Emergency Notifications
 - Should dangerous weather strike, parents should check the UF homepage (www.ufl.edu) for information about emergency closings and/or evacuations.
 - Parents will receive a AppArmor notification via text message regarding openings and closings.
 - Parents will receive information about emergencies on campus via e-mail, cell phone and/or text message through UF's emergency contact system.
- Emergency Contacts
 - Parents are required to keep their child's emergency contact list up to date.
 - Parents must notify the office when any of the parents' emergency contact information changes.
 - **Parents must provide at least one local contact on their emergency contact list.**
- Emergency Drills
 - An emergency drill (fire, tornado, lockdown, and evacuation) is conducted each month in accordance with local fire code and licensing requirements.
 - Emergency evacuation routes are posted at each exit in each classroom.
- Emergency Evacuations
 - Children will be evacuated to an off-site location if the Director or UF officials determine that the center is or may become unsafe for children.
 - Lake Alice will evacuate to the Corry Village Community Center.
 - Newell Drive will evacuate to the Diamond Village Community Center.
 - Diamond Village will evacuate to the Beatty Tower education room.
 - These locations may be changed; parents will be notified of changes.
 - Parents will be contacted via the UF emergency contact system (e-mail, cell phone and/or text message) with information regarding their child's location and when and where parents may pick up their child.

SECURITY PROCEDURES (10B.19)

- UF ECC centers strive to maintain secure and safe facilities at all times. Entry lobbies at UF ECC have a coded lock.
 - Staff and parents are asked not to share the code with others.
 - Staff and parents are asked to not hold the door open for another adult unless they know the other adult is a UF ECC parent.
- Parents should notify the front office of any people that may be loitering or lingering by the playground. Admin will contact UPD if necessary.

VOLUNTEERS

- UF ECC welcomes individuals to volunteer in the classrooms.
- All volunteers must complete a background screening and volunteer orientation before they begin in the classrooms.
- Volunteers can be identified by their uniform of a royal blue shirt.

SMOKE-FREE ENVIRONMENT

- The University of Florida is a tobacco free campus. UF ECC centers are smoke-free environments.

CONFIDENTIALITY (10D.6)

- Children's records are kept in secure files in the UF ECC offices.
- Child files are shared with the child's teachers, parents or legal guardians, and regulatory authorities only.
- Parents may provide written permission for files to be shared with others.

SOCIAL SECURITY NUMBERS

- UF ECC requests your child's social security number for the completion of state and federal forms.
- UF ECC adheres to the requirements of Florida Statute 119.071 regarding the collection and use of social security numbers.

CONSENTS (5A.16)

- **Campus Walk Consent:** I authorize UF ECC to take my child on walks around the University of Florida campus. I understand that my child will always be accompanied by a teacher and may ride in a stroller if age appropriate.
- **Family Communication Software Consent:** I authorize UF ECC to post photos of daily activities and classroom events via the app, understanding that my child may appear in some of the group photographs. Group photos may appear on other family's "daily activities" feed.
- **First Aid Consent:** I give UF ECC Child Development and Research Center my consent and permission to render general first aid treatment to my child for any injuries or illnesses occurring during any UF ECC activity. I understand that a parent or guardian will be contacted by phone or by written communication about the circumstances of the injury or illness and the steps taken for treatment. I understand that if a medical emergency arises, UF ECC will contact emergency medical personnel [911] for assistance.
- **Food Activity Consent:** I authorize my child to consume food products related to classroom food activities at UF ECC. I understand that I will be notified in advance of any food related activities.
- **Insect Repellent Consent:** I understand that UF ECC sprays the playgrounds regularly but my child may be bothered by mosquitos and ants. I authorize UF ECC staff to apply insect repellent at recess and I will supply a bottle of spray or lotion with my child's name on it.
- **Medication Consent:** I authorize UF ECC Child Development and Research Center to administer medication (over the counter and/or prescribed) to my child as specified in the physician's (prescription) or parent/guardian (over-the-counter) written instructions. I understand that if my child needs medication to be administered while attending UF ECC, I MUST complete and sign the Over-the-Counter/Prescription Medication Form.

- **Photography & Video Consent:** I give permission for my child to be photographed and or videoed by UF ECC staff or approved photographer/videographer while attending UF ECC. I understand that these photographs may be used in the classroom, for professional development purposes, and in several different types of media. This may include, but is not limited to brochures, newspaper articles, TV spots, the UF ECC website, and professional development material for the field of Early Childhood Education. I understand that my child may be photographed with other children in the class and therefore another parent may receive a photo that contains my child’s face.
- **Practice Based Observation Consent:** I give permission for my child to be observed by faculty and students for the purposes of practicing the use of observation measures in the classroom. I understand that the purpose of their observations are solely for practiced use of the measurement tool and no names or identifying information will be recorded during these practiced observations.
- **Social Media Consent:** I authorize UF ECC to use photographs and or video of my child on the UF ECC Facebook page. I understand that this site is closely monitored by UF ECC administration, that site restrictions have been set to the highest security, and that my child’s name will never be published.
- **Sunscreen Consent:** I authorize UF ECC staff to apply sunscreen at recess and I will supply a bottle of spray or lotion with my child’s name on it.
- **Transportation Consent:** I understand that UF ECC uses the Regional Transit System buses (RTS) to transport my child on fieldtrips around and off campus. UF ECC has no ownership or control over RTS buses or employee drivers. I authorize UF ECC to utilize RTS buses on fieldtrips that I have signed a permission slip for.
- **Ages & Stages Questionnaire Consent:** I give permission for my child to be assessed by his/her teachers using the developmental tool “Ages & Stages” every two to six months, depending on the age of the child. *More information on the Ages & Stages Questionnaire and its use can be found in the Developmental Assessment Plans section.*

LIABILITY WAIVER FOR SPECIAL ACTIVITIES

- This liability waiver is for activities (“ACTIVITIES”) that happen outside of our typical child care program (fieldtrips, campus walks, water days, and RTS bus transportation). Employee (“RELEASEES”) negligence is EXCLUDED in this waiver.

In consideration for my child’s participation in UF ECC Child Development and Research Center at the University of Florida (“UF ECC”), I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE UF ECC, the University of Florida, the University of Florida Board of Trustees, and their respective employees, agents, representatives and volunteers (hereinafter referred to as “RELEASEES”) from any and all liability, claims, demands, actions and causes of action whatsoever, excluding instances of RELEASEE negligence, arising out of or related to any loss, damage, or injury, including death, that may be sustained by my child, or to any property belonging to me, while participating in the UF ECC program activities (“ACTIVITIES”) or while in, on or upon the premises where the UF ECC program ACTIVITIES are being conducted. ACTIVITIES include but are not limited to activities in addition to our general child care program; such as fieldtrips, campus walks, water days, and RTS bus travel.

I am fully aware of the risks and potential hazards connected with my child’s participation in ACTIVITIES, including but not limited to, the risk of loss of personal property from theft, weather or other causes, injuries from weather, outdoor terrain and equipment, accidents which may occur while traveling by RTS bus or walking to fieldtrip locations (on or off campus), insect bites, scrapes, bruises, broken bones and other injuries that may not be foreseeable. I hereby elect for my child to voluntarily participate in ACTIVITIES, and engage in such activity knowing that the ACTIVITIES may be hazardous to my child and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, that may be sustained by my child, or any loss or damage

to property owned by me, as a result of my child being engaged in such ACTIVITIES, excluding instances of RELEASEE negligence.

SECTION 3: PARTNERING WITH FAMILIES

FAMILY INVOLVEMENT

- UF ECC aims to build strong bonds between home and school, sharing information about the child’s school and home life in a collaborative effort to provide the child and family with a high-quality early childhood experience. Families are encouraged to play an active part in their child’s experiences at UF ECC. Teachers and families work together to help children participate successfully at UF ECC when professional and family values differ.
- Families are encouraged to talk to their child’s teachers about their child, ways to be involved, questions/concerns they may have, resources, etc.
- If a parent’s involvement in the classroom impedes the child’s functioning or learning the parent may be asked to leave.
- *Program Evaluation & Strategic Planning:* Each family is invited to participate in formal annual program evaluation via the Family survey. When children withdrawal from the program, families are invited to complete an exit survey where they can provide feedback. UF ECC uses these results to create a plan of action with the UF ECC Advisory Board, families, and staff to implement programmatic changes. Policy changes or major initiatives are always announced before publication or implementation.

FAMILY COMMUNICATION SOFTWARE

- UF ECC uses an app as a way to keep families involved in their child’s learning experience. Families are able to receive updates on their child’s day, reminders, access learning media, and view a running record of the daily reports at the end of each day. Families can communicate with teachers via the messaging feature on the app.
- The information on the app is kept private in the Virtual Private Cloud. Only the family, teachers, and administration have access to the children’s information.

FAMILY CONFERENCES (4E.2) (4E.3)

- Conferences are held twice a year, in the fall and spring.
- Teachers share the child’s progress, ASQ and assessment results, and work together to set goals for the coming six months. Families are provided the opportunity to raise questions or concerns about how the assessment methods will meet their child’s needs.
- Families and/or teachers may request a conference at any time.

PARKING (5A.25)

- Pick up and drop off spaces are provided for families at all centers. Parking passes will be provided each May.
- Parking in pick-up/drop off spaces is limited to 15 minutes at the UF ECC at Lake Alice and is limited to 30 minutes for spaces in the UF ECC at Diamond Village/Newell Drive parking lot.
- Please make sure to turn your car off when parking in the BG lots. Do not leave children unattended in the car.
- UF ECC is not liable for tickets parents receive while visiting UF ECC centers.

RESEARCH

- UF ECC serves as a research site for the colleges and departments of UF and other research institutions.
- All requests for research must have IRB approval and be fully supervised by a UF professor or researcher.
- Parents receive a letter describing the research and the participation required prior to the start of a study.
- Only children whose parents have given written consent may participate in research.
- It is not uncommon for children to be invited to participate in several studies each year.

SCHOOL SUPPLIES

- UF ECC provides all the learning materials needed in the classroom.
- Parents may be asked to supply special equipment that is adapted to meet their child's individual needs.
- Teachers may ask for classroom donations; please ask your child's teacher or watch for posted "wish" lists.

T-SHIRTS

- Children are required to wear a UF ECC T-Shirt on field trips.
- Upon enrollment, a t-shirt fee is paid for use on field trips.
- Shirts are kept at the centers so they are available on field trip days.
- Additional child and adult shirts may be purchased in the UF ECC offices.

WEBSITE

- UF ECC maintains a website at www.babygator.ufl.edu
- Please check the website regularly for recent news, special events, and other information about UF ECC.

WITHDRAWAL POLICY

- Parents are required to complete a WITHDRAWAL NOTICE FORM and return it to the office at least 30 days prior to the child's last day. Parents will be charged additional tuition if a 30 day notice is not received.
- Parents are requested to provide contact information for the UF ECC Alumni Group's records.
- Withdrawal forms are available in the UF ECC offices or by contacting the Enrollment Coordinator.

DISMISSAL POLICY (1E.1)

- Families are expected to follow UF ECC policies to ensure a safe and professional environment for the UF ECC Community. The following are reasons for dismissal from UF ECC:
 - Child and/or Parent conduct, verbal or physical, that is harmful, threatening or unprofessional, and disruptive - including, but not limited to the following:
 - Places a child or staff member in reasonable fear of harm to his or her person or damage to his or her property
 - Has the effect of substantially interfering with a child's educational performance, opportunities, or benefits
 - Has the effect of substantially disrupting the orderly operation of the classroom and/or program
 - Unprofessional Parent conduct includes, but is not limited to the following:
 - Failure to work with program to address child's challenging behaviour (attend meetings, seek professional assistance in timely manner, following recommended plan of action, etc.)
 - Failure to pay/habitual lateness in payments
 - Failure to complete required forms including the child's immunization records
 - Furnishing false information provided in the application or other documentation
 - Habitual tardiness when picking up your child

- Speaking in a disrespectful or abusive manner to anyone in the UF ECC Community
- Prior to dismissal, a parent will be called and/or correspondence will be sent home providing notice of the prohibited conduct, and, if deemed appropriate by UF ECC, both UF ECC and the parent will work together to correct the problem.
- UF ECC teachers will use reasonable effort to work with families, behavior specialists, physicians, and therapists, as requested.
- UF ECC reserves the right to remove any family/child from the program at any time.

GRIEVANCE PROCEDURES (10B.20)

- Parents are encouraged to discuss concerns about their child or their child's classroom with their child's teacher and/or the Assistant Director as soon as a concern arises.
- Teachers may request that parents attend a parent-teacher conference to discuss the concern. Parents and/or teachers may request that the Associate Director or other administrator attend the meeting.
- If parents are not satisfied with the outcome of the meeting with the teacher(s)/and or Assistant Director, they may request a meeting with the Associate Director or Director to discuss their concerns.
- The Director's decision is final.

PROFESSIONAL DEVELOPMENT TRAINING CLOSURES

- All UF ECC centers are closed for several days throughout the year for professional development training and/or workdays. Parents are provided advanced notice of all closure days.

BABYSITTING

- A UF ECC/UF teacher who accepts a baby-sitting job does so as an independent contractor and not as an employee of UF ECC/UF.
- UF ECC/UF cannot be held responsible or be held liable for actions or incidents that occur when an employee is engaged in work outside their employment with UF ECC/UF.
- If parents wish to have a teacher pick up their child from the center the teacher's name must be added to the child's Authorized Pick Up List.
- A list of UF ECC Employees (teachers and substitutes) who are interested in babysitting is available in the front office.

ELIGIBILITY TO MAINTAIN ENROLLMENT

- Parent affiliation with UF is verified annually in August or at the time of summer transitions. Student parent affiliation will be collected every semester. You may be asked to provide proof of affiliation by the Enrollment Coordinator as needed.
- Parents are responsible for notifying the UF ECC Fiscal Manager of changes in UF affiliation within 30 days of receiving notification from their department or graduation. Failure to notify UF ECC of a change in affiliation does not absolve the parents of the responsibility for additional payments due because of the change in affiliation.
- Student eligibility
 - Undergraduate students must be full-time (12 or more credit hours for Fall and Spring semesters) to be eligible for the student rate.
 - Graduate students must be enrolled in 9 credit hours or more (depending on the program).
- Faculty/Staff eligibility
 - Must maintain a 0.9 FTE or higher

PAYMENT & FEES

- Tuition is calculated by taking the annual cost of tuition and dividing into bi-weekly payments. Parents pay the same amount bi-weekly, regardless of how many days UF ECC is open for business. There are no adjustments made to tuition based on absences, including vacation, illness and absences required by UF ECC policy related to exposure to contagions and response to a public health crisis.
- Tuition rates will be adjusted when a child transitions to the next age group's classroom, not on the child's actual birthday.
- Annual Supply Fees:
 - UF ECC charges an annual supply fee of \$100. The money helps to cover the cost of classroom supplies and teaching materials.
- Late Payment Fees & Delinquent Accounts
 - Any child tuition account found to have an outstanding balance of \$550 or more for more than two weeks is considered a delinquent account.
 - Parents will be notified of a delinquent account by phone and email to bring the account up to date within 7 days of the notification.
 - If payment is not made by the 7th day you will be given a weeks' notice that your child will not be allowed to return to school on the date indicated in the notice.
 - Failure to settle the account balance within the designated timeframe will result in the child's dismissal from UF ECC within 30 days of the original notice.
 - Children with an outstanding balance will not be permitted to re-enroll in UF ECC until the outstanding balance due is paid in full.
- Late Pick-Up Fees:
 - A late pick-up fee will be charged to the account when:
 - The child is picked up after 5:30 p.m.
 - If a VPK only child is not picked up by the end of the scheduled VPK program hours.
 - Fees will be calculated as follows:
 - 1st occurrence – fee waived for the first 1-10 minutes, \$1.00 for each additional minute thereafter.
 - 2nd occurrence - \$30.00 for the first 1-10 minutes, \$5.00 for each additional minute thereafter.
 - 3rd and subsequent occurrences - \$50.00 for the first 1-10 minutes, \$10.00 for each additional minute thereafter.
 - Late fees are tracked by the school year, August to July, and the count is reset at transitions.
 - If multiple children in the same family are picked-up late, a late fee will be charged for each child.
 - Late fees are posted to the child's next tuition bill.
 - When a child remains at UF ECC for longer than 30 minutes past pick-up time, and a parent or emergency contact cannot be reached, the Florida Department of Children and Family Services will be notified. DCF may take custody of the child.
 - UF ECC reserves the right to dismiss a child from UF ECC if the child is picked up late repeatedly.
- Returned Check Fee
 - There is a \$25.00 charge for a returned check.
 - The returned check fee will be added to the next tuition bill.
- Tuition and fees may change with the approval of the University of Florida Board of Trustees.
- Parents experiencing difficulty making tuition payments should contact the Fiscal Manager, Katie Prevatt (294-1990 / cprevatt@ufl.edu).
- Tuition assistance:
 - Assistance is available to limited-income families through the Early Learning Coalition of Alachua County. Contact ELC at 352-375-4110 for information.
 - Military Families may be eligible for tuition assistance through Child Care Aware.

- <http://childcareaware.org/> or 1-800-424-2246
 - Child Care Access Means Parents in School (CCAMPIS) Grant may be eligible to student parents who qualify.
 - Parents are responsible for any balance of the UF ECC fee remaining after the tuition subsidy and are expected to pay their portion of the tuition bi-weekly.
 - Parents are responsible for payment at the full rate for any days not covered by the subsidy.
- Withdrawn/Dismissed Accounts
 - A hold will be placed on parents' UF accounts if an outstanding balance remains at the time their child is withdrawn from UF ECC.
 - Per UF Regulation 3.0421 - Employee Debt Collection, regulations.ufl.edu, UF ECC has the right to establish a payroll deduction for collection of a delinquent account, including parents not typically eligible for payroll deduction, such as OPS staff.
 - UF ECC reserves the right to place a financial hold on parents' UF accounts until the balance due is paid in full.
 - Accounts deemed uncollectible by the Fiscal Manager and Director will be turned over to a collection agency.

SECTION 4: CURRICULUM & TEACHING

THE LEARNING ENVIRONMENT (2D.5)

- UF ECC staff work together collaboratively to plan, implement, and maintain a learning environment that supports the philosophy and goals of the program and that helps children manage their behavior and transitions. Their choices reflect an understanding of children's developmental characteristics, individual needs and interests, and family cultural and language preferences. The environment is safe, stimulating, predictable, and organized. Children's work is regularly displayed (at child eye level when possible) and used to revisit and extend their learning.

CURRICULUM & TEACHING METHODS

- Teachers interact with children to assess their strengths and needs and use that knowledge to develop curriculum objectives and individualized teaching methods. UF ECC uses a modified *Creative Curriculum* (preschool ages), *Beyond Cribs & Rattles* (infants and toddlers), and Developmentally Appropriate Practices to guide the lesson planning process.
- Through the course of a day children will have opportunities to participate in play-based activities in the following areas: Ecological Responsibility, Social Studies, Language Arts & Emergent Literacy, Physical Development, Creative Arts, Math, Science, Social/Emotional Competence, Health & Safety.
- Additional activities such as fieldtrips, walks, guest speakers, cooking and other specially planned activities are regularly implemented.
- Children are provided opportunities and materials that encourage them to engage in discussion with one another.
- Water Play/Water Day Activities
 - Children participate in water day activities mid-June through the end of August, weather permitting.
 - Children in diapers or pull-ups must have a diaper designed for wear in the water.
 - Each child must have his/her own towel labeled with the first and last name.
 - Children should wear shoes that can get wet.
 - Be sure your child has a complete set of clothes to change into, including underwear, shoes, and socks.

DAILY SCHEDULES & ROUTINES

- Teachers develop a daily schedule for each class group that allows for a balance of indoor/outdoor, quiet/active, small-group/large-group/individual, and child-initiated/teacher-directed activities.

- All children, including infants, must spend some time outside at least once per day, weather permitting. Children one year old and older will go outside at least twice a day.
 - Children may play outside in the rain if no thunder or lightening is in the area.
 - Children will go outside when it is cold; parents must provide outerwear appropriate for the weather.
 - Children will go outside for limited times when it is very hot outside. Teachers will provide water to all children.
- Schedules are flexible and adapted to respond to unanticipated or spontaneous learning opportunities. Teachers use classroom routines, transitions, and rules to provide children opportunities to participate and develop responsibility and citizenship.

BEHAVIOR MANAGEMENT (1B.8) (1B.9) (1B.10) (1E.1) (3B.2) (10B.18)

- Behavior management techniques that are used include, but are not limited to, redirection, positive reinforcement, and guiding children to make appropriate choices.
- UF ECC does not use corporal punishment, psychological abuse, coercion or derogatory remarks as a form of discipline. Children are not disciplined through the rewarding or denial of food or sleep.
- UF ECC teachers strive to work with each child to help him/her achieve self-control and age appropriate self-managed behavior. For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success. UF ECC employs the following behavior protocol:
 - After multiple or extreme instances of intentionally harmful or aggressive behaviors (to self or others) or biting incidences, a parent/teacher conference will be scheduled within the week. This meeting includes parents, teachers, and administration
 - A behavior action plan will be developed and/or further evaluation from medical professionals will be referred. UF ECC must determine if a child's needs can be met without fundamentally altering its program or mission. If UF ECC determines that it must fundamentally alter its program or mission in order to meet a child's needs, UF ECC reserves the right to dismiss the child from the program.
 - If a referral is determined/required, an appointment must be scheduled w/in one week of the parent/teacher conference. The appointment date will be communicated with the Assistant Director. If an appointment fails to be scheduled, UF ECC reserves the right to dismiss the family from the program.
 - The behavior action plan will be followed for 2-3 weeks. Teachers and admin will track and keep record of behaviors. A follow-up meeting to discuss progress will be scheduled after 2-3 weeks of developing the plan.
- UF ECC teachers work with families, behavior specialists, physicians, and therapists, as requested. UF ECC also utilizes the Early Learning Coalition of Alachua County for assistance.
- If a child's behavior is harmful to himself, his peers and/or his teachers, UF ECC reserves the right to dismiss the child from UF ECC.

BITING

- Biting is a common occurrence with young children as language skills are not yet mastered and it becomes a form of communication. Children may also bite when they are exploring their environment, are frustrated, need control or independence, or experimenting with cause and effect.
- Each biting incident will be handled individually just as we treat each child as an individual.
- When a child is bitten, the child receives immediate first aid. The bite is washed with soap and water and an incident report is recorded for both the biter and the child who was injured. Parents are called immediately if a bite breaks the skin.

CHILDREN WITH SPECIAL NEEDS (7B.3)

- UF ECC teachers and administration are a part of the collaborative child support team. They work cooperatively with families, special education personnel, therapists, and medical personnel to ensure each child's special needs are addressed. Accordingly, UF ECC must determine if a child's needs can be met without fundamentally altering its program or mission. If UF ECC determines it must fundamentally alter its program or mission in order to meet the child's needs, then that child may not be admitted to or remain enrolled at UF ECC.
 - For currently enrolled children:
 - **Developmental Concerns:** Teachers will share developmental concerns about a child's milestones using data from child assessments and observations. Teachers and families will develop a support plan and continue to track development. Families may be asked to reach out to their pediatrician or local agencies for further guidance or evaluation(s).
 - **Diagnosed:** To ensure the child's needs are being met, parents of children who receive a diagnosis while enrolled at UF ECC, must work with medical professionals and BG staff to create a support plan for their child within the first month of diagnosis. Physician recommended services must begin within two months of diagnosis. Regular communication between the support team members must be ongoing.
 - For children on the waiting list: To ensure that the child's needs will be met, parents must provide evaluation reports, diagnosis, and IFSP/IEP prior to enrollment. If the child does not have a formal education or accommodation plan, then the parent must also provide documentation that describes the most current services being provided to the child that supports them to be successful at UF ECC. Parents must agree to continue to provide recommended services/therapies and play an active role in the collaborative child support team.
- UF ECC encourages specialists and therapists to work within the classroom.
- Teachers may request parent permission to attend therapy and medical appointments to gain more information or training to better work with the child and his/her family.
- Whole child diagnostic services are provided for children under three years, upon request and with parent permission, through the Early Steps Program. For children over three years of age these services are available through the Florida Diagnostic and Learning Resource System (FDLRS).
- Evaluations and follow-up conferences may be conducted at UF ECC.
- Payment for the fee-based services of consultants and specialists are the responsibility of the parents. UF ECC cannot bill insurance companies.

DEVELOPMENTAL ASSESSMENT PLANS (4A1.) (4A.2)

- Assessment methods are aligned with curriculum goals, provide an accurate picture of children's ability and progress, are appropriate and valid, provide meaningful results for all children, including English language learners and children with special needs, provide teachers with clear ideas for curriculum development and daily planning and are regularly reviewed to ensure they are providing the necessary information. UF ECC uses multiple developmentally appropriate, linguistically and culturally unbiased, and authentic methods and procedures to ensure comprehensive and detailed assessment information. Children are regularly assessed by their teachers in groups through observation as well as individually.
- Teachers maintain ongoing verbal, electronic, and informal written communications with families about both group and individual child progress. At UF ECC, group learning is mainly communicated through classroom news releases and visual documentation displays.

TRANSITIONING TO A NEW CLASSROOM

- Children are transitioned to a new classroom when it is developmentally appropriate for them to be engaged in activities with older children and when space is available. The Enrollment Coordinator, child's teachers, and center director work to determine the best placement for each child. We do not accept parent preferences.
- Parents visit the new class and meet the new teachers for a Transition Meeting before transition is complete.
- All children transition to the next developmentally appropriate age group in the Summer.
- Throughout the year, when openings arise, UF ECC will fill open spaces with children that are developmentally ready to move into that classroom (currently enrolled children or children from the waiting list).

VOLUNTARY PRE-KINDERGARTEN (VPK)

- UF ECC is an approved VPK provider.
- The VPK program is offered in the pre-school classrooms. Children must be four years old on or before September 1st to participate.
- The State of Florida covers the cost of the VPK program for all Florida residents. Tuition credits are applied to monthly bills. Parents are responsible for paying for wrap-around care.

SECTION 4: FOOD & MEALS

MEALS & SNACKS FOR INFANTS (CHILDREN UNDER 12 MONTHS OF AGE) (5B6.) (5B.7)

- Babies are fed on demand or according to instructions received from parents.
- UF ECC does not provide meals. All meals and any additional afternoon snack items are provided from home. Milk will not be provided at meal times (feel free to send in milk each day if you want your child to have it). A small afternoon snack is provided if needed.
- We encourage families to send in meals with healthy options they know their child will eat and refrain from sending in sweets and candy.
- All food and drink must be packed in an insulated lunch bag/box with ice pack if needed. We are unable to store lunch boxes in the refrigerator or reheat food items. If sending a warm component, place it in an insulated thermos.
- All lunch bags must be labeled with first and last name.
- All bottles and caps must be clearly labeled with the child's first and last name and date bottle was made/the date breastmilk was expressed. Pre-made formula will not be kept more than 24 hours; breast milk will not be kept more than 48 hours in a refrigerator. Unfinished and unrefrigerated bottles will be discarded after one hour.

BREAST FEEDING

UF ECC is committed to providing a breastfeeding friendly environment for our enrolled children and staff. UF ECC subscribes to the following policy:

- Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.
- A refrigerator will be made available for storage of expressed milk. Mothers should provide their own containers, clearly labeled with first and last name, and date.
- Sensitivity will be shown to breastfeeding mothers and their babies. UF ECC is committed to support mothers, including providing an opportunity to breastfeed their baby whenever they would like, and holding off on giving a

bottle, if possible, if mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

- All staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. UF ECC follows human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.
- Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children (with prior approval from their Assistant Director). For time above and beyond normal breaks, sick/PTO leave may be used, or the employee can come in earlier or leave later to make up the time.
- UF ECC will provide information on breastfeeding, including the names of area resources should questions or problems arise.

MEALS AND SNACKS FOR TODDLERS & PRESCHOOLERS (12 MONTHS AND OLDER)

- UF ECC does not provide meals. All meals and any additional afternoon snack items are provided from home. Milk will not be provided at meal times (feel free to send in milk each day if you want your child to have it). A small afternoon snack is provided if needed.
- We encourage families to send in meals with healthy options they know their child will eat and refrain from sending in sweets and candy.
- For children with special feeding needs, teachers will document the type and quantity of food the child consumes and communicate it via Brightwheel.
- All food and drink must be packed in an insulated lunch bag/box with ice pack if needed. We are unable to store lunch boxes in the refrigerator or reheat food items. If sending a warm component, place it in an insulated thermos.
- All lunch bags must be labeled with first and last name.
- Meals will be served during the normal meal times (see your child's daily schedule for specific lunch times)
 - Breakfast – 8:00-8:30
 - If children will be eating their breakfast at the center, please let us know and either pack it separately or label those items in your child's lunchbox
 - Lunch – 11:30-12:30
 - Snack – 3:00-4:00
- Toddlers do not carry bottles, sippy cups, or regular cups with them while crawling or walking.

BIRTHDAYS, CELEBRATIONS & FOOD RELATED ACTIVITIES

- Birthdays will be honored on/around each child's birthday in their classroom. Teachers have a variety of ways of celebrating children's birthdays including singing, designing a birthday crown for the child to wear, enjoying a picnic lunch, special books to read, or fun game to play.
- Families wishing to honor their child's birthday are encouraged to join their child for lunch that day, donate a book or other educational item to the child's classroom. Families of the birthday children may provide party accessories such as plates, napkins, hats, games, etc.
- Families **MAY NOT send in cakes, cupcakes or other food items.**
- Food related activities have a time and place in the classroom. There is much value added to a learning experience that involves the children cooking, creating, and then trying the food.
- We strive for the family engagement events that classrooms plan to not involve food. The goal of these events with the families is connection. Teachers are very creative with planning a celebration or special day with families without needing food brought in. The only time we encourage families to bring in food is when we offer multi-cultural potlucks or have invited a family in to share about their culture and they would like the children to try a food item that is common to their culture or ethnicity. These special "guest" activities will be noted on the weekly lesson plan and communicated via the family communication app.

DIETARY RESTRICTIONS & FOOD ALLERGIES

- UF ECC Centers are NOT peanut free.
- If your child has a dietary restriction or food allergy please inform the front office and fill out a Dietary Restriction form to have on file.

I agree to consent to the following, as referenced in the Consent section of the UF ECC Child Development and Research Center Family Handbook (please initial your consent):

_____ Campus Walk

_____ Family Communication Software/App

_____ First Aid

_____ Food Activity

_____ Insect Repellant

_____ Medication

_____ Photography

_____ Practiced Based Observations

_____ Social Media

_____ Sunscreen

_____ Transportation

_____ Ages & Stages Questionnaire

I have read the UF ECC Family Handbook and have had the opportunity to ask questions about these policies and procedures; I understand these policies and procedures and will adhere to them while my child is enrolled at UF ECC.

Printed Minor Participate Name: _____

Printed Parent/Guardian Name: _____

Signature of Parent or Guardian _____

Date: _____