



Revised 2/21/23

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# FIND YOUR SHINE FIND YOUR FUN

## SUMMER CAMP '23

### PARENT HANDBOOK

YMCA OF WEST CENTRAL FLORIDA

YMCA OF WEST CENTRAL FLORIDA  
863-267-9622  
[www.ymcawcf.org](http://www.ymcawcf.org)



## Welcome YMCA Parents!

Dear Parents,  
Welcome to the YMCA! Our programs offer opportunities for positive growth and development in an environment that is safe, fun and educational. Trained YMCA staff conduct our programs and serve as positive role models, engaging children in healthy activities that focus on the Y's core values of caring, honesty, respect, and responsibility. As the leading nonprofit for strengthening community, the Y is for youth development. We strive to nurture confident engaged youth today - leading to healthy, contributing adults tomorrow.

Thank you for choosing the YMCA!

## MISSION & VALUES

We have a strong commitment to quality. The guidelines outlined in your parent handbook assist us in achieving and maintaining quality standards. Thank you for your support and assistance. The mission of the YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. The YMCA Childcare Programs are built on the YMCA's purpose and commitment to nurture the potential in children, promoting healthy living and fostering a sense of social responsibility. We believe that all youth deserve the opportunity to discover who they are and what they can achieve. That is why we provide a safe, nurturing environment for children to learn, grow and develop social skills.

## LOCATION & HOURS

### YMCA Pre-K Summer Camp Program:

Lakeland Family YMCA  
Lake Wales Family YMCA

### YMCA Summer Camp Programs:

Lakeland Family YMCA  
Fontaine Gills Family YMCA  
Lake Wales YMCA  
YMCA Par 3, Home of First Tee of Lakeland

### Hours of Care:

Lakeland Family YMCA: 7am-6pm  
Fontaine Gills Family YMCA: 7am-6pm  
Lake Wales YMCA: 6:30am-6pm  
YMCA Par 3: 7:30am-6pm  
Summer Camp Programming: 9am-4pm

\*Please plan to have your child(ren) arrive no later than 9am so they can enjoy the day's activities. Children are welcome to arrive as early as we open and stay as late as 6 pm.



## REGISTRATION INFORMATION

In order to register for any YMCA program, all fees must be current with no outstanding balances.

### Camp Programs

During registration, you will sign a waiver giving your camper permission to participate in all camp activities. This form also includes YMCA of West Central Florida photo-release information and allergy information. Please read all sections carefully before signing.

### Emergency Contacts and Authorized Pick-up

During registration, you will list the adults authorized to pick up your child from Y Camp. Your child may be released at any time to any adult on this list. You MUST list a minimum of 2 separate emergency contacts with day time numbers. If emergency contact information changes you are required to update your child's registration forms immediately. This is to be done online through your account. Changes cannot be made over the phone, by fax, or e-mail.

### Court-Ordered Documents

At the time of registration, parents must provide all court-ordered paperwork if any parties are not able to have contact with a child enrolled in a YMCA program. Paperwork must be an official court-ordered document and indicate who is the primary residential parent or if both parents have shared parental custody. These documents must be updated annually.

## PAYMENT PROCEDURES

As the parent/guardian registering a child in the YMCA of West Central Florida, Summer Camp Program you are responsible for abiding by the fee agreement and fee schedule.

### Explanation of Fees

**Registration Fee:** A one-time fee paid for the camp season per child. It is non-refundable

- If camper is registered prior to May 17th, the registration fee will be \$25.
- If camper is registered after May 17th, the registration fee will be \$45.

### Down payments

Down payments are required for each week of camp at the time of registration and are non-refundable but can be transferable, if there is availability. Down payments are \$10 per week per camper for members and non-members. The remaining balance of the camp fee will be set up as auto-draft using credit card/bank draft on Thursdays prior to each week of camp. Extended payment plans are available upon request.

### Financial Agreement

Only two forms of payment are accepted:

- Automatic deductions will be made from a credit/debit card or bank draft through EFT each week on the Thursday prior to service
- You may prepay all selected weeks at time of registration.

### Auto Draft Payments

It is your responsibility to keep your account and payment information up to date. All payments will be processed automatically on the Thursday prior to each camp week through your online account using the credit card/EFT you set up during registration. You can change your credit card/EFT information through your online account at any time. You can make additional payments through your online account before the auto draft date. Should a payment be returned for any reason, you must log into your account and make a payment in full by debit or credit card. Please note that fees will be applied. If you do not bring your account up to date your camper's space will be reassigned and he/she will not be admitted to camp without full payment. Any fees previously paid such as the down payment or partial payment for the week are forfeited.

### Cancellation Policy

We understand that sometimes plans change and your child(ren) may not be able to attend the week of camp you initially registered for. So we are able to open up the spot to waiting campers, and adjust our camp plans in time to provide the best experience for everyone, please let us know about the cancellation per the following procedure. Submit a cancellation in writing at least 14 days prior to the start of each camp week.

Cancellations must be submitted in writing and can be emailed to [childcare@ymcawcf.org](mailto:childcare@ymcawcf.org). Changes and cancellations can also be accepted at the front desk. Verbal cancellations will not be accepted. If requests to cancel camp session are not cancelled in writing within the appropriate timeframe credit/refunds will not be issued. The initial registration fee and \$10 down payment for each camp cancelled is non-refundable.

### If a parent/member cancels AT LEAST 14 days PRIOR to the start of the camp week:

- Registration Fee and Down Payment fees are non-refundable.
- Any prior payments, if applicable, may be refunded.

### If a parent/member cancels LESS than 14 days to the start of the camp week:

- Registration Fee and Down Payment fees are non-refundable.
- There is no refund for any prior camp week payments.

### Transfer/Change Policy

Request to transfer to another week of camp or another camp must be received at least 14 days prior to the start of each camp week. The \$10 down payment is transferable per week/per camper when changing one camp week for another. If at least 14 days prior to the start of camp week and if there is availability, the transfer will be granted. Changes must be made at one of the YMCA of West Central Florida centers.

### If a parent/member requests a transfer AT LEAST 14 days PRIOR to the start of the camp week:

- Down Payment fee could be transferred to new camp week/camp if there is space.
- Any prior payments may be transferred to new camp week, depending on space availability.

### If a parent/member requests a transfer LESS THAN 14 days to the start of the camp week:

- Registration Fee and Down Payment fees are non-refundable and non-transferrable.
- There is no refund for fees and prior camp week payments.

### Receipts

Please keep your payment receipt. Receipts are given to you upon your request for each payment and should be kept for your records. Fee reports or copies of receipts may require an additional cost.

### Refunds

Refunds are not provided for emergency closings due to weather or other unforeseen situations out of the control of the YMCA. If a child attends one (1) day in a program the full weekly fee will be assessed. Refunds and credits are not provided for days missed. Registration fees are non-refundable.

## Financial Assistance

No qualified person is denied YMCA services due to inability to pay established fees. Those not able to pay the full fee may receive financial assistance based on the ability to pay. Assistance is available because of the generosity of YMCA donors. For a financial assistance request packet please visit us at [www.ymcawcf.org](http://www.ymcawcf.org) or visit one of our YMCA locations.

## Subsidized Care (ELC)

Parents who work or go to school may qualify for government-subsidized care, which is designated by the state. An additional fee may be required. Please reach out to our child care staff to confirm your rate for attending camp. Parents will be responsible for payments that exceed the allotted absence days.

## Registration Fees and Down Payment (Non-Refundable)

Registration fee: \$45 per camper

Down payment: \$10/week per camper

## Weekly Fees

Summer Day Camp:	Pre-K Summer Day Camp:
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Member: \$135/week	Member: \$155/week
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Non-member: \$165/week	Non-Member: \$185/week
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Specialty Camps: Sports, Aquatics

Member: \$160/week

Non-Member: \$190/week

Specialty Camps: Golf

Full Day: Member: \$175/week

Non-Member: \$205/week

Half Day: Members: \$130/week

Non-Members: \$200/week

Golf Academy:

Members: \$170/week

Non-Members:

\$200/week

## Return Check Fee

Non-sufficient funds check/closed account/returned check fee: \$25 minimum per check. There may be additional fees assessed by your financial institution and/or electronic transfer. Return check fee and balance is due within three business days. Non-payment may result in a disruption of attending camp.

## Late Pick Up Fee

Pick-up after 6pm will result in a late fee of \$1.00 per minute, per child. Late fees must be paid at the time of pick up. Failure to abide by the above fee agreement will result in termination of child care services.

## DROP OFF & PICK UP

To ensure the safety of your child, the YMCA will follow the Florida statutes regulating Child Care centers. Each child must be checked in and out by an authorized individual with a valid photo ID. Authorized individual are indicated in writing by the guardian on the pick-up authorization form.

For your protection, children will not be released to any person other than the individuals authorized on the pick-up authorization form.

As a precaution, the staff will request photo identification at the time of pick up until they are familiar with you and the people on your pick-up list. Changes to the pick-up list must be made online. Phone calls, faxes or emails are not accepted.

For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your pick-up authorization list. If no one is available, we will be required to call law enforcement.

## ILLNESS POLICY

To ensure the health and well-being of all children and staff in our programs, children that show signs of a communicable illness shall be removed from the program immediately and placed in an isolation area until the custodial parent or legal guardian picks up the child. The illness will be reported to the custodial parent or legal guardian once the child shows signs of illness.

### Signs and symptoms of a suspected communicable illness include the following:

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Temperature of 100 degrees Fahrenheit or higher in conjunction with any other signs of illness
- Conjunctivitis (pink eye)
- Exposed, open skin lesions
- Any other unusual sign or symptom of illness

If your child has any of the above symptoms please keep them at home to recover for at least 24 hours. The child will not be able to return to the summer camp program without medical authorization, or until the signs and symptoms of the disease are no longer present. A doctor's written release may be required at the discretion of the Director.

Children with head lice may not attend the YMCA summer camp until completely nit and lice free.

## MEDICATIONS

The YMCA reserves the right to refuse medication and/or administration of medication. In the event life altering medication is needed, a consent form for administration of medication must be completed by parent/guardian and given to Child Care Director, Assistant Director, Coordinator or Site Manager prior to administration. All medication must be in original packaging and labeled indicating dosage as prescribed by physician, this includes over the counter medications. No medications may be sent with the child.



## PERSONAL ITEMS/ELECTRONIC DEVICES

We want you and your child to have a positive experience in our YMCA program. Personal items such as cell phones, tablets, toys, games, trading cards and other similar materials are not permitted. Varied activities are provided to keep your child engaged without these items. We also do not want your child's items to be lost, stolen or broken, as the YMCA will not be held responsible. Please have your child leave these items at home unless directed by YMCA staff.

## SAFETY

The safety of your child is our most important concern. In order to insure their safety our staff members have each agreed to follow the following rules:

- Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home.
- Staff is not to transport children in their own vehicles.
- Staff is not to contact your child outside of YMCA business or exchange contact information, i.e. email address, social media, phone numbers, etc.

If, at any time, you become aware of any staff not observing these rules or if you have any questions relating to our safety procedures, please contact the Vice President of Child Care Services at (863) 267-9622. We appreciate your confidence in the YMCA to provide care for your child and your assistance in keeping them safe.

## INJURY PROCEDURE

- 1) Administration of immediate first aid, as necessary
- 2) Notification of injuries will be reported to parent/guardian
- 3) Notify paramedic/medical professional

Please remind your child to report all injuries, no matter how small, to their counselor or YMCA staff immediately.

## EMERGENCY PROCEDURE

Our schedule and/or program may be altered due to emergencies, such as severe weather. The YMCA will make reasonable efforts to provide child care in an emergency situation at select sites if it is safe to do so. Refunds are not provided for emergency closings. During threatening weather, please stay tuned to local radio or TV reports to ensure you or your emergency contacts are available to pick up children if needed.

## TRANSPORTATION

The parent/guardian is responsible for transportation to and from the program. Transportation between locations will take place in YMCA vehicles that are licensed with YMCA employee drivers.

## DRESS CODE

It is important to send your child in comfortable play clothes. Campers should dress in cool comfortable play clothing that can get dirty. Campers must wear closed toe and closed back shoes at camp. It is recommended for the health of your camper's feet that they wear socks. Flip-flops, Crocs, or sandals may only be worn during swim time.

Not Permitted: Cut-off jeans as swimsuits, inappropriate bathing suits, clothing with foul language or images, dangle jewelry, under shirts as clothing, Heelys/roller shoes, flip-flops, Crocs, or sandals (except during swim time) are not permitted at camp. Campers without the proper attire will not be accepted into camp as they cannot participate safely in camp programs.

\*The YMCA reserves the right to ask any camper to put on appropriate attire or they may not be allowed to participate in activities.

## WHAT TO BRING TO CAMP

Please make sure your camper brings the following items to camp each day. Our days are full of outdoor adventures and campers and their items may get dirty. Be sure everything is labeled with camper's first and last name. The YMCA of West Central Florida is not responsible for lost or stolen items.

- Backpack - To store camper's items including water bottle, swim gear, towel and extra clothes.
- Lunch and Snacks - A non-perishable lunch and drink should be packed every day. Afternoon snacks are provided to all of our campers. The YMCA does not provide microwaves or refrigeration.
- Reusable Water Bottle - Water fountains or water coolers are available throughout camp to refill water bottles. All water bottles should be labeled with your camper's full first and last name. Go green and use a reusable bottle.
- Swim Gear - Swim suit and towel for water activities. Old shoes for outdoor water play. We recommend rash guard shirts for sun protection.
- Shoes and Socks - Closed-toed shoes with a closed back (such as tennis shoes) are required every day. Campers without proper foot attire will not be accepted into camp as they cannot safely participate in camp activities.
- Extra Clothes - Dress your child in cool comfortable play clothes that can get dirty. An extra set of clothing is recommended especially for younger campers. Also, a hat for sun protection.
- Sunscreen and Bug Spray - The YMCA does not provide sunscreen. Parents should apply sunscreen on the child before sending the child in the morning. Sunscreen breaks will be taken periodically. Children will apply sunscreen to themselves using their own sunscreen under staff supervision. As a last resort, staff may assist with sunscreen. **Only spray sunscreen is allowed.**

In keeping with the YMCA mission and character values of caring, honesty, respect and responsibility, appropriate behavior is expected of all program participants AND parent/guardians. Respectful interactions with other participants and staff are at the core of the Y mission and essential to having a successful experience for all.

Summer Camp personnel will use positive techniques such as redirection and collaboration between staff, parents, educators and family to guide behaviors and set appropriate limits that encourage children to make positive choices. Based on the behavior exhibited, the following sequence is referenced:

- 1) Verbal warning and documentation
- 2) Written warning and documentation
- 3) Temporary suspension or removal from the program
- 4) Termination from the program

Based on the severity if the child's or adult's negative behavior, these steps may be accelerated or skipped.

FL Department of Children and Families Statute on Discipline as stated in Florida Statute 402.305: "Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:

- 1) Children shall not be subjected to discipline which is severe, humiliating, or frightening
- 2) Discipline shall not be associated with food, rest, or toileting
- 3) Spanking or any other form of physical punishment is prohibited

Prior to admission of a child to a child care facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility."

Character development assistance forms may be completed as the YMCA staff work with your child on enhancing caring, honesty, respect, and/or responsibility.

To better serve your child, we request your assistance and support in helping us build character and provide a safe environment for all children. Communication is strongly encouraged between staff and parents/guardians.

## OUR COMMITMENT TO PROTECTING CHILDREN

Serving the youth in our community is a vital part of our mission, and we are committed to creating a safe environment for the thousands of children and teens we serve every year. At our Y, we take the following actions to keep youth safe in our facilities and programs.

- All Ys in the US are required to implement child sexual abuse prevention practices and policies to remain a member in good standing with the National Council of YMCAs.

- All child care staff are finger printed and background screened.
- We train and mentor staff with developmentally appropriate practices.
- We work closely with strategic partners to advance federal policies.

We also practice and advocate for the three habits of child abuse prevention: KNOW, SEE, RESPOND. Because when we know and understand how abuse happens, see the warning signs, and are prepared to respond quickly to prevent it, we create a culture of child abuse prevention that results in even safer environments for kids to reach their full potential.



## PAYMENT DRAFT DATES

Draft Date	Dates Covered
6/1/23	6/5-6/9/23
6/8/23	6/12-6/16/23
6/15/23	6/19-6/23/23
6/22/23	6/26-6/30/23
6/29/23	7/3-7/7/23*
7/6/23	7/10-7/14/23
7/13/23	7/17-7/23/23
7/20/23	7/24-7/28/23
7/27/23	7/31-8/4/23

\* No camp on July 4th

## CREDIT & REFUNDS

- **Weather-related Closing:** No credit/refund will be issued should weather cause camp closings including closings of pools and other water activities during thunderstorms.
- **Absent and/or Sick Camper:** There is no reduction of fees if a child is absent from camp, including illness.
- **Damaged Property:** Replacement costs for damaged or broken YMCA of West Central Florida property, either accidentally or deliberately, is the responsibility of the parent/guardian; this includes any property associated with camp operations, locations and vehicles.
- **Behavioral Issues and Suspensions:** If a camper is suspended from camp, a refund will not be issued. Campers may be dismissed from the program without notice if their behavior is consistently disruptive or if their behavior threatens the health and safety of themselves or the safety of other campers or associates. Behavior guidelines apply to parents/guardians or caregiver and a camper may be dismissed from camp due to their actions.
- **Program Concerns:** Any concerns with camp operations activities or events should be brought to the attention of the Camp Director/Camp Coordinator immediately in an attempt to correct the situation.



## 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](http://MyFLFamilies.com/ChildCare)



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



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

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

CF/PI 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](http://MyFLFamilies.com/ChildCare)





# General Requirements

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

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

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

## Health Related Requirements

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

## Training Requirements

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

## Food and Nutrition

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

## Record Keeping

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

## Physical Environment

- ☐ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ☐ Provide space that is clean and free of litter and other hazards.
- ☐ Maintain sufficient lighting and inside temperatures.
- ☐ 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.

# Quality Child Care

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

## Quality Activities

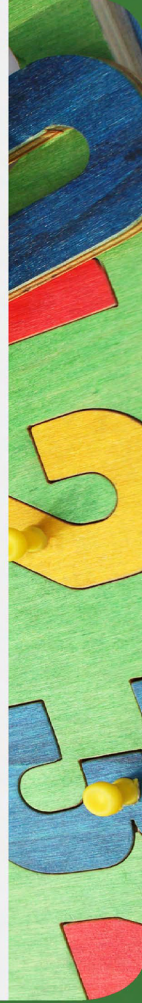
- ☐ Are children initiated and teacher facilitated.
- ☐ Include social interchanges with all children.
- ☐ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ☐ Include exercise and coordination development.
- ☐ Include free play and organized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

## Quality Caregivers

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

## Quality Environments

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





### What is the influenza (flu) virus?

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



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

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



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

CRP1175-70, June 2009

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

# INFLUENZA VIRUS



## "The Flu" A Guide for Parents



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

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

Name: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Signature: \_\_\_\_\_

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



## What should I do if my child gets sick?

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

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

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



## How can I protect my child from the flu?

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

## What can I do to prevent the spread of germs?

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

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



## When should my child stay home from child care?

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

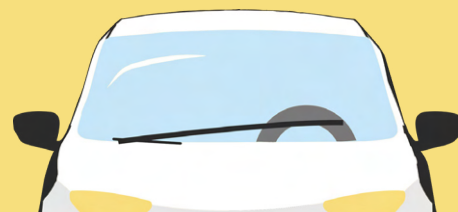
For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>



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



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



## FACTS ABOUT HEATSTROKE:

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

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

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



## ! PREVENTION TIPS:

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

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



**My signature below verifies receipt of the Distracted Adult brochure**

Parent/Guardian:

\_\_\_\_\_

Child's Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

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



**YMCA of West Central Florida  
CHILDCARE SERVICES  
3620 Cleveland Hgts. Blvd.  
863.644.3528 Fax 863.647.1733**