

Technical Assistance Tip Sheet Booklet





Sign in and Out Tip Sheet

“Stop, take the time to sign your child in and out”

- In order for the coalition to verify attendance for payment purposes, parents/guardians, using the manual sign in and out method must sign their child **in** upon arrival and **out** upon departure. Parents or guardians must use their full signature.
- If you are a provider that offers care in the evenings, please make sure to indicate on the sign in sheet AM and PM.
- Providers who use the electronic method of signing children in and out must sign their full signature and date on a printed version of the electronic sheet. The Parent or guardian will have 10 calendar days from the end of the month to sign.
- Providers may not sign children in and out.....unless it is physically impossible for the parent or guardian to do so ex. child rides the bus to and from school. Parent/Guardian must give written consent to the provider allowing them to sign the children in and out.
- Providers must comply with all licensing requirements relating to sign in and out sheets. Requirements for licensing may differ from the requirements in your agreement. Remember you must comply with both.
- Keep your sign in sheets on site and accessible. Please maintain the previous three months.
- Failure to provide sign in sheets for the months that are requested could result in non-payment.
- Last but certainly not least.... Don't throw out all those old sign in sheets. You must keep them for 6 years!



Attendance Tip Sheet



Each provider should provide a copy of its attendance policy to the parent of each student enrolled in their program.

In accordance with the School Readiness Agreement, Provider agrees to “notify the Coalition if the child is absent for five consecutive days with no contact from the parent. The Coalition shall determine the need for continued care, pursuant to applicable Florida Statutes and the Florida Administrative Code”.

An attendance log shall be maintained for each class or group. This log must maintain the names of all children assigned to the class or group, and shall show all children present in the class or group, and those children absent from the class, at any given time. Child care personnel shall ensure that attendance records are always complete and accurate, since these records are important in accounting for children during emergency evacuations and other incidents.

At Risk (BG1) Tip Sheet



Report *any* unexcused absence or seventh consecutive excused absence of an *At Risk* child of any age to the Florida Department of Children and Families' (DCF) hotline at toll free 1 (866) 325-5323 by noon on the day of the child's **first unexcused absence**, or the day of the child's **seventh**

consecutive excused absence. In addition any provider serving At Risk children whose site has a temporary closure shall report that closure to the above hotline. If you cannot reach someone at the hotline, please call Child Net (561) 352-2460. An *At Risk* child is defined as a child with a *BG1* billing category as reported on the Child Care Certificate.

***Remember... Waiting for absolute proof something may be wrong, may result in significant risk to the child.**

Discipline Policy Tip Sheet



Prohibited Forms of Discipline

In accordance with s. 1002.88(1)(i), F.S., Provider agrees to implement minimum standards for child discipline practices that are age- appropriate and consistent with the requirements in s. 402.305(12), F.S. Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.

Individual children will respond to different methods based on age, personality and life experiences. Disciplinary measures used shall be appropriate to the child's age, intellectual development, emotional make-up and the provider's past experience in disciplining the child.



Some acceptable discipline methods which may be used are:

1. **Role Modeling.** Showing by example the behavior the provider expects from the child.

(When one shows respect for the child's property and privacy, the child will learn to respect the property and privacy of others.)

2. **Redirecting.** Substituting unacceptable behavior for acceptable behavior. ("Vickie, don't play with the stereo. Let's get your crayons and paper so that you can color.")

3. **Rewards.** Providing short term incentives that help the child focus on desired behavior. ("When you finish putting away all your toys, we can read the new story book together.")

4. **Positive Communication.** Using language in positive terms to describe what you want, rather than what you don't want. ("Walk to the door," rather than, "Stop that running!")

5. **Encouragement/Praise.** Identifying specific behaviors and strengths that encourage the child to develop and increase self-esteem. ("That picture is very special. I really like the colors you chose.")



Universal Precautions Tip Sheet

What are Universal Precautions Anyway?



- Universal Precautions are a way to reduce the spread of infection in your Family Childcare Home or Center.
- It is important as the provider to be aware that any bodily fluid may hold contagious germs that are unhealthy for you and other children. Germs that are spread through blood and bodily fluids can come at any time from any person and the person may not even know. This is why it is so important to treat each individual as if they may be infected.

So how do you protect yourself and other Children?

Wash your hands after:

- Diapering and Toileting children
- Handling bodily fluids of any kind
- Before and after giving first aid
- Cleaning up spills contaminated with bodily fluid
- Taking off your latex gloves

AND PLEASE REMEMBER..... Wearing gloves does not mean that you don't have to wash your hands.

When should I wear Latex Gloves?

Wear Latex Gloves When:

- Handling bodily fluids of any kind
When children have cuts, scrapes, scratches, rashes, breaks in the skin of any kind.



Environmental Sanitization

- This should be done on a regular basis and as needed. This means cleaning all toys, diapering area and all surfaces that house potential germs.

- A solution of *1 tablespoon of bleach per quart of water should be made fresh every day.*
- If you are cleaning up fecal matter, vomit or blood a stronger solution must be used. *¼ cup bleach per 2 ½ cups water.*

Disposal of Materials



- Items that have been covered in blood or any other bodily fluids should be double bagged and sent home with the child.
- If you have the capacity to wash at your center or home make sure they are done so separately.
- Items used for children with special needs, (such as needles for medication administered by the parent), should be disposed in something called a “sharps container”, which safely stores used needles that can be taken home.





Developmental Screenings (ASQ) Tip Sheet



According to the School Readiness agreement the Provider agrees to “participate in the developmental screening/ assessment process as designated by the Coalition for 100% of those children, ages birth to five prior to entry into

Kindergarten, for whom the Provider receives financially- assisted school readiness funding and for whom a parent and/ or guardian has consented in writing to the developmental screening/ assessment. The provider agrees that all SR children aged birth to five years, who have parent’s/ guardian’s consent will receive the Coalition’s approved screening tool (Questionnaire) with 45 days of child’s entry into the program and annually as long as the child remains in the program”.



Screen early. Developmental checkups help your child learn and grow.

Step- By- Step

1. Receive monthly tracking form from the Coalition.
 - a. *If you do not receive this by the 5th of the month, call the Coalition.*
2. Distribute consent or decline forms (if applicable), ASQ-3 AND ASQ-SE to the parents/ guardians of each child listed.
 - a. *If the child is already in services, please indicate this on the tracking form. You are not required to complete a screening for that child.*
3. Collect questionnaires from parents and complete the Information Summary.
4. Records of the entire questionnaire packet, information summaries, and monthly tracking form should be maintained for 6 years.
5. Mail or drop off the tracking form and information summaries by the last school day of that month.