

Parent's Role

- A parent's role in quality child care is vital:
- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
 - Know the facility's policies and procedures.
 - Communicate directly with caregivers.
 - Visit and observe the facility.
 - Participate in special activities, meetings, and conferences.
 - Talk to your child about their daily experiences in child care.
 - Arrange alternate care for their child when they are sick.
 - Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on ____/____/____

License Expires on ____/____/____

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



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(6), F.S.,



Know Your Child Care Facility

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. 66C-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.



Gold Seal Quality Care Program Description

In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. In addition, the Legislature established provisions for Gold Seal providers participating in the subsidized child care program, a.k.a. school readiness and early learning, to receive a higher reimbursement rate per child than providers not receiving a Gold Seal designation.

Licensing standards established using Florida Statute (F.S.) and the Florida Administrative Code (F.A.C.) are the "minimum" standards that a child care facility, family child home or large family child care home must meet in order to be licensed or registered. Child care programs accredited by an accrediting agency approved to participate in the Gold Seal Quality Care Program meet additional standards promoting quality in their programs. These programs are eligible to receive a Gold Seal Quality Care Designation.

The Gold Seal Quality Care Program is a voluntary program with potential benefits of participation including, but not limited to: a positive marketing tool for parents, sales tax exemption, and an increased reimbursement rate for children participating in school readiness programs.

To be approved, accrediting agencies must substantially meet or exceed the Gold Seal Quality Care standards adopted by the department which are based on the applicable accrediting standards of the National Association for the Education of Young Children (NAEYC), the National Early Childhood Program Accreditation (NECPA), or the National Association of Family Child Care (NAFCC). These standards require a level of care that exceeds the minimum licensing standards.

The Office of Child Care Regulation is tasked with ensuring that the accrediting agencies approved for participation are of sufficient variety to meet the needs of all child care providers (i.e., faith-based, school-age, Montessori, school-based, private, etc.).

Gold Seal Accreditation Process for Child Care Providers

To be recognized as a Gold Seal Quality Care Program provider:

- Review the list of approved Accrediting Agencies by visiting <http://www.myflfamilies.com/service-programs/child-care/goldseal>
- Find an agency that meets the needs of your facility. Review the agency's accreditation requirements and follow their procedures for accreditation. Many child care providers are surprised to learn that they already meet some or many of the accrediting standards
- Once a provider has achieved accreditation from an approved accrediting agency, the provider must submit to the DCF Office of Child Care Regulation the Gold Seal Quality Care Provider Application, CF-FSP 5386, http://www.dcf.state.fl.us/programs/child-care/docs/CF-FSP_5386.pdf

Upon receipt and verification of the application information, the department will award a Gold Seal Certificate to the child care provider recognizing their achievement. The certificate will be mailed directly to the child care provider.

Proof of the Gold Seal Quality Care accreditation may be required for participation in the Voluntary Prekindergarten Program and tied to increased payments for child care providers participating in School Readiness. It is also required as proof for tax incentives outlined in s. 212.08, F.S.

For additional information, visit:

[http://www.myflfamilies.com/
service-programs/childcare](http://www.myflfamilies.com/service-programs/childcare)
or call toll-free: 1-888-352-4453



**OFFICE OF CHILD
CARE REGULATION**

1317 Winewood Blvd.
Building 6, Room 389 A
Tallahassee, FL 32399-0700
(850)488-4900



Gold Seal



Quality Care Program



Frequently Asked Questions Regarding the Gold Seal Quality Care Program

Gold Seal Accreditation Process for Child Care Providers

There are several benefits associated with the Gold Seal Quality Care Program designation:

- A positive marketing tool for parents
- Sales tax exemption
- An increased reimbursement rate for children participating in school readiness programs*
- Satisfies the program eligibility requirement for participation in the Voluntary Prekindergarten (VPK) program

* For more information on the Gold Seal Quality Care Program reimbursement rate, contact the Office of Early Learning at 1-866-357-3239 or visit them at: www.floridaearlylearning.com

Does a child care provider have to be licensed to qualify for the Gold Seal Quality Care Program?

Any legally operating child care facility is eligible to achieve Gold Seal Quality Care Program status if it is accredited by one of the department's approved Gold Seal Quality Care Program Accrediting Agencies. Although the department doesn't require that a provider be licensed in order to participate, some accrediting agencies may require licensure as part of their accrediting process. For example, the National Association for Family Child Care requires a family child care home to be licensed in order to become accredited. Providers that are not licensed must agree, by submission the Gold Seal Provider application, to periodic inspections conducted by licensing authority.

Gold Seal Accreditation Process for Child Care Providers

Typically it takes between nine months and two years, depending on how many of the accrediting standards your program has already achieved. You can conduct a self-evaluation to determine how far along you are towards becoming accredited, or the accrediting agency you select may be able to give you an idea how long it will take.

Is there a cost associated with becoming a Gold Seal Quality Care Program provider?

The Department of Children and Families does not charge a fee for the Gold Seal Quality Care Program; however, most accrediting agencies charge an application fee and a validation fee as part of their accreditation process. For more information on each accrediting agency's fees and other costs, contact the accrediting agency directly.



Can a child care provider be accredited by more than one of the approved Gold Seal Quality Care Program accrediting agencies?

Yes. However, accreditation by more than one of the approved Gold Seal Quality Care Program accrediting agencies does not affect the Gold Seal Quality Care Program reimbursement rate or the tax benefit. The Child Care Program Office only reports one accreditation per child care provider.

How long does it take to receive a Gold Seal Quality Care Program Certificate once accredited?

It usually takes one to three weeks to process Gold Seal Quality Care Program application requests.

As a parent, how can I find a Gold Seal Quality Care Program provider?

A map of Gold Seal Quality Care Programs can be accessed at the following link:

<http://www.myfamilies.com/service-programs/child-care/gold-seal-map>

Parents may also conduct a Provider Search to access additional information such as provider services, hours of operation, and inspection history by visiting the department's "Provider Search" tool web address at: <https://cares.myfamilies.com/PublicSearch> is updated continuously.

Tax Exemption links and information for Gold Seal Quality Care child care providers:

Certain educational materials purchased by Gold Seal Quality Care child care facilities (not homes) are exempt from sales and use tax. For more information on requirements, please visit the following link or contact the Department of Revenue at 1-850-488-6800 or 1-800-352-3671 <http://floridarevenue.com/dor/tips/tip99a0130.html>

How do I apply for tax exemptions associated with the Gold Seal Quality Care Program?

To qualify for exemption from sales and use tax, the child care facility must meet the following requirements:

- Satisfy the standards for child care facilities as outlined in s. 402.305, F.S.,
- Be licensed under s. 402.308, F.S.;
- Hold a current Gold Seal Quality Care designation as provided in s. 402.281, F.S.; and
- Provide all employees with basic health care as defined in ss. 627.6699(12), and 627.6699(12), F.S.

If your child care facility meets all requirements, you may submit a Sales and Use Tax application to:

The Children's Forum
2807 Remington Green Circle
Tallahassee, Florida 32308
Or submit via fax 1-866-596-9513

The Sales and Use Tax Application may be found on the Gold Seal web site listed below:
<http://www.myfamilies.com/service-programs/child-care/goldseal-tax>

Who issues the Tax Exemptions?

Tax exemptions are administered by the Department of Revenue and your local county property appraiser.

For more information:

- Department of Revenue 1-800-352-3671
- Sales tax exemption - access Tax Information Publication #99(A)01-30 at <http://floridarevenue.com/dor/tips/tip99a0130.html>
- Education Property Tax Exemption established under s. 402.26(6), F.S. Contact your county property appraiser at http://floridarevenue.com/Pages/forms_index.aspx#adval



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 or contact your
local licensing office below:

CF/PI 175-70, 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.

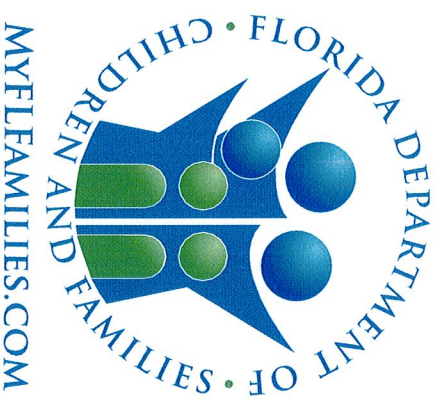


When should my child stay home from child care?

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...

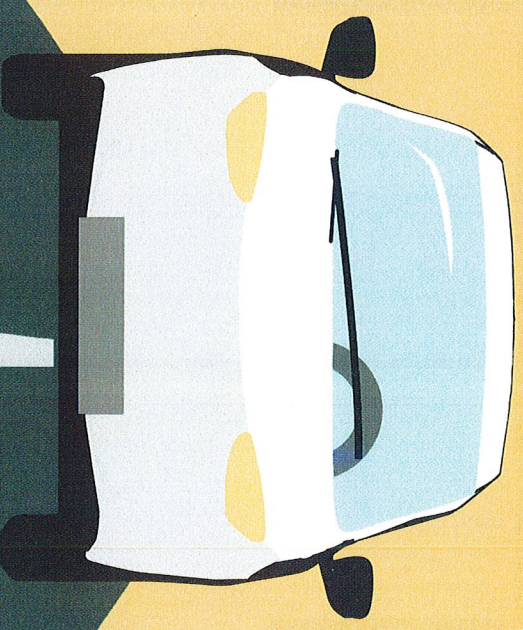


Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019

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



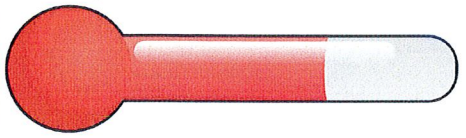


FACTS ABOUT HEATSTROKE:

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.

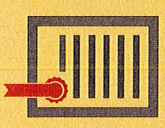
The body temperature of a child increases **3 to 5 times faster** than an adult's body.



! 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 fall 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.