

Hello!

Welcome to the TodayCare Children's Center at Pasco-Hernando State College (PHSC). We are delighted that you have chosen to enroll your child with us.

The Center has been designed to meet the needs of PHSC students, faculty, staff as well as our community families.

This parent handbook is intended to provide helpful information about the philosophy and operating policies at the Center. We know that this handbook will be useful to you and we encourage you to keep it available for future reference. PHSC and TodayCare reserve the right to make changes to this Parent Handbook when deemed appropriate.

We look forward to a rewarding relationship with you and your child.

Sincerely,

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Center Director  
TodayCare Children's Center at PHSC  
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## **MISSION STATEMENT**

TodayCare Children’s Center at PHSC is committed to providing a safe and secure environment that is marked by excellence. We recognize the unique educational and developmental needs of our children. We are devoted to delivering a quality program that is rich in open communication, fosters lasting relationships and provides educational stimulation.

## **NAEYC ACCREDITATION**

The National Association for the Education of Young Children (NAEYC) accredits early childhood programs that meet specific criteria for high quality. These standards go beyond the state standards and fewer than 10% of the childcare programs in the United States meet the criteria. All of TodayCare Children’s Centers meet these standards. For more information regarding NAEYC you can find it at [www.naeyc.org](http://www.naeyc.org) and click on accreditation.

## **CHILDCARE IN A CAMPUS ENVIRONMENT**

Childcare on a campus is slightly different than childcare in other settings. Childcare sponsored by a college or university is a three-way partnership – parents, college and the Center. The Center is much like a private school, with policies that reflect the needs of the campus community.

TodayCare Children’s Center at PHSC offers a high quality, developmentally appropriate program – it is not a babysitting service. We adhere to guidelines set forth by the National Association for the Education of Young Children and state licensing requirements. This commitment to quality ensures that the needs of the children are met and that policies and practices are for the good of the children. The Center enables parents to focus on their jobs and education, knowing that their children are receiving the best care.

## **PARENTS AS PARTNERS**

Involving parents in center activities is important for both you and your child because it strengthens the community between the child’s experiences at home and at the Center. Our program offers a variety of ways that you can become involved.

### **Open Door Policy for All Parents**

You are welcome to visit the Center at any time and are encouraged to do so should it not interfere with your educational or work responsibilities. Areas have been created so that you can spend one-on-one time with your child. Please discuss with your child’s teacher the best time to visit your child’s classroom.

### **Parent Volunteers**

Parent participation in the classroom is a special treat for the children and the teachers. You are invited to “help out” whenever your schedule permits. You may wish to bring a special activity for the children or simply participate in the activities underway. Please coordinate these activities in advance with your child’s teacher.

### **Parent Support Committee**

A Parent Support Committee will be solicited to serve in a supporting capacity to the childcare Center. The primary purpose of this committee is to provide support and suggestions to the Center Director regarding:

- Policies at the Center – both current and proposed
- Need for additional services or programs
- Changes to the facility
- Need for additional equipment
- Risk Management issues

The Parent Support Committee will typically be composed of 8 to 10 members. Members of the committee will include staff and parents who currently have children in the Center and a liaison from PHSC. The committee will stay intact for one year, at which time all parents in the Center will be solicited to become members of the committee.

To help assure that the Center's program meets the needs of parents and children, the Parent Support Committee will meet regularly. The Center Director will post the dates and times of the meetings and workshops on the Parent Bulletin Board and also will publish them in the monthly newsletters.

### **OUR COMMITMENT TO COMMUNICATION**

It is the Center's responsibility to communicate with you regarding your child's experiences at the Center. Daily communication, monthly newsletters and parent/teacher conferences will keep you updated on your child's experiences in Center activities. Remember, teachers are interested in working with you to meet your child's individual needs. Please feel free to talk with them about any questions and concerns.

### **Daily Communication**

We believe it is important that all of us who care for your child have a sense of the child's experience, both at home and at the Center. Daily communication provides information about your child's day/week at the Center and a critical communication link with home. TodayCare presently uses the child care program LifeCubby to send daily notes and center reminders to families. LifeCubby provides an app, LifeCubby Family, that can be downloaded for daily communication as well as center notifications. Through this portal, parents and teachers can communicate with one another. Photos of daily activities as well as classroom updates can be shared.

### **Newsletters**

You will receive a monthly newsletter containing general information about Center activities. If you are interested in contributing to the newsletter, contact the Center Director. Newsletters are also posted on our website: [www.todaycare-phsc.com](http://www.todaycare-phsc.com)

### **Parent/Teacher Conferences**

Parent/teacher conferences are offered twice a year (fall and spring) for full-time and part-time enrollees. The purpose of these conferences is to provide parents with an overview of their child's developmental progress, to get parent input into their child's care and to answer any questions or concerns parents may have regarding their child's stay at the Center. If at anytime, between the scheduled conferences, you wish to request an individual conference with your child's teacher we will be happy to make those arrangements.

### **Resolving Parent Concerns**

Just as teachers are encouraged to discuss concerns with parents, parents are encouraged to ask their child's teachers any questions they may have about their child's care at the Center or about general Center issues. It is important for parents to clear up any questions or misunderstandings quickly. Most concerns are best addressed at the classroom level, but if parents and teachers are not able to reach a mutually satisfactory resolution, parents are encouraged to discuss their concerns with the Center Director. Open communication between staff and parents is vital to the smooth operation of the Center. We are committed to the satisfactory resolution of parents' concerns.

If, for any reason, the center staff are not providing satisfactory results when addressing your concern, you may contact:

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## PROGRAM POLICIES

### Philosophy

Our Center philosophy is to provide experiences for children that meet their developmental needs. Every child is a unique individual and the program is designed to promote each child's physical, intellectual, emotional and social development. The development of a positive self-concept is encouraged. Center staff works as partners with parents to promote continuity in a child's experiences at home and at the Center.

Young children learn much differently than adults. They learn by exploring their environment through hands-on experience and play. To the casual observer it may appear the children are "just playing"; however, they are acquiring the skills and abilities needed for Kindergarten and beyond through carefully planned developmentally appropriate activities.

### Classroom Ratios

TodayCare follows the National Association for the Education of Young Children's teacher-child ratios. The following is the NAEYC guidelines:

Teacher-Child ratios are posted in each classroom and upon entering the outside playground.

**Table 4. Teacher-Child Ratios within Group Size**  
(Assessed in Criterion 10.B.12)

Age Category	Group Size									
	6	8	10	12	14	16	18	20	22	24
<i>Infant</i>										
Birth to 15 months <sup>a</sup>	1:3	1:4								
<i>Toddler/Two (12-36 months)<sup>b</sup></i>										
12 to 28 months	1:3	1:4	1:4 <sup>c</sup>	1:4						
21 to 36 months		1:4	1:5	1:6						
<i>Preschool<sup>d</sup></i>										
2½-year-olds to 3-year-olds (30-48 months)				1:6	1:7	1:8	1:9			
4-year-olds						1:8	1:9	1:10		
5-year-olds							1:8	1:9	1:10	
<i>Kindergarten<sup>e</sup></i>								1:10	1:11	1:12

*Notes:* In a mixed-age preschool class of 2½-year-olds to 5-year-olds, no more than four children between the ages of 30 months and 36 months may be enrolled. The ratios within group size for the predominant age category apply. If infants or toddlers are in a mixed-age group, then the ratio for the youngest child applies.  
Ratios are to be lowered when one or more children in the group need additional adult assistance to fully participate in the program.  
(1) because of ability, language fluency, developmental age or stage, or other factors or (2) to meet other requirements of NAEYC Accreditation.  
A group refers to the number of children who are assigned for most of the day to a teacher or a team of teaching staff and who occupy an individual classroom or well-defined space that prevents intermingling of children from different groups within a larger room or area.  
Group sizes as stated are ceilings regardless of the number of staff.  
Ratios and group sizes are always assessed during site visits for NAEYC Accreditation in criterion 10.B.12, which is not a required criterion. The more these numbers are exceeded, the more difficult it will be to meet each standard.  
<sup>a</sup> Includes teachers, assistant teachers-teacher's aides; some exceptions apply. See Table 5.  
<sup>b</sup> These age ranges purposefully overlap. If a group includes children whose ages range beyond the overlapping portion of two age categories, then the group is a mixed-age group. For mixed-age groups, universal criteria and criteria relevant to the age categories for that group apply.  
<sup>c</sup> Group sizes of 10 for this age category would require an additional adult.  
<sup>d</sup> Kindergarten refers to children enrolled in a public or private kindergarten program.

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### **Program for Infants and Toddlers**

Experiences for the youngest children are designed to provide a warm, loving environment that promotes a sense of security and trust. Infants begin to develop positive relationships with adults and the nurturing environment enables them to explore the world around them. Toddlers are encouraged to explore the world as teachers help them develop skills needed to meet the challenges of learning to walk, talk and make friends.

### **Program for Preschoolers**

Experiences for the older children (3 to 5 years) are designed to enable them to learn about themselves and the world around them. Opportunities are provided for individual and group activities in a variety of learning Centers including block building, water play, dramatic play, art, music and storytelling. Teachers guide the development of physical, intellectual, emotional, and social skills that will help prepare your child for the future. The curriculum serves as a planning tool for teachers to use in preparing the daily experiences with their group.

During this developmental stage, children are classifying and manipulating small objects, building and acting out the life they are trying to understand. Language and new cognitive powers enable them to question and explore new worlds through books and conversation.

Throughout the day, children plan and make choices about which aspects of the learning environment to focus on and participate in small groups.

Learning centers include more complex materials and their choices reflect the child's changing interests and capabilities. An integral part of the daily routine includes opportunities to work at the writing center, computer center and other centers.

### **Positive Guidance**

Young children are eager to learn about the world around them. They are trying to make sense of their experiences and to learn how to behave in this mysterious place. They strive for understanding, independence and self-control. Children learn by exploring, experimenting, testing the limits of their environment and experiencing the consequences of their behavior. In this way, they come to understand how the world works and their own limits.

Our approach to guidance and discipline is to promote a sense of independence, autonomy and self-esteem, while maintaining the control necessary for a safe and non-threatening environment. The basis of this control is a secure, orderly, developmentally appropriate, caring environment. This atmosphere allows children to experiment and test their own behavior within clearly defined limits.

We will not subject children in our care to discipline that is severe, humiliating or frightening. We will not associate discipline with food, rest or toileting. Under no circumstances will we spank, strike or use other forms of physical punishment. When needed, staff will use a variety of methods to teach children self-control and how to express their feelings in acceptable ways. These include redirecting children to acceptable activities, using logical consequences to help children be responsible for their actions, using firm words and tones to help children understand how someone feels and modeling acceptable ways to express negative feelings.

## **CENTER HIGHLIGHTS**

### **Diapering**

Staff check children for signs that diapers or pull-ups are wet or contain feces every two hours when children are awake. In needed, diapers will be changed every two hours accordingly. If a child has soiled their diaper in-between these two hours, the child will be changed regardless. Children are changed via the infant/toddler changing tables provided in each classroom, and for those children who are older, the classroom bathroom will be the designated area. The diaper area is used for diapering children only. It is not used as counter space or storage. When a child is on the diaper changing table, the staff person changing the diaper will always have a hand on the child. Soiled diapers are deposited into a sanitary container that has a lid and is hands-free. Parents are asked to provide diapers in bulk. Parents also must provide appropriate wipes, ointments and other needed supplies. Any ointments, powders, lotions, sunscreens etc. must have a doctor's script giving the center permission to administer them.

### **Cloth Diapers**

If you and your family have decided to use cloth diapers, we at TodayCare support your decision by providing the following cloth diaper procedures:

- Modern cloth diapers with snap or Velcro closures are welcomed. No diaper pin closures are allowed.
- Cloth diapers need to be sent in sets with both outer and inner liners for each changing.
- Each changing is done as a unit. Inner and outer liners are both removed. The child's bottom will be thoroughly and gently cleaned. A new set of clean outer and inner liners will be applied.
- All soiled diapers will be placed in a plastic bag and sent home to be laundered daily.
- We do not empty or rinse any liners in accordance with health and safety performance standards.

### **Toilet Learning**

Toilet learning efforts of parents are assisted and supported. Toilet learning will begin when both the parents and the teachers feel the child is ready. A child should show signs of readiness before toilet learning can begin. Independence – not cleanliness – is the central issue in teaching a child to use the toilet. For the process to work, the child must have almost complete control over it. Parents and caregivers should do a little more than arrange the environment so that the child can use the toilet easily.

A child will show readiness in two ways:

Physical readiness is the attainment of adequate bladder capacity and control. A physically ready child is able to stay dry for two or more hours during the day, wake up dry from naps and possibly wake up dry in the morning.

Mental readiness occurs when the child understands what toilets are used for and is curious to learn more about them. Signs of mental readiness include wanting to watch people use the toilet (allow it), wanting to flush the toilet and asking questions about it.

The presence of both readiness signals defines the most opportune time for toilet learning. This critical period usually emerges between ages 2 and 3, give or take 6 months and lasts for about 3 months. During this phase, the child is “primed” for toilet learning skills and need only support and encouragement from parents to be successful.

Please discuss techniques with your child’s teacher so that your child can experience continuity in adult expectations in this important area.

### **Clothing**

Dress your child in clothing that is comfortable for a variety of active and sometimes messy activities. Please provide a minimum of two to three complete changes of clothing appropriate for the season. Be aware of the changes in climate during the winter months and be sure to dress your child appropriately. Mark your child’s name clearly on all articles of clothing to minimize confusion and loss. Girls should wear shorts under their dresses and all children should have closed sneakers that support their heels and keep their toes covered.

The Center staff makes every effort to keep track of your child’s clothing. However, the Center is not responsible for lost articles. A Lost and Found box will be provided.

### **Celebrating Holidays**

Holidays are special times to celebrate and opportunities to teach the children about different traditions and cultures. Although no specific religious instruction is offered, different holidays are discussed in order to help the children understand and gain an appreciation of various traditions and cultures. Parents are encouraged to share with the staff information about the customs and celebrations that are important to them. If you do not celebrate holidays for religious reasons, please discuss these with your child’s teacher so that your wishes are honored in an appropriate way for your child and his/her class.

### **Birthdays**

Children’s birthdays may be celebrated at the Center. If so desired, parents may provide a special birthday snack at afternoon snack time. Only whole fruits or commercially prepared and packaged foods can be offered to the children. We may not serve homemade foods. You are requested to bring enough birthday snacks for all the children in your child’s classroom. The snack should be easy to serve. Parents are encouraged to participate in this activity. Please inform your child’s teacher if you plan to provide a snack and attend the celebration.

If you do not celebrate birthdays for any reason, please discuss this with your child's teacher so that your wishes are honored in an appropriate way for your child and his/her class.

### **Personal Belongings**

On designated days throughout the year, children may bring personal items or toys to share during a special part of the day's activities. Teachers will inform you about "Share Days." Please do not allow your child to bring personal items to the Center except on these special days. To avoid loss and confusion, please label all personal items. Please do not allow your children to bring breakable objects, money, candy, food, gum, toy guns or other toy weapons to the Center.

### **Nap Time**

Licensing guidelines require a rest time for all children. Your child needs to feel comfortable during naptime; therefore, he/she may bring a sleep toy from home. Please bring a blanket for naptime and launder it weekly. These personal items must also be able to fit into each child's individual cubby. If the items do not fit, they will be sent home. The Center provides and launders cot sheets. If after 30 minutes a child is not asleep, he/she will be offered quiet activities to do on his or her cot, such as a book or a small toy. Infants will be placed on their backs to sleep unless otherwise ordered by a physician.

### **Field Trips**

The activities for all may include walking visits to special places within the campus community. Special precautions are taken to assure the safety of children on field trips. You will be notified in advance of planned field trips; parent permission is required. You may request that your child not participate. Alternate care can be arranged while the field trip is occurring. Parents are welcome to participate in field trips as their work or educational schedules permit. Teacher-Child ratios remain the same as classroom and outdoor ratios. If the classroom functions with one teacher, another teacher will be assigned to assist on a field trip. No teacher may leave the building with children without an assistant and without parental permission.

### **Outdoor Play**

Your child's experiences on the playground at the Center are an important part of the program and his/her development. The playground is an extension of the classroom. It combines opportunities for exploration, creativity and play.

Our private playground features separate play space for younger children and older children. A wide range of riding toys for the trike path, water play, climbing structures, sandbox, playhouse and a covered area for rainy days are among the playground's amenities. The outdoor play area also has ample shade provided for the children.

Children will go outside each day as weather permits. Parents can assure their comfort by providing appropriate outdoor clothing. Due to staffing demands, children are not allowed to stay inside while their group is on the playground unless there is a physician's note stating that due to an illness or injury, your child needs to remain indoors for a temporary amount of days.

## **MEALS AND SNACKS**

Nutritious meals and snacks are an important part of your child's day. All children present at appropriate times are served a mid-afternoon snack and an evening snack provided by the Center. It is extremely important that you do not drop your child off in the morning with their breakfast from home. Please be sure to have your child finish their breakfast before they enter the classroom.

### **Lunch**

Lunch is scheduled about 11:00 each day. Parents should send a nutritious lunch with their child if he/she will be in attendance at this time. **Food from fast food restaurants will not be acceptable and cannot be served at the lunch tables.** If a child arrives after 11:30, it is expected that he/she will have already eaten lunch. Lunches should be packed in a container or bag labeled with the child's first and last name. We will not be able to heat lunches for the toddler and preschool children. **We recommend a cool pack be placed in the lunchbox to keep food chilled.**

You are welcome to take your child out of the Center for lunch or join your child for lunch at the Center. Notify the teacher in advance if you wish to eat with your child.

### **Dinner**

Children attending the evening program should have already eaten dinner before arrival. All children in attendance will receive a snack around 7:30 PM. If a child is transitioning to the evening program from the day program, we recommend that the parent take him/her out of the Center for dinner.

All snacks served by the Center will meet the standards set by the United States Department of Agriculture, local and state health departments, and licensing guidelines. Children on special diets for medical reasons must have a physician's statement on file. Children with dietary restrictions due to religious reasons must have a written statement from parents stating the food products that are restricted. Any food products provided by parents must meet all State of Florida regulations.

### **Infant Feeding**

Children in the infant program are fed on demand. For children 6 weeks to 12 months, parents provide food and formula. The Center can accommodate the use of frozen breast milk. Formula must be in a ready-to-feed, non-glass bottles with the child's first and last name and date clearly displayed. Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Nursing mothers should coordinate the nursing schedule with their child's teacher to facilitate the child's and the mother's needs. Breast milk must be labeled with the date and child's first and last name. Pediatrician's diet orders must be updated regularly.

### **Nutrition Guidelines**

NAEYC standards state that our curriculum includes teaching children healthy eating habits. Studies show that after eating sugar a child's immune system drops immediately, making them more susceptible to airborne germs. In order to keep all children healthy, we enforce the following nutritional guidelines for bringing lunches. Foods should be easy to swallow.

### **Acceptable Foods**

Fruit cups  
Cooked vegetables  
Cheese slices or sticks  
**NUT FREE** granola bars  
Variety of sliced breads  
Muffins  
Bagels  
Yogurt  
Sliced Apples  
Soft foods that will not cause  
A choking hazard

### **Unacceptable Foods**

Soda  
Raw carrots and Peas  
Candy (gummy bears, hard candy)  
Doughnuts  
Raisins (for toddlers)  
More than 4 oz. of juice (infant)  
**NUTS**  
Whole grapes (must be cut into quarters)  
Hot dogs (children under 4 years)  
Popcorn  
Sugary cereal  
Pretzels and chips  
Peanut Butter  
Peanuts  
**TodayCare is a Peanut Free Environment**

## **ADMISSION**

### **Eligibility for Admission**

Children between the ages of 6 weeks and age 11 (or end of fifth grade) are eligible for admission to the Center. Children of students at PHSC receive priority enrollment. Priority enrollment is also given to siblings of children already enrolled at the Center. Parents who are pregnant may place their child on the waiting list, subject to availability, when the child is 6 weeks of age.

### **Special Needs Children**

All children are special, with individual needs that require careful attention and flexible programming. Labeling a child “special needs” may have considerable implications on a child’s future; it is a step taken only after much thought and professional evaluation. Community resources are available at the end of this handbook. A child’s behavior while in childcare may be very different from his/her behavior in other settings. The behavior we are concerned about may be a function of the setting, the environment, staff expectations and routines or scheduling.

Each child in the Center is enrolled after individual discussions between the parent(s) and Center staff. The Center will attempt to accommodate special needs of children, as much as possible, and to work with parents if group care does not appear to be the best environment for an individual child or, if for other reasons, we cannot meet your child’s needs.

### **Full-Time Enrollment**

A full-time enrollee is defined as a child attending the Center on a regular schedule between 6:30AM and 6:00PM, Monday through Friday each week, up to 10 hours per day and on four to five days per week. Tuition is due for the full week whether the child is in attendance or not (See

Financial Policies for details about tuition payment and vacation/absenteeism). The evening program is separate from the full-time or part-time care programs. Full-time/part-time enrollees may use the evening program at the hourly rate, after 6:00PM. Parents are encouraged to pick up their child for dinner and bring him/her back for evening care. Children may not be left at the Center for more than 10 hours consecutively, without a break away from the Center.

Families may not move from full-time to part-time or hourly simply to avoid paying full-time enrollment fees for a given time. If special circumstances apply, a move between these categories will be considered, but must be discussed with the Center Director.

### **Part-Time Enrollment**

A part-time enrollee is defined as a child attending the Center on a regular schedule, either one, two or three days per week.

### **Add Care**

On any day that you might need additional care for your child, you may call 24 hours in advance to request a day of add care. Space is limited and you will need to have a back-up plan in case the time you request is not available.

## **ENROLLMENT**

To provide you and your child with the best possible start in the Center, the following enrollment procedures must be followed.

### **Enrollment Orientation**

You and your child will need to attend an enrollment orientation to facilitate your child's adjustment to the program. During the visit, your child will meet his/her teacher and the other children in the group, if possible. The Center Director/Assistant Director will review Center philosophy, curriculum goals, policies and procedures and enrollment forms with you. You must complete all enrollment forms and submit them to the Center Director prior to your child's first day at the Center.

### **Intake Procedures**

First meeting: Parent only – Discuss childcare needs and enrollment information.

Second meeting: Parent returns with child and spends time in the classroom. Parent observes teacher working with children. We suggest parents spend half-day in classroom with the child. By being present, parents give the child permission to transfer to his/her teacher. Parents communicate that school is a safe place to be if they are quiet observers and make themselves available to mediate the unfamiliar. Because children are different and temperaments vary, we will work with parents to meet individual needs of each child.  
Some children may benefit from a longer transition time, while others might transition better with a shorter time.

## **Infants and Toddlers**

Infants and toddlers have different needs than preschoolers. We would encourage parents of infants and toddlers to spend the first half-day with them in the classroom to assist in making their child feel more comfortable. Infants and toddlers transition better if the parents are the first to put them on the diaper-changing table, to put them down in their crib, etc. This is different than a preschool parent who is asked to be an observer in the classroom only.

## **Should Parents Stay? It Depends...**

Most early childhood professionals believe that a caring policy allows parents to stay as long as necessary, especially if children appear to need parental support. No optimal policy exists. Children are different and temperaments vary. Children who adapt to change well or know about school from others cannot understand why a parent might stay, but are perfectly amenable to parents in the room.

Other children approach new experiences with hesitation and adapt better if the parent remains. Parents offer valuable support by staying, but if they make themselves too available, children may be reluctant to relate to other children or to teachers.

Circumstances vary as well as children's temperaments. Children who have had few babysitters and whose parents rarely left them may need a more gradual separation than children with a large extended family or a history of multiple caregivers.

## **Saying Goodbye the First Day –**

At some point, parents must leave. Saying goodbye to your child builds trust. Repeated goodbyes strengthens children's beliefs that parents will come back. If children know that a parent is leaving, they will be better prepared to begin their day.

## **Enrollment Forms (as required by Florida Department of Children and Families)**

The forms you must complete/bring to the Center are:

1. Registration Form
2. Fieldtrip Permission
3. Flu Information
4. Photo Agreement
5. Developmental History
6. Food Allergy Information
7. Emergency Transportation Form
8. Emergency Information Form
9. Parent Handbook (Receive)
10. Enrollment Agreement
11. Notice Agreement
12. Know Your Center (Receive)
13. Positive Guidance & Discipline
14. Withdrawal & Un-enrollment
15. Student Schedule (if applicable)

### **Registration Fee**

A **non-refundable** registration fee per child enrolled covers the administration time and costs associated with processing your child's enrollment information. The initial fee is payable at the time of enrollment. Students can pay by term or annual. All other registration is paid annually.

### **Waiting List**

Once the program reaches capacity enrollment, a waiting list will be maintained by date of application. **Students attending classes at PHSC will always have first preference if space becomes available.** When space does become available in the Center, parents on the waiting list will be notified. Once notified, parents have two working days to enroll their child. If a parent does not complete enrollment within two working days, the next parent on the list will be notified. Parents have two weeks to transition their child(ren) into the Center. In order to hold a slot more than two weeks, weekly tuition must be paid. If the parent declines the offered enrollment, the parent will be removed from the waiting list. Siblings of children already in the Center have priority. Unborn children may be put on the waiting list, subject to availability, when the child is at least six weeks of age.

### **Transitions**

Transitions of children to the next classroom occur at various times during the year. Transitions are dependent on the child's readiness (chronological age is only a factor in determining readiness) to be moved to the next classroom as judged by the present teachers, the teachers in the proposed classroom, and available space in the next age group.

Preparation for the transition occurs long before the actual move. Teachers will begin to talk to children about their new room, their new teachers and the activities in their new room several weeks in advance. The hope is to instill in transitioning children a sense of anticipation regarding the move. Similarly, parents also are prepared for the transition. Their child's teachers will discuss with them why their child is ready to move, the signs of readiness the child has shown, the types of things the child will be doing in the new room and the specific differences between the rooms. Parents are encouraged to visit the child's new room and meet the teachers before the transition occurs.

Several days before transitioning, the child will visit their new classroom. One or two days of morning visits are followed by a full-day visit, including a nap in the new room. Generally, within a week, children have moved their things into the new classroom and are taken there by their parent, which marks the end of the transition period. Each child is treated as an individual and if after a week transitioning is not successful, then the practice will continue until both parents and teachers feel confident that the child has become comfortable with the transition. **Some children experience undue stress going back and forth and for this reason we might determine to make the transition quickly to avoid such stress.**

Around transition time, a child's behavior may change slightly. He/she may experience separation difficulties such as crying or clinging to parents, or the child may talk about returning to his/her old classroom. Such reactions are not unusual and rarely last long. Children need time to feel comfortable with new teachers, classmates and surroundings. Parents, too, may take some

time to adjust to the child's new room and teachers. Good parent-teacher communication helps both parents and the child feel at ease during transition time.

## **OPERATIONAL POLICIES**

### **Day and Hours of Operation**

The Center is open from 6:30AM until 10:00PM, Monday through Thursday, and 6:30AM to 6:00PM on Friday. During the summer semester the hours change to 6:30AM to 6:00PM Monday through Friday. We ask that you adhere to a planned schedule of arrival and departure so that daily classroom activities can be structured accordingly. Your child and his/her teacher need to know what to expect daily. A list of scheduled centers closing dates is included in your child's enrollment packet.

### **Emergency Closing**

The Childcare Center closes along with PHSC. PHSC closings are announced via radio, television and local newspapers. TodayCare will notify all families of emergency closings via the LifeCubby app. Be sure to call the Center in the event of severe weather conditions or any unexpected emergency conditions for information regarding Center closings as well. **Tuition adjustments will not be made for emergency closings.**

### **Arrival**

For your child's safety and to provide an opportunity for your child's teacher to talk with you, please escort your child to his/her classroom. The childcare Center is a secured environment with a coded key pad entry. You will receive the current code upon your child's enrollment. However, please do not pass this code to friends or family members. This could jeopardize the security of the Center. The code will be changed in the beginning of each new semester. Parents must sign in and out in the sign-in book located at the front desk. **Children will not be accepted into the classrooms during nap time between 12:00 p.m. and 2:00 p.m.**

### **Departure**

For your child's protection, only persons authorized by the parent are permitted to take a child from the Center. Parents must list names of anyone who might escort the child from the Center on the Enrollment Application, Release Authorization Form and the Child's Emergency Information Cards. Escort permission is only granted to individuals whose names are on this list. You must also be sure to call the Center and inform them of any pick up changes. Although the pick-up person is authorized, if you do not notify the Center beforehand, we will not release your child to them. You may also give us proper notification of an alternate pick up by entering this information in our DPI (Daily Points of Interest) Log that is kept at the front counter. You can change the list and add or delete names on it, but you **must** make all changes in person. Changes will **not** be accepted by telephone. It is extremely important that you maintain current information on all of your child's records and emergency information. Please be sure to notify the Center administration of any changes immediately. This includes a change of phone numbers as well.

If the adult picking up the child is unfamiliar to staff, the adult will be required to show his/her driver's license or photo I.D. for identification. Whenever an adult takes a child from the Center, he/she must sign out in the sign-in/out book in the lobby.

A special word on picking up your child later than expected: It can be difficult for young children to stay at the Center longer than they are used to. Please notify the Center if, due to an emergency, you are unable to arrive on time. The teacher can then tell your child that you will be late.

### **Withdrawal and Disenrollment**

A parent's decision to withdraw a child from the Center will be respected. However, you will be required to provide a two-week written notice of intent to withdraw, if you are a full-time or part-time enrollee. You will be charged your regular tuition for that two-week period, whether your child is in attendance or not.

If, in the judgment of the Center Director, the individual needs of the child cannot be met in group care, the Director reserves the right to un-enroll the child. When a situation is identified that could lead to disenrollment, the Director and teacher will work with parents to overcome the problem. Should un-enrollment become necessary, a two-week written notice is generally provided.

### **Attendance Schedules**

It is important for parents to stay within the hours they have scheduled as closely as possible, because staffing is based on children's schedules. Early drop off or late pick up can jeopardize the Center's teacher/child ratio.

Occasionally, parents may need to temporarily change the hours their children are scheduled at the Center. When this happens, parents are asked to first check with the Center Director 24 hours in advance to make sure the change can be accommodated. If parents need to change their child's schedule permanently, they should notify the Center's office.

Additional hours for students using the Center on an hourly basis will be accommodated as much as possible. While there can be no guarantee that the Center can always meet the needs of all students with variable schedules, we will do our best.

### **Reporting Absences**

TodayCare is a Florida licensed facility and follows all statutes and policies of the Florida Department of Children and Families (DCF). DCF requires that we document children who are absent each day as well as note that we have been in contact with each family as to the child's whereabouts. It would be extremely helpful if you would take a moment and notify the center when your child is absent from their scheduled days. The center phone number is 727-848-1418. If we can not answer the call, please leave a brief message.

### **Risk Management**

Every effort is made to provide a safe and secure environment for children. The entrance is locked and monitored from the Center Management offices. Unauthorized persons will not be admitted. The Center has a central intercom system as well as central fire alarm. Evacuation routes are posted throughout the Center.

Following NAEYC standards, all staff are trained in Pediatric First Aid, Cardiopulmonary Resuscitation (CPR), AED and emergency procedures. The Center Director is responsible for risk management, including periodic inspections and training of staff. Parents are encouraged to identify and discuss with the Center Director any perceived risks to a child's health or safety.

### **Staffing**

The Center staff are trained and dedicated early childhood professionals. They exceed the education and experience requirements of the Florida Department of Children and Families. The high quality of the staff is a benefit to you and your child. The results are the positive development of your child and the increase in your ability to focus on your work and/or education. We encourage you to treat your child's teacher and the rest of the Center staff with dignity and respect. They are early childhood professionals with whom you have entrusted the care of your child.

### **Mandated Reporting**

Following the Florida Statutes Title V, Chapter 39.201, all child care personnel are considered mandated reporters of any suspected child abuse. Failure to report any suspected child abuse is a felony in the state of Florida. All Center staff are mandated to report any suspected cases of child abuse or neglect to the Florida Department of Children and Families.

### **Child Custody**

Legal decisions regarding issues of child custody will be respected. In fairness to parents and children, documentation of the rights of each parent is required in order to restrict visitations when necessary. Please be advised that the Center cannot refuse to release a child to the child's parent or legal guardian without a court order or legal document restricting or denying that person of such right. When domestic disputes arise, without legal documentation, the Center will not be used as a means of retaliation.

### **MEDICAL AND ILLNESS POLICIES**

The Center will operate in a manner to ensure a secure, healthy and safe environment for the children and staff at the Center.

### **Physical Examination**

Upon enrollment, all children must have a current and completed Student Health Examination form, DH 3040, which may be obtained from the local county health department or family pediatrician.

### **Immunizations**

Upon enrollment, all children must have a current and completed Florida Certification of Immunization form Part A-1, B, or C, DH680 or a Religious Exemption Form, DH681 from the custodial parent or legal guardian. Specific immunization requirements are included and detailed in the most current edition of the "Immunization Guidelines-Florida Schools, Child Care Facilities and Family Day Care Homes" as promulgated by the Florida Department of Health.

### **Chronic Medical Conditions**

Children with pre-existing medical conditions will be evaluated for admission on an individual basis. After admission, documentation of regular medical follow-up will be required. Children

with chronic asthma will be allowed to remain in the Center if there is no “whistling” and/or difficulty breathing and the child is not running a fever.

### **Medications**

Only medication with a doctor’s prescription will be administered. The Center Director, Assistant Director or Evening Coordinator will be able to administer medication when the proper forms have been completed.

If prescription medication or over-the-counter medication is to be administered, you must bring the completed medication form to the Center Director. This dosage cannot conflict with the instructions provided with the medicine. The medication must have a prescription label stating the child’s name, the name of the medication and the dosage. It must also have a current date. Over-the-counter medication must also be accompanied with a signed prescription from the doctor stating that the medication can be dispensed. In all cases, parents should ask their physician to prescribe medication that can be administered at more convenient times such as at 8 to 12 hour intervals, whenever possible. A member of the Center Management Team must complete the medication log. **Please be aware that this practice is not required by licensing and, depending on the treatment, can be refused.**

Over-the-counter diaper creams, powders and sunscreens need to be accompanied with a physician’s note of acknowledgement and approval for the child to have the specific product topically administered by TodayCare staff. Sunscreen must be with UVB and UVA protection of SPF 15 or higher.

### **ALL MEDICATION, LOTIONS AND POWDERS MUST DISPLAY AN EXPIRATION DATE**

### **Insect Repellents**

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental and physician permission.

### **Ill Children**

TodayCare Children’s Center at PHSC does not employ medical staff. All staff are certified for CPR/First Aid. For this reason, we will expect families to respect our illness policies in order to maintain healthy classroom environments. Parents will be notified immediately if their child becomes ill at the Center. **Parents shall remove children from the Center within one hour after notification. If you are out of town or working some distance away from the center, you will need to have an alternate available to pick your child up when ill.** Children exhibiting signs of illness listed below should remain at home. The following are indications of illness that will necessitate removal from the center:

### *1 Fever*

Defined as children who develop a fever of 101degrees F while at the Center. Children with 101°F or higher temperature will not be readmitted to the Center until their temperature has been normal without fever-reducing medication for 24 hours.

### *2 Vomiting*

Defined as one episode within one day (regurgitating in small infants excluded). Children must be free of vomiting for 24 hours before returning to the Center.

### *3 Diarrhea*

Defined as 1 abnormally loose stool within 24 hour period. Child must be free of diarrhea for 24 hours before returning to the Center. If the episodes develop an erratic, but recurring pattern, the child may attend the Center if a doctor’s written statement is presented verifying that there is no infectious cause.

### *4 Rashes and Skin Lesions*

Rashes that are not identified or that have not been diagnosed as non-communicable by a physician will need to be seen by a physician. A child sent home with a rash or skin lesion cannot return to school without clearance from a physician.

### *5 Colds*

Severe colds with coughing that causes your child to become red or blue in the face or to make a whooping or barking sound.

Children who seem ill without obvious symptoms should be kept home from the Center. Examples include children who are unusually pale or flushed, irritable, unusually tired or lethargic, not eating or drinking well and/or complaining of a stomachache or headache.

The staff will evaluate children who appear to be ill when they arrive at the Center. If the child’s condition is such that we feel that he/she cannot be made comfortable and should be excluded from the Center, you will be asked to take the child home.

An infant who receives an immunization may develop a fever, but not be contagious. If the pediatrician has indicated this situation on the return to school form and authorized the administration of medication, the child may remain in the Center.

If your child is sent home for any of the above reasons, you will be given an Illness Report from the teacher with any information or instructions pertaining to the illness.

## **Communicable Diseases**

Certain diseases or medical conditions may require the attention of a physician before a child may be admitted to the Center. These include:

1. *Impetigo* – a skin infection consisting of blisters surrounded by a reddened area. Impetigo requires a doctor’s release before admittance to the Center.
2. *Conjunctivitis* – an eye infection commonly referred to as “pink eye.” The eye will have unexplained redness, and there may be thick yellow drainage. The child may be admitted to the Center after taking medication for at least 24 hours.

3. *Strep Throat* – if a doctor diagnosis a strep throat infection and places the child on an appropriate antibiotic, the child may return to the Center if he/she no longer has a fever and has taken the medication for at least 24 hours.
4. *Chicken Pox* – and other childhood contagious diseases (i.e. Hand, Foot and Mouth, Measles, Mumps, and Rubella) require a written Doctor’s release for admittance to the Center. Children infected with Chicken Pox will be excluded until the lesions have dried and scabbed over.
5. *Head Lice* – a parasitic infestation unrelated to cleanliness or quality of care. A child can be admitted to the Center the morning after receiving treatment, provided that he/she is nit free.
6. *Pinworm* – an intestinal parasite. A child may become restless and irritable and may complain of or be observed as having rectal itching. Children may not be admitted until treated with prescription medications and with a doctor’s release.
7. *Bronchitis* – a condition characterized by a severe continuous cough that interferes with activity and well-being. Bronchitis is different than chronic asthma.
8. *Ringworm* – a fungal skin disease (not a worm) characterized by an itchy, raised ring. After receiving initial treatment from a physician, the child may be admitted, with physician’s release. The treated area must be completely covered.
9. *Hand Foot and Mouth*-a common childhood illness caused by coxackie virus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or the soles of the feet.
10. *Fifth Disease*-Also known as “slap cheek” is an infection caused by parvovirus B19 and is highly contagious. Because it is a virus, it can not be treated with a vaccine or with antibiotics.
11. *Roseola*-is caused by a virus called human herpesvirus 6 and, possibly, human herpesvirus 7. It is most common in children 6 months to 24 months of age.
12. *Scabies*-caused by a tiny mite, sarcoptes scabiei, which burrows into the skin causing a rash.
13. *Yeast Infections (Thrush)*-caused by various species of Candida, especially Candida albicans.

### **Notification of Communicable Disease**

Parents of every child enrolled in the classroom will be notified when a communicable disease has been introduced into the classroom. You will be advised of symptoms and incubation periods, if appropriate.

### **Accidents and Injuries**

In non-life threatening instances, the Center staff will provide on-site first aid. The injury will be assessed by the administration and immediate notification to the parents will be determined. If a child requires medical attention, the child's parent will be contacted, informed of the injury and asked to pick up the child.

If an accident or injury is life-threatening or requires immediate medical attention, the local ambulance service will be called to transport the child to the nearest Medical Center Emergency Department.

The staff member who has observed the incident will fill out an Incident Report. A copy will be retained at the Center. Parents will be asked to sign the Incident Report and will be given a copy.

### **FINANCIAL POLICIES**

A Tuition Schedule for the PHSC fall, spring and summer terms will be published annually. See Center Director for a copy. Tuition will typically be adjusted each year, in order to balance the Center expenses. Policies and tuition rates are meant to allow for the flexibility and convenience that students need, while at the same time provide some economic predictability in the Center expenses. Rates are set through consultation between PHSC Administration and TodayCare Management.

### **PHSC Child Care Grant**

If you are a student at PHSC and are attending minimum 6 credits during the fall and spring semesters, 3 credits in the summer, you could be eligible for a child care grant through PHSC. Upon enrollment at TodayCare please ask for an application. The process requires your application and registration paperwork from enrolling your child. The grant, if eligible, will award students with an amount that is to be spread out over the semester and the weeks that you are in classes.

### **Registration Fees**

Registration fees may be paid by term (students) or annually. Please see Tuition Schedule for the fee amount. If registration is paid by term, please notify the Center Director and pay the next term's registration fee as soon as you know your intent to use the Center. Your child's space is not reserved for the next term until you complete this process.

### **Tuition Payment – Full-Time and Part-Time Enrollment**

Weekly tuition for full-time or part-time care may be paid by debit card, Visa, Mastercard, check, money order or cash on the first day your child is present each week. Checks should be payable to TodayCare Children's Center. There is a late payment fee of \$10.00 per day for tuition not paid on the day that the child first attends that week. Tuition and late fees unpaid for one week will be turned over to collections and the child will be un-enrolled.

### **Extended Hours and Late Charges**

It can be difficult for young children when they stay at the Center longer than they are used to, and it can mean that teachers must work unscheduled overtime. **A late pickup fee of \$3.00 per minute will be charged if a child is picked up after the scheduled pickup time. This policy also extends to student's children who are on an hourly schedule.**

### **Vacation**

**Full-time enrollees** may take two weeks of vacation time during the school year (August-July) at which time they will pay one-half tuition. Children must use the full week. Refunds or credits are not given for absences due to illness or when the parent keeps a child out of the Center. Parents should notify the Center Director in advance when they are taking a vacation week. Parents may not un-enroll and re-enroll simply to avoid paying tuition for a week's absence.

### **Holidays**

The Center will not be open on holidays. There will be no adjustments made to your tuition for Holidays. The Center is also closed several days during the winter break. At this time only will there be an adjustment on your weekly tuition rate. Please ask for a copy of the Annual Family Calendar so that you can plan accordingly.

We encourage you to discuss any of these policies with the Center Director. A true partnership between PHSC, TodayCare and parents make the TodayCare Children's Center a special place for your child.

## PARENT RESOURCES

### List of Pasco County Schools

#### Elementary Schools

School Name	Address	Contact Numbers
<b>Anclote Elementary School</b> Principal: Barbara Kleinsorge	6419 Louisiana Ave - Temporary New Port Richey 34653	Phone: (727) 774- 3200 Fax: (727) 774-3291
<b>Calusa Elementary School</b> Principal: Kara Merlin	7520 Orchid Lake Road New Port Richey 34653	Phone: (727) 774- 3700 Fax: (727) 774-3791
<b>Centennial Elementary School</b> Principal: Christina Twardosz	38501 Centennial Road Dade City 33525	Phone: (352) 524- 5000 Fax: (352) 524-5091
<b>Chasco Elementary School</b> Principal: Michele DiIorio	7906 Ridge Road Port Richey 34668	Phone: (727) 774- 1200 Fax: (727) 774-1291
<b>Chester W. Taylor Elementary</b> Principal: Julie Marks	3638 Morris Bridge Road Zephyrhills 33543	Phone: (813) 794- 6900 Fax: (813) 794-6991
<b>Connerton Elementary School</b> Principal: Aimee Mielke	9300 Flourish Drive Land O' Lakes 34637	Phone: (813) 346- 1800 Fax: (813) 346-1891
<b>Cotee River Elementary School</b> Principal: Sharon Sacco Slusser	7515 Plathe Road New Port Richey 34653	Phone: (727) 774- 3000 Fax: (727) 774-3091
<b>Cypress Elementary School</b> Principal: Tracy Graziaplene	10055 Sweet Bay Court New Port Richey 34654	Phone: (727) 774- 4500 Fax: (727) 774-4591
<b>Deer Park Elementary School</b> Principal: Margie Polen	8636 Trouble Creek Road New Port Richey 34653	Phone: (727) 774- 8900 Fax: (727) 774-8991
<b>Denham Oaks Elementary School</b> Principal: Mardee Powers	1422 Oak Grove Boulevard Lutz 33559	Phone: (813) 794- 1600 Fax: (813) 794-1691
<b>Double Branch Elementary School</b> Principal: Vaughnette Chandler	31500 Chancey Road Wesley Chapel 33543	Phone: (813) 346- 0400 Fax: (813) 346-0491
<b>Dr. Mary Giella Elementary School</b> Principal: George Papaemanuel	14710 Shady Hills Road Spring Hill 34610	Phone: (727) 774- 5800 Fax: (727) 774-5891

<b>Energy and Marine Center</b> Principal: Laura Rulison-Lange	9130 Old Post Road Port Richey 34668	Phone: (727) 774-0580 Fax: (727)774-0581
<b>Fox Hollow Elementary School</b> Principal: Karyn Kinzie	8309 Fox Hollow Drive Port Richey 34668	Phone: (727) 774-7600 Fax: (727) 774-7691
<b>Gulf Highlands Elementary School</b> Principal: Judith Cosh	8019 Gulf Highlands Drive Port Richey 34668	Phone: (727) 774-7700 Fax: (727) 774-7791
<b>Gulf Trace Elementary School</b> Principal: Hope Schooler	3303 Gulf Trace Blvd Holiday 34691	Phone: (727) 246-3600 Fax: (727) 246-3691
<b>Gulfside Elementary School</b> Principal: Jeanne Krapfl	2329 Anclote Boulevard Holiday 34691	Phone: (727) 774-6000 Fax: (727) 774-6091
<b>Hudson Elementary School</b> Principal: Dawn Scilex	7229 Hudson Avenue Hudson 34667	Phone: (727) 774-4000 Fax: (727) 774-4091
<b>James M. Marlowe Elementary School</b> Principal: Hilda Martin	5642 Cecelia Drive New Port Richey 34652	Phone: (727) 774-8600 Fax: (727) 774-8691
<b>Lacoochee Elementary School</b> Principal: Latoya Jordan	38815 Cummer Road Dade City 33523	Phone: (352) 524-5600 Fax: (352) 524-5691

<b>School Name</b>	<b>Address</b>	<b>Contact Numbers</b>
<b>Lake Myrtle Elementary School</b> Principal: Jessica Clements	22844 Weeks Boulevard Land O' Lakes 34639	Phone: (813) 794-1000 Fax: (813) 794-1091
<b>Longleaf Elementary School</b> Principal: Jennifer Heptig	3253 Town Avenue New Port Richey 34655	Phone: (727) 774-0800 Fax: (727) 774-0891
<b>Mitty P. Locke Elementary School</b> Principal: Adam Wolin	4339 Evans Avenue New Port Richey 34652	Phone: (727) 774-3100 Fax: (727) 774-3191
<b>Moon Lake Elementary School</b> Principal: Elise Landahl	12019 Tree Breeze Drive New Port Richey 34654	Phone: (727) 774-4600 Fax: (727) 774-4691
<b>New River Elementary School</b> Principal: Sara Pabst	4710 River Glen Boulevard Wesley Chapel 33545	Phone: (813) 346-0500 Fax: (813) 346-0591

<b>Northwest Elementary School</b> Principal: Nicole Reynolds	14302 Cobra Way Hudson 34669	Phone: (727) 774-4700 Fax: (727) 774-4791
<b>Oakstead Elementary School</b> Principal: Tamera Kimpland	19925 Lake Patience Road Land O Lakes 34638	Phone: (813) 346-1500 Fax: (813) 346-1591
<b>Odessa Elementary School</b> Principal: Teresa Love	12810 Interlaken Road New Port Richey 34655	Phone: (727) 246-3700 Fax: (727) 246-3791
<b>Pasco Elementary School</b> Principal: Nena Green	37350 Florida Avenue Dade City 33525	Phone: (352) 524-5200 Fax: (352) 524-5291
<b>Pasco eSchool</b> Principal: Joanne Glenn	15144 Shady Hills Road Spring Hill 34610	Phone: (813) 346-1900 Fax: (813) 346-1991
<b>Pine View Elementary School</b> Principal: Kathryn Moore	5333 Parkway Boulevard Land O Lakes 34639	Phone: (813) 794-0600 Fax: (813) 794-0691
<b>Quail Hollow Elementary School</b> Principal: Kara Smucker	7050 Quail Hollow Boulevard Wesley Chapel 33544	Phone: (813) 794-1100 Fax:
<b>Richey Elementary School</b> Principal: Keri Allen	6850 Adams Street New Port Richey 34652	Phone: (727) 774-3500 Fax: (727) 774-3591
<b>Rodney B. Cox Elementary School</b> Principal: Claudia Steinacker	37615 Martin Luther King Boulevard Dade City 33523	Phone: (352) 524-5100 Fax: (352) 524-5191
<b>San Antonio Elementary School</b> Principal: Kimberly Anderson	32416 Darby Road Dade City 33525	Phone: (352) 524-5300 Fax: (352) 524-5391
<b>Sand Pine Elementary School</b> Principal: Scott Atkins	29040 County Line Road Wesley Chapel 33543	Phone: (813) 794-1900 Fax: (813) 794-1991
<b>Sanders Memorial Elementary School</b> Principal: Jason Petry	5126 School Road Land O' Lakes 34638	Phone: (813) 794-1500 Fax: -
<b>Schrader Elementary School</b> Principal: Lee-Anne Yerkey	11041 Little Road New Port Richey 34654	Phone: (727) 774-5900 Fax: (727) 774-5991
<b>Seven Oaks Elementary School</b> Principal: Shirley Ray	27633 Mystic Oak Boulevard Wesley Chapel 33543	Phone: (813) 794-0700 Fax: (813) 794-0791

<b>Seven Springs Elementary School</b> Principal: Vicki Wolin	8025 Mitchell Ranch Road New Port Richey 34655	Phone: (727) 774-9600 Fax: (727) 774-9691
<b>Shady Hills Elementary School</b> Principal: Thomas Barker	18000 Shady Hills Road Spring Hill 34610	Phone: (727) 774-4100 Fax: (727) 774-4191
<b>Sunray Elementary School</b> Principal: Elizabeth Hinton	4815 Sunray Drive Holiday 34690	Phone: (727) 774-9100 Fax: (727) 774-9191
<b>Trinity Elementary School</b> Principal: Cortney Gantt	2209 Duck Slough Boulevard New Port Richey 34655	Phone: (727) 774-9900 Fax: (727) 774-9991
<b>Trinity Oaks Elementary School</b> Principal: Allison Hoskins	1827 Trinity Oaks Boulevard New Port Richey 34655	Phone: (727) 774-0900 Fax: (727) 774-0991
<b>Veterans Elementary School</b> Principal: Gretchen Rudolph-Fladd	26940 Progress Parkway Wesley Chapel 33544	Phone: (813) 346-1400 Fax: (813) 346-1491
<b>Watergrass Elementary School</b> Principal: Jeffrey Mitchell	32750 Overpass Rd. Wesley Chapel 33545	Phone: (813) 346-0600 Fax: (813) 346-0691
<b>Wesley Chapel Elementary School</b> Principal: Edward Abernathy	30243 Wells Road Wesley Chapel 33545	Phone: (813) 794-0100 Fax: (813) 794-0191
<b>West Zephyrhills Elementary School</b> Principal: Charlene Tidd	37900 14th Avenue Zephyrhills 33542	Phone: (813) 794-6300 Fax: (813) 794-6391
<b>Wiregrass Elementary School</b> Principal: Steven Williams	29732 Wiregrass School Road Wesley Chapel 33543	Phone: (813) 346-0700 Fax: TBD
<b>Woodland Elementary School</b> Principal: Shaunte Butcher	38203 Henry Drive Zephyrhills 33542	Phone: (813) 794-6400 Fax: (813) 794-6491

## Middle Schools

<b>School Name</b>	<b>Address</b>	<b>Contact Numbers</b>
<b>Bayonet Point Middle School</b> Principal: Shelley Carrino	11125 Little Road New Port Richey 34654	Phone: (727) 774-7400 Fax: (727) 774-7491

<b>Centennial Middle School</b> Principal: Rick Saylor	38505 Centennial Road Dade City 33525	Phone: (352) 524-9700 Fax: (352) 524-9791
<b>Charles S. Rushe Middle School</b> Principal: David Salerno	18654 Mentmore Boulevard Land O' Lakes 34638	Phone: (813) 346-1200 Fax: (813) 346-1291
<b>Chasco Middle School</b> Principal: David Huyck	7702 Ridge Road Port Richey 34668	Phone: (727) 774-1300 Fax: (727) 774-1391
<b>Crews Lake Middle School</b> Principal: Adam Kennedy	15144 Shady Hills Road Spring Hill 34610	Phone: (727) 246-1600 Fax: (727) 246-1691
<b>Dr. John Long Middle School</b> Principal: Christine Wolff	2025 Mansfield Boulevard Wesley Chapel 33543	Phone: (813) 346-6200 Fax: (813) 346-6291
<b>Energy and Marine Center - Cross Bar Ranch</b> Principal: Laura Rulison-Lange	Lockett Road North Pasco 34655	Phone: (727) 558-1716 Fax:
<b>Energy and Marine Center - J.B. Starkey Env. Center</b> Principal: Laura Rulison-Lange	10500 Wilderness Park Rd. New Port Richey 34655	Phone: (727) 843-9045 Fax:
<b>Gulf Middle School</b> Principal: Jason Joens	6419 Louisiana Avenue New Port Richey 34653	Phone: (727) 774-8000 Fax: (727) 774-8091
<b>Hudson Middle School</b> Principal: Joseph Musselman	14540 Cobra Way Hudson 34669	Phone: (727) 774-8200 Fax: (727) 774-8291
<b>Pasco eSchool</b> Principal: Joanne Glenn	15144 Shady Hills Road Spring Hill 34610	Phone: (813) 346-1900 Fax: (813) 346-1991
<b>Pasco Middle School</b> Principal: Jeffrey Wolff	13925 14th Street Dade City 33525	Phone: (352) 524-8400 Fax: (352) 524-8491
<b>Paul R. Smith Middle School</b> Principal: Susan Seibert	1410 Sweetbriar Drive Holiday 34691	Phone: (727) 246-3200 Fax: (727) 246-3291
<b>Pine View Middle School</b> Principal: Jennifer Warren	5334 Parkway Boulevard Land O' Lakes 34639	Phone: (813) 794-4800 Fax: (813) 794-4891
<b>Raymond B. Stewart Middle School</b> Principal: Shae Davis	38505 Tenth Avenue Zephyrhills 33542	Phone: (813) 794-6500 Fax: (813) 794-6591

<b>River Ridge Middle School</b> Principal: Marcy Hetzler-Nettles	11646 Town Center Road New Port Richey 34654	Phone: (727) 774-7000 Fax: (727) 774-7291
<b>Seven Springs Middle School</b> Principal: Christopher Dunning	2441 Little Road New Port Richey 34655	Phone: (727) 774-6700 Fax: (727) 774-6791
<b>Thomas E. Weightman Middle School</b> Principal: Brandon Bracciale	30649 Wells Road Wesley Chapel 33545	Phone: (813) 794-0200 Fax: (813) 794-0291

## High Schools

School Name	Address	Contact Numbers
<b>Anclote High School</b> Principal: Elaine Williams	1540 Sweetbriar Dr. Holiday 34691	Phone: (727) 246-3000 Fax: (727) 246-3091
<b>Energy and Marine Center</b> Principal: Laura Rulison-Lange	9130 Old Post Road Port Richey 34668	Phone: (727) 774-0587 Fax: (727) 774-0581
<b>Fivay High School</b> Principal: Marsha Vanhook	12115 Chicago Avenue Hudson 34669	Phone: (727) 246-4000 Fax: (727) 246-4091
<b>Gulf High School</b> Principal: Kimberly Davis	5355 School Road New Port Richey 34652	Phone: (727) 774-3300 Fax: (727) 774-3391
<b>Harry Schwettman Ed. Center</b> Principal: Randall Koenigsfeld	5520 Grand Boulevard New Port Richey 34652	Phone: (727) 774-0000 Fax: (727) 774-0091
<b>Hudson High School</b> Principal: David La Roche	14410 Cobra Way Hudson 34669	Phone: (727) 774-4200 Fax: (727) 774-4291
<b>James Irvin Education Center</b> Principal: Cloty Davis	35830 State Road 52 Dade City 33525	Phone: (352) 524-5700 Fax: (352) 524-5791

<b>James W. Mitchell High School</b> Principal: Jessica Schultz	2323 Little Road New Port Richey 34655	Phone: (727) 774-9200 Fax: (727) 774-9291
<b>Land O' Lakes High School</b> Principal: Fredric Mellin	20325 Gator Lane Land O' Lakes 34638	Phone: (813) 794-9400 Fax: (813) 794-9491
<b>Marchman Technical College</b> Principal: Robert Aguis	7825 Campus Drive New Port Richey 34653	Phone: (727) 774-1700 Fax: (727) 774-1791
<b>Moore-Mickens Education Center (at James Irvin Ed Center)</b> Principal: Nancy Guss	35830 State Road 52 Dade City 33525	Phone: (352) 524-5700 Fax: (352) 524-5791
<b>Pasco eSchool</b> Principal: Joanne Glenn	15144 Shady Hills Road Spring Hill 34610	Phone: (813) 346-1900 Fax: (813) 346-1991
<b>Pasco High School</b> Principal: Kari Kadlub	36850 State Road 52 Dade City 33525	Phone: (352) 524-5500 Fax: (352) 524-5591
<b>Ridgewood High School</b> Principal: Angela Murphy	7650 Orchid Lake Road New Port Richey 34653	Phone: (727) 774-3900 Fax: (727) 774-3991
<b>River Ridge High School</b> Principal: Toni Zetzsche	11646 Town Center Road New Port Richey 34654	Phone: (727) 774-7200 Fax: (727) 774-7291
<b>Sunlake High School</b> Principal: Michael Cloyd	3023 Sunlake Boulevard Land O' Lakes 34638	Phone: (813) 346-1000 Fax: (813) 346-1091
<b>Wesley Chapel High School</b> Principal: Carin Hetzler-Nettles	30651 Wells Road Wesley Chapel 33545	Phone: (813) 794-8700 Fax: (813) 794-8791
<b>Wiregrass Ranch High School</b> Principal: Robyn White	2909 Mansfield Boulevard Wesley Chapel 33543	Phone: (813) 346-6000 Fax: (813) 346-6091
<b>Zephyrhills High School</b> Principal: Angela Stone	6335 12th Street Zephyrhills 33542	Phone: (813) 794-6100 Fax: (813) 794-6191

## Charter Schools

School Name	Address	Contact Numbers
<b>Academy at the Farm (Grades K-8)</b> Principal: Ray Polk	9500 Alex Lange Way Dade City 33525	Phone: (352) 588-9737 Fax: (352) 588-0508
<b>Athenian Academy of Pasco (Grades K-8)</b> Principal: Christy Messer	3118 Seven Springs Blvd. New Port Richey 34655	Phone: (727) 372-0200 Fax: (727) 376-1916
<b>Classical Preparatory Charter School (Grades K-10)</b> Principal: Ben Davis	16500 Lyceum Way Spring Hill 34610	Phone: (813) 803-7903 Fax:
<b>Countryside Montessori Charter School (Grades 1-8)</b> Principal: Dr. Michael Rom	5852 Ehren Cutoff Land O' Lakes 34639	Phone: (813) 996-0991 Fax: (813) 996-0993
<b>Dayspring Academy (Elementary Campus) (Grades K-5)</b> Principal: Brenda Garcia	8911 Timber Oaks Avenue Port Richey 34668	Phone: (727) 862-8600 Fax: (727) 868-5175
<b>Dayspring Academy (Secondary Campus) (Grades 6-11)</b> Principal: Sara Capwell	9509 Palm Avenue Port Richey 34668	Phone: (727) 847-9003 Fax: (727) 848-8774
<b>Florida Virtual Academy at Pasco (Grades K-11)</b> Principal: Bridget White	9143 Phillips Highway, Suite 590 Jacksonville 32256	Phone: (904) 247-3268 Fax:
<b>Imagine Charter School of Land O' Lakes (Grades K-8)</b> Principal: Aimee Williams	2940 Sunlake Boulevard Land O' Lakes 34638	Phone: (813) 428-7444 Fax: (813) 428-7445
<b>Learning Lodge Academy (Grades K-5)</b> Principal: Kerrie Cuffe	5844 Pine Hill Road Port Richey 34668	Phone: (727) 389-0067 Fax:
<b>Pepin Academies, Pasco (Grades 3-12)</b> Principal: Celeste Kellar	9804 Little Road New Port Richey 34654	Phone: (727) 233-2961 Fax:
<b>Plato Academy Charter School (Grades K-2)</b> Principal: Jennifer Perez	8812 Old County Road 54 New Port Richey 34653	Phone: (727) 799-1200 Fax: 727) 799-0200

## Pasco Hernando Early Learning Coalition

### The Coalition's Role

- Empowers parents to establish and maintain control over the education of their children and to become advocates on their own behalf.
- Engages the community by providing opportunities for involvement, growth and empowerment.
- Acknowledges leadership responsibility by networking and forming collaborative relationships with other organizations and groups.
- Advocates for innovative, responsive and effective community-based services.
- Allocates resources to maximize effectiveness.

### Services

- School Readiness
- Voluntary PreK (VPK)
- Inclusion Specialists
- Quality Support
- Professional Development
- Looking for child care-Quality Counts
- Sunshine Stars
- Mobile Outreach
- Resource and Referral

Contact: [www.phelc.org](http://www.phelc.org)

### Florida Diagnostic and Learning Resource Systems

#### FDLRS functions are grouped into four areas:

- **Child Find** (Early childhood screening and planning) - Provides assistance in the location, identification and initiation of appropriate education or other needed services to all children with disabilities, birth through 21 years of age, who are not enrolled in public school. Primary emphasis is on children 3 through 5 years of age.
- **Parent Services** - (Partnerships between families, schools, and communities) - Assists families that have children with disabilities to develop effective partnerships with their home school district, fostering an environment of shared responsibility for improving the education of all children and youth.
- **Human Resource Development (HRD)** - (Professional learning and support for educational providers) - Identifies and helps meet individual personnel development needs within the service region through information about training, resources, and promising practices that respond to personnel development needs. Additionally, HRD provides training opportunities designed to

meet the specific needs of individual school districts within the service region to support the attainment of state and school district goals, and assists in the development and delivery of educational services to support the initiatives of the Florida Department of Education's Bureau of Instructional Support and Community Services.

- **Technology** - (Assistive, communication technology, and instructional support) - Provides assistance and support in the appropriate use of assistive, instruction and communications technologies for professional staff and families, as well as children and youth who are exceptional and/or have special or unique needs, to support student achievement and promote academic success.

## WEBSITES

TodayCare Children's Center at PHSC

[www.todaycare-phsc.com](http://www.todaycare-phsc.com)

National Association for the Education of Young Children

[www.naeyc.org](http://www.naeyc.org)

Pasco Hernando State College

[www.phsc.edu](http://www.phsc.edu)

Department of Children and Families

[www.myflfamilies.org](http://www.myflfamilies.org)

Pasco Hernando Early Learning Coalition

[www.phelc.org](http://www.phelc.org)

