



Quarterly News!

Fall 2018

Children's Center Edition

The Return of the Quarterly Newsletter

Volume 1, Issue 1



We are pleased to announce, that the PCLB staff will be sending out an informational newsletter to providers every quarter. This was once a practice of PCLB, and we want to bring it back!

Our intention is to improve communication between

PCLB and the providers of Pinellas County by providing information and clarification on topics of interest.

If there is a topic that you feel would be beneficial to fellow child care providers, please let us know!

-PCLB Staff



Special points of interest:

- *Jan 8th- Director's Orientation for Infant Care 9am-12pm- Cost \$25*
- *Jan 19th- Early Care and Education Conference at SPC Clearwater Campus*
- *Feb 12th-Record Keeping for Children's Center 8:30am-1pm- Cost \$40*
- *March 30th- Pinellas Chapter of FLAAYC Tour of Schools.*

PCLB Executive Director; Year One!

Happy Fall Providers of Pinellas County! My name is Faith Bornoff, and have been serving in the position of Executive Director of PCLB since November 2017.

I am originally from Amarillo, Texas. My husband and I have been married for 29 years, and have two adult children. We recently moved to Florida from Hanover, Virginia. (Both of our children made the decision to relocate to Florida, as well, which makes their momma very happy!) My husband's military career allowed me to see much of the U.S., and work in many facets of the child care industry. I have owned my own home child care, was a teacher in child care centers, was a child care director, was a Kindergarten teacher at a private school, and was even the director of a religious ex-

empt preschool.

As an adult, I returned to college to earn my Master of Education degree in Early and Elementary Education with a minor in psychology.

I feel my education, diverse experiences in multiple settings and in a variety of states has prepared me for this job.

It is hard to believe that I have been serving this community through PCLB for one year now. The time has flown by!

Over the course of this year, I have had the opportunity to visit some of your Centers, serve with some of you on local committees, and sit with most of you through new regulation training. It is evident to me that we are all working toward a common goal, which is to provide the best environment for the children in Pinel-

las County.

I appreciate each of you and what you do everyday.

Faith Bornoff M.Ed.
PCLB Executive Director



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A Welcome Return – The Pre-Kindergarten/Kindergarten Partnership

This group, originally formed in the 1990's by the Pinellas County License Board has been resurrected with many community partners as participants. Pinellas County Schools, the Early Learning Coalition of Pinellas County, the Pinellas County License Board, the Juvenile Welfare Board and others have worked together to foster a smooth transition for students from pre-k to kindergarten, and to forge a relationship between pre-k and kindergarten teachers, so that pre-k teachers have a clear understanding of what they are expected to accomplish during the year they spend with students who will be going on to "big school"

One way of doing this is by completing transmission forms. Packets are available for all Pinellas County preschools that offer pre-k. Teachers fill these forms out with information about their students, and then the preschool delivers them to the closest elementary school for distribution. PCS will then ensure that each form goes to the school where that child has been registered for kindergarten. How wonderful it is for kindergarten teachers to know a little bit about a student's strengths, chal-

lenges and useful tidbits that will ease the way for a successful transition.

There was a Back to School Night in September at Frontier Elementary School, where 63 teachers and directors heard from 5 Pinellas County Kindergarten teachers about what standards need to be covered in pre-k and to dispel "urban myths" that have put needless pressure on preschool staff.

Finally, there is a website, www.pkppinellas.com, which contains useful toolkit ideas for preparing pre-k students for kindergarten, including a charming video of Landon's experience in a school cafeteria.

We hope that more preschools will participate in the transmission form project. If interested, please contact Gail Ramsdell at Pinellas County Schools, gramsdel@pcsb.org.

Jorie Massarsky
Children's Center Supervisor



We Want You to Know About Our Monthly Trainings

Did you know that there are monthly trainings, offered at the Child Care Licensing offices to help center directors and/or administrators to maintain compliance with regulations?

First, any Director who is opening a new school with children under two years of age on the temporary permit, participating in a change of ownership with children under two years of age on the temporary permit or an existing school adding children under two years of age to an existing license **must** attend the 3 hour **Director's Orientation for Infant Care** prior to the temporary permit or change license being issued. Given bi-monthly, and taught by a licensing specialist, this class will cover all licensing standards that pertain to infants; children under two years of age. Areas like physical classroom requirements, training, best practices and strategies for dealing with infants are covered. With so many new regulations regarding infants, it would not be a bad idea for a director to

take the course again, if it was taken many years ago. The cost for this training is \$25.



Record Keeping for Children's Centers is offered on alternating months, and is a 4 and a ½ hour course, taught by Jorie Massarsky, Children's Center Supervisor. Facility Records, the Application Process, Children's Records and Personnel Records requirements are reviewed. Tips for

maintaining compliance are offered and sample and required forms are included in the packet received. Feedback from participants has been extremely positive, and the goal is to help directors in organizing their paperwork and to provide a clear understanding of what is being looked for when an inspection is being conducted. The cost for this training is \$40.

You may register for either or both trainings by visiting our website, www.pclb.org, and looking on the left side of the homepage for Training, then clicking on Training Opportunities. The 2019 training schedule and registration form is posted there. We look forward to seeing you at these trainings with the goal to make licensing requirements easy and understandable. Your success is our success!

Jorie Massarsky
Children's Center Supervisor





Let's Talk about Regs!

We are now monitoring for the regulations that went into effect in April, 2018. During the six month period from April through September, licensing specialists reviewed new requirements and seven face to face trainings were offered. However, we wanted to review some areas where we are still receiving requests for clarification;

Children's Records: All children must have a required Enrollment Form, available on our website, that shows Rev 4/18 on the bottom left corner. Children's centers were given until August, 2018 to update all their records to this form. No other version is acceptable.

Also, licensing specialists must see a signed food and nutrition policy. This is not the Food Experience Form, which is still required as well. There is not specific policy; you should have developed one that is specific to the nature of your program. It can be part of your Parent Handbook, but we need to be able to see that parents received that handbook.

Finally, all children's centers and school age programs must have a discipline policy that includes an expulsion policy. The policy should also address what will be done to avoid expulsion, when possible. Don't forget that the discipline policy also must include the verbiage from the regulations that "No discipline will be used that is severe, humiliating or frightening,

associated with food, rest or toileting and no physical punishment will be used". If you do not have these words in the policy that you are currently giving to parents, please update the policy, give a copy to your licensing specialist on their next visit, or email it to them.

Personnel Records: A complete 5 year employment history check includes noting when someone was not working, i.e. stay at home mom, or student. You do not have to pay for employment checks that charge a fee, but you do have to document that it was attempted but not completed because there was a fee involved.

All staff must complete Safety Training on or before their start date and then yearly after that. Just as with Acknowledgement Forms – we suggest that once yearly, before expiration of the prior year's training, you provide the training on the same day, to avoid having to track due dates. Even if someone was hired 3 months prior, if you choose to have them take it again with the group it will keep everyone on the same expiration track. Many Safety Precaution Trainings are at no charge – check Youtube for reputable videos. Document the URL that you watched on a certificate and place in the employee file. There are also in person trainers who will provide this training for staff as well. Fire Extinguisher Training must be completed

within 30 days of hire, and DCF has told us that it does not transfer from one center to another. We will no longer be able to accept certificates that show training completed at a previous employer.

Finally, all children's centers that have children **under one year of age** need all staff to have Safe Sleep Training within 30 days of hire. Even if you don't ever set foot in an infant classroom, if you are on staff, you must take this training. It must be taken in one of three ways and they are listed on page 29 of Licensing Regulations Governing Pinellas County Children's Centers.

Jorie Massarsky
Children's Center Supervisor



Creative Corner



Fall is the perfect time of the year to have fun in the great outdoors, especially when it's on your own playground or in your own backyard. Here is an activity you can try that will allow kids to use their imagination.

Have children gather 4 different things to put into a cup (Styrofoam or plastic) and you can call them "Potion Pots". Find something green, yellow, bumpy and crunchy. Tear some of the items into tiny pieces and put them into the potion pot. Take 4 bottles and put in colored water. Tell the kids that it's not water but rather: green (caterpillar boogies), yellow (sun drops), blue (moon drops) and red (autumn). Child picks a color to put in their potion pot. Have the children stir their potions, you can use popsicle sticks and pretend they are magic wands. Add ground up roots (baking soda) and add lemon juice. Potion will bubble and fizz and spill out of the potion pot. The kid's will be amazed watching their potion spill over. Have fun and enjoy!!

Elise Bishop
Licensing Specialist
Source: Learning for Life



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Pinellas**

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Mission:

To protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County.

Vision:

Every child has access to quality child care and education in an environment that values diversity.

Values:

- Commitment*
- Integrity*
- Quality*



PCLB Staff Spotlight: Lillie Williams-Banks

As of January 7, 2019, I will be celebrating 22 years with the Child Care Licensing Program. The program has evolved from NCR forms to laptop computers, road maps to GPS systems, flip-phones to iphones (WOW!), over 30 licensing Specialists leaving the program for new job adventures and three Executive Directors.

Time marches on and things do change. I observed there is one thing that has stood the test of time, and that it is our Pinellas County License Board mission statement, "Our mission is to protect and promote the health, safety and mental development of chil-

dren cared for in the children's centers and Family Child Care Homes in Pinellas County.

I applaud parents/guardians, children and child care professionals for making a difference in a child's life.

I learned during the Thanksgiving break that my nephew's wife is having twins. It has been 70 years since someone gave birth to twins in the family.

Lillie's Words of Wisdom: "Never make a promise to a child that you cannot keep."

**Lillie Williams-Banks
Licensing Specialist**

