

## CHILDREN'S CENTERS SPRING EDITION

### Volunteers in Preschools

By Jorie Massarsky, Supervisor, Centers

**V**olunteers are a wonderful asset to a child care program. Whether they read to children, prepare materials for teachers, or engage in a musical experience with children, they can certainly enhance the quality of a child care program. However, it is important to understand the regulations that pertain to the use of volunteers.

A volunteer is defined as someone who does not receive any compensation for the time they spend at a children's center. There are distinct differences between volunteers who assist for less than ten hours per month and those that assist for more than ten hours per month.

A volunteer who assists on an intermittent basis for less than ten hours per month is not included in the term "personnel" for the purposes of screening and training as long as they are always with a child care personnel who meets the screening requirements. This person must always be present with them – so they may not step out of the room to take a child to the restroom or come in from the playground to set up for lunch – if this happens, even though the volunteer is only there less than ten hours per month, they must meet all child care staff requirements including screening and training.

The person described above must complete a Volunteer Acknowledgement Form (FC-0072), which is available on our website [www.pclb.org](http://www.pclb.org) under Center Forms prior to the first time they volunteer. This must be maintained for review by your Licensing Specialist as well as having written documentation of volunteer hours. You can use a log, sign in/out sheet, whatever means you choose, but your Licensing Specialist must be able to determine how many hours per month a volunteer is actually volunteering.

A volunteer who assists for ten or more hours per month is automatically considered child care personnel and must meet all screening and training requirements. They do not need to fill out the Volunteer Acknowledgement Form.

Whether or not a volunteer is present during your licensing inspections, you need to inform your Licensing Specialist that your program utilizes these special and wonderful individuals and show them the required paperwork.

If you have any questions about whether or not someone is considered a "volunteer," please contact your Licensing Specialist who will be happy to provide you with an answer.



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With Faith Bornoff, M.Ed.  
Executive Director



**P**inellas County License Board was established in 1951, before there were any statewide child care regulations, so we have a long-running history regulating child care. This county paved the way for other counties and eventually the state to license and regulate Children's Centers and Family Child Care Homes. Pinellas County takes the safety its children seriously and we can be proud to be part of the county where it all began! Every county in the state of Florida must meet state-mandated child care regulations and has the option to exceed state regulations in some cases. The recent changes that went into effect were all statewide changes. It has been many years since Pinellas County has made a change to any local regulations that exceed state regulations.

Springtime marks the new legislative session in Florida so people in the child care industry have some things to keep their eye on. There are some PROPOSED new regulations that could affect us, but they are just that, PROPOSED. Although you should stay up to speed with what changes could be coming and make comments to Tallahassee when there is a proposed regulation that you have questions about, please keep in mind that until a regulation is officially voted in, everything remains the same. We at the Pinellas County Licensing Board are often asked questions about proposed regulations, but we do not have all of the answers; these proposals are written in Tallahassee. If enacted, we are given information on how to monitor the changes from the Department of Children and Families. As soon as we get monitoring information, we pass it along to you, the provider.

The staff at PCLB is always here to help and wants to see all Pinellas County Providers succeed. Please reach out and let us know if we can answer any questions about current regulations, provide any trainings to you or your staff, or problem-solve issues related to your Children's Center or Family Child Care Home. Your Licensing Specialist may be busy visiting another provider, but feel free to call our office to speak with our "Specialist of the Day."



Child Care Licensing Program  
Florida Department of Health in Pinellas County

# Food, Glorious Food!

By Jorie Massarsky, Supervisor, Centers

Whether you are opening a brand-new children's center or have been providing child care for years, it is important to look at what your program does when it comes to providing food for the children in your care. Sometimes things change over the course of time, and we want to make sure that you are aware of what defines **Non-Food, Limited Food, and Full-Food programs**.

A **Non-Food program** has all food provided by the parent/guardian for their child only. A parent cannot provide snack for the entire class on Mondays during the month of May.

They can only provide a snack and/or lunch daily for their own child(ren). There can be no storing of bulk foods, washing of dishes or serving food from a restaurant. There can be no "Pizza Fridays." However, a parent may bring a fast food meal for their child only.

Food experiences are allowed and encouraged, as long as disposable ware is used. These food experiences

should be part of the lesson plan, and they may not replace a meal or snack.

Cutting of food can only occur when food brought from home is not appropriately sized, and then a disposable knife must be used and thrown away. Bottles may be heated, but they must be pre-made at home. Special occasion foods that a parent provides for the entire class must be store-bought, not homemade, and individually portioned. They may be distributed by staff, however, these special treats may not replace meals or snacks. They must be served in addition to food that is brought from home.



A **Limited/Catered Food center** can serve catered meals, store perishable foods overnight, store bulk foods, and serve food from a restaurant, like for a "Pizza Friday."

They can provide snack as long as it is served in a way that does not involve the washing of dishes/bowls/utensils or the use of a pitcher to portion beverages. Typically, these are children's centers that only provide snack with lunch provided from home or only provide catered meals. There is no preparation of food in a kitchen.

Like a **Non-Food center**, they can cut food when food brought from home is not appropriately sized as long as a disposable knife is used and thrown away. Bottles may be heated, but they must be pre-made at home. Special occasion foods that a parent provides for the entire class must be store-bought, not homemade, and individually portioned. They may be distributed by staff, however, these special treats may not replace meals or snacks. They must be served in addition to the snack or meal that is shown on the menu posted.

Food experiences are allowed and encouraged as long as disposable ware is used. These food experiences should be part of the lesson plan and they may not replace a meal or snack.



A **Full Food center** can do everything that a non-food or limited-food children's center can do, but they can also prepare and serve meals from their kitchen. They do not have to use disposable serving items as long as they

wash and sanitize multi-use items. They can mix formula, wash and cut fruits and vegetables, and heat food that a parent supplies. A full food license gives a children's center the broadest abilities when it comes to food.

If you have questions about what your program does, you are welcome to call the Department of Health in Pinellas County's Community Environmental Health division at **727-507-4336**.

They are extremely helpful and will give you useful advice so that you can best serve the children in your care.



# QUARTERLY NEWS!



Centers Edition

Spring



Child Care Licensing Program  
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## Record Keeping for Children's Centers with Jorie Massarsky

**8:30am - 1:00pm      Cost: \$40.00**

Designed for Directors or Administrators that are in charge of keeping records at a children's center. Training covers the Application Process, Children's Facility and Personnel Records. A great tool for people new to their position or as a refresher for those who struggle with keeping paperwork in order. Inservice hours are given.

**April 9th  
&  
June 11th**

**May  
14th**

## Director's Orientation for Infant Care

**9:00 am - 12:00pm      Cost \$25.00**

Required for New Centers that wish to care for children under 2 (including Changes of Ownership) or Existing Centers that wish to add children under 2 to their capacity. The Director must be the person who attends.

This course reviews all of the Infant Standards and helps ensure a complete understanding of the regulations that are particular to Infants. Cost: \$25.00. Inservice hours are given.

Don't miss the Pinellas Chapter of FLAEYC Tour of Schools on March 30<sup>th</sup>. Begin at The Learning Center and then also visit Bay Vista Learning Center and Magnolia Day School at Feather Sound. Gain great ideas for classroom set up, materials and theme ideas. Free to members and \$5.00 for non-members.

RSVP to [Marjorie.Massarsky@flhealth.gov](mailto:Marjorie.Massarsky@flhealth.gov) with your name, telephone number and email address. Inservice hours are available.

### Children's Center Training Registration Form

Registration form and prepaid non-refundable fee due prior to training

Record Keeping for Children's Centers \$40.00

Director's Orientation for Infant Care \$25.00

Name (Please Print): \_\_\_\_\_ Telephone: \_\_\_\_\_

Center Name: \_\_\_\_\_

Street, City, & Zip Code: \_\_\_\_\_

Date of Training: \_\_\_\_\_ Fee Enclosed: \_\_\_\_\_



## Distracted Driver

### Getting In; Getting Out...



### Out: Check the Back Seat

- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911** IF YOU SEE ANY **CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:  
**PREVENTION UNIT**  
Office of Family and  
Community Services



*Reminder:*

Proof must be available that the parents or guardians of all children enrolled in April have received the Distracted Driver flier.



### Getting In; Getting Out...



### In: Check Behind The Car

- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE**, walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:  
**PREVENTION UNIT**  
Office of Family and  
Community Services





# Creative Corner

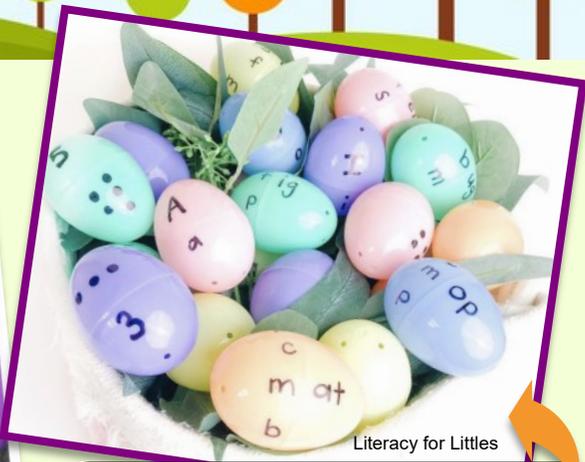
Fun, educational activities kids LOVE

Here are a some fun, educational activities that are easy to make out of plastic eggs or paper.

Kids will love matching letters and numbers, making words, and hunting for eggs with toys inside.



Fill the eggs with Legos and have the kids go on a treasure hunt!  
littlebinsforlittlehands.com

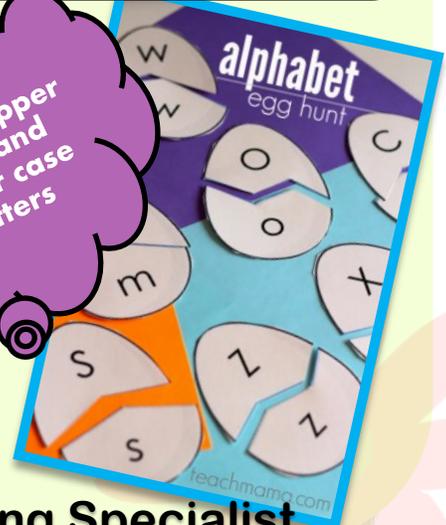


Literacy for Littles

- ◆ Build your name
- ◆ Count dots & match to number
- ◆ Blend sounds
- ◆ Mix the colors and have the children take them apart and match the correct top and bottom



Match upper case and lower case letters



Submitted by Maria Villarreal, Licensing Specialist



## Celebrating ERIC CARLE with Visual Arts

Cindy Fierro, Argonauta Christian School

June is a wonderful month to celebrate Eric Carle and his endearing children's books. Eric Carle will be celebrating his 90<sup>th</sup> birthday on June 25<sup>th</sup>. In addition, June 3<sup>rd</sup> marks 50 years that children and adults alike have shared the beloved story of The Very Hungry Caterpillar.

Eric Carle was born in New York, but his immigrant parents moved back to Germany during his early years where he graduated from a local art school. Mr. Carle was a child with an inquisitive mind and love of nature and animals. His artwork is inspired by the childhood hikes he took with his father in the forest. "My father would lift a stone or peel back the bark of a tree and show me living things that scurried about. He'd tell me about the life cycle of this or that small creature and then he would carefully put the creature back into its home."

In the mid 60's, he was working as an art director and graphic designer for an advertising agency when he was asked by Bill Martin Jr. to collaborate and publish Brown Bear, Brown Bear, What Do You See? with him. "I was set on fire! It was possible after all, to do something special that would show a child the joy to be found in a book. This opportunity changed my life." He quit his advertising job and began writing and illustrating children's books.

His artwork, which is instantly recognizable, is hand crafted collages. He creates these by painting plain tissue paper with colorful acrylics. Then he creates designs in the paper using different size brushes and different strokes. Sometimes he paints with his fingers and sometimes he paints pieces of carpet, sponges, burlap and other textured materials and then uses them like a stamp. These sheets of art paper are his palette from which he cuts and layers pieces to form bright, colorful images.

Effective learning takes place during hands-on experiences. Art provides a way of integrating literacy, science, and math by engaging the senses in open ended creative expression and developing cognitive, social, emotional and sensory motor skills. Here are three visual art projects inspired by Eric Carle's books: The Very Quiet Cricket, The Very Hungry Caterpillar, and Mister Seahorse. Mister Seahorse is a perfect book to read in June during the week of Father's Day. Included with each art activity are skills that address the *Florida Early Learning and Development Standards for Four-Year-Olds*, which can be adapted for younger children's standards.

I. Physical Development  
D.1, D.2, D.3

II. Approaches to Learning  
A.1, B.1, C.1, D.1

IV. Language, Communication,  
and Emergent Literacy  
A.2, C.1, C.2, E.1, F.1, F.4

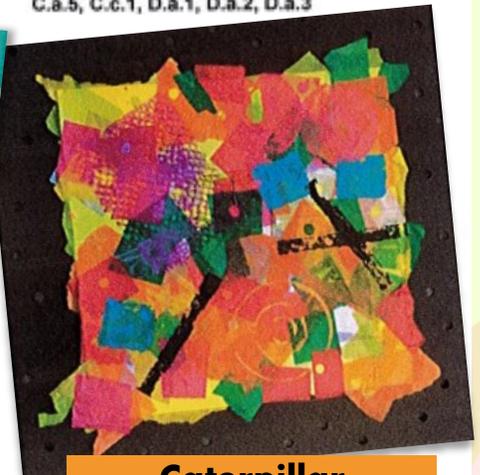
V. Cognitive Development  
and General Knowledge  
A.d.1, A.d.2, A.e.3, B.c.1, B.c.2,  
C.a.5, C.c.1, D.a.1, D.a.2, D.a.3



**Dragonfly**  
The Very Quiet Cricket



**Seahorse**  
Mister Seahorse



**Caterpillar**  
The Very Hungry Caterpillar



## Child Care Licensing Program

Florida Department of Health in Pinellas

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[pclb.org](http://pclb.org)

### 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

## Staff Spotlight

### Holly Dumont Senior Clerk, Homes

I am the newest Senior Clerk in the Child Care Licensing Program. Working here has given me such a new sense of appreciation for Licensing and all that the Specialists do for our community. I was fortunate to be in the right place at the right time, because after 13+ years of working at a private school in Clearwater, I made the decision to look for something new. As luck would have it, Maria Villarreal, Licensing Specialist, surprised us with an inspection on my last day on the job!

On a personal note, I have been happily married for a long time and have been blessed with an amazing son. We are currently in the process of planning an Alaskan cruise to celebrate our 30th anniversary 2020!

My happy place is just being outside! Working in the garden, walking through the woods, star gazing, or just being lazy floating down the river in a tube.



Holly