

### Center Paperwork Practices Plus the Power of Positivity By Tammy Sharpe, Centers Supervisor

I can't believe summer is here already! Soon you will be sending out enrollment packets for the new school year. Please make sure the following paperwork is in the children's files and every line is filled out.

- Children Enrollment Record (also in Spanish)
- Emergency Medical Release (also in Spanish)
- Food Experience Permission Form
- Distracted Driver (also in Spanish)
- Flu Brochure (also in Spanish)
- Most current immunization (not needed in school age program)
- Most current Physical (not needed in school age program)



To help make your inspection a little quicker, a best practice would be to staple the most current papers to one side of the file. Your Licensing Specialist does not need to see any other paperwork.

I know a lot of Centers are having trouble hiring and keeping staff. The following papers need to be in an employee file.

- Employee Application
- Acknowledgement Form (filled out annually)
- 5 year Employee History Check
- Proof of Education
- Attestation of Good Moral Character
- Background Screening
- DCF Training Transcript
- Safety Precaution Training (filled out annually)
- Fire Extinguisher Training



You can find an employee file checklist on our website to keep in each employee file to verify you have all paperwork needed. Licensing Specialists only need to see the most current paperwork.

Here are some positive incentives to help keep your staff on board:

- When checking attendance in each classroom, if it's correct, leave a chocolate/positive note on the book for each teacher (basically saying thank you for the attendance being correct).
- Create a Teacher of the Month. You and your assistant pick a teacher each month who has done an amazing job with curriculum, being at work every day and on time, having a classroom that's clean/decorated by the theme, and being positive. The TOM gets a half day off paid or another incentive. They can use it sometime the following month and it needs to be approved time.
- After being at work for 3 months straight every day, on time, with a positive attitude, they get a full paid day off/lunch on you/an extra hour paid for lunch/any other incentive.
- Have a positive tree/wall up front where parents/staff can read what is written about staff members. When walking around the center and you see a positive/amazing act, write it down and post it. Staff can also add comments of anything they see that was positive. You could leave pens and paper for parents to write positive comments about their child's teacher.
- Buy \$5 gift cards to hand out for Starbucks/Dunkin' Donuts/Dollar Store to randomly hand out when you're walking through the school and see someone do something amazing.

The more staff that are appreciated and rewarded for positive work, the more they want to make the right choices. These are just a few ideas that I've seen in Centers. When someone is chosen for TOM, post it so the parents can see and make people feel appreciated. This will help keep your staff!!

All paperwork can be found on our website, [pclb.org](http://pclb.org).

I hope everyone has a summer filled with fun and happiness!

**Tammy**

### Layout & Design by



**Lisa Zacharia**

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**Faith Bornoff, M.Ed.**  
**Executive Director**



**W**ith the upcoming hurricane season, it is very important that you take a minute to ensure we have the best contact information for your Center in the event of an emergency. If your Center is ever closed for any reason, we will need a cell phone number and email that we can use to stay in contact with you.

The staff at PCLB are responsible for reporting the status of all Children's Centers daily to The Department of Children and Families (DCF) and The Division of Early Learning (DEL) during a state of emergency. Please remember that it is a Licensing Regulation that you notify PCLB within 24 hours, any time your program must close due to an emergency or your building sustains any structural damage due to a natural disaster or fire.

To report closures, you can call our office directly. If our office has an emergency closure, you will receive an email from our staff. At that point, you would use the **State of Florida Emergency Number at 727-369-3900**. You will be asked some questions that will help us better understand your status. When possible, you will receive a call back from a member of our staff.

PCLB is here to offer support, even during the most challenging times. I want to personally thank you for everything you do for the children of Pinellas County, even when it is not easy.

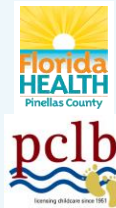
*Fire Drills must be conducted monthly and you must conduct two alternate evacuation drills during your licensing year.*

**Faith**



# QUARTERLY NEWS!

Child Care Licensing Program  
Florida Department of Health in Pinellas County



## Florida Department of Health in Pinellas County NEWS FROM EPIDEMIOLOGY

### Preventing Hand, Foot and Mouth Disease in Your Children's Center

By Daniel Joyce, MPH, CPH

Hand, foot, and mouth disease (HFMD) is a very contagious disease caused by viruses that can result in fever, mouth sores, and skin rash found on the hands, mouth, and/or feet. The most common virus that causes HFMD is Coxsackievirus A16. HFMD is common in infants and children younger than five years old. Although you can get it at any time of the year, it is most common in the summer and fall months<sup>1</sup>. The illness is usually not serious but spreads quickly in schools and daycare centers.

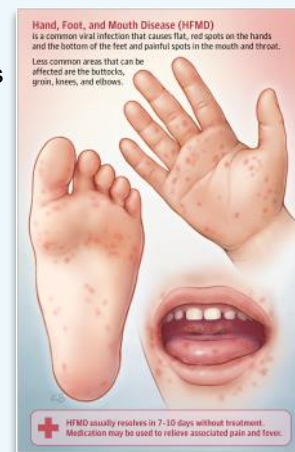


HFMD is spread by having direct contact with viral particles from someone who is ill. HFMD is spread by contact with respiratory droplets after a sick person coughs or sneezes, close contact with an infected person, sharing of cups or utensils, coming into contact with an infected person's feces, or touching objects like toys or commonly used surfaces and then touching your eyes, nose, or mouth. HFMD infection can be prevented by:

- Washing your hands with soap and water for at least 20 seconds. Always wash your hands after using the bathroom or changing diapers, sneezing, coughing, and caring for someone who is ill. Children should also be helped and taught how to wash their hands appropriately.
- Cleaning and disinfecting commonly touched surfaces and shared items including toys and door-knobs.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Avoiding close contact such as kissing, hugging, and touching someone who has HFMD and staying home if you are sick<sup>2</sup>.

While there is no specific treatment for HFMD, most people get better on their own within seven to ten days.

You can also take steps to relieve symptoms for yourself or child if they are sick such as taking over-the-counter medications and staying hydrated. It is important to see a healthcare provider if your child is not drinking enough water to stay hydrated, symptoms have not improved after ten days, your child has a weakened immune system, symptoms are severe, or your child is very young, especially younger than six months<sup>3</sup>. Prevent HFMD in your center by encouraging good hand hygiene, cleaning and sanitizing commonly touched surfaces and objects, and avoiding close contact with people you know are ill.



For more information on HFMD, please visit [CDC Hand, Foot, and Mouth Disease \(HFMD\)](https://www.cdc.gov/hand-foot-mouth/about/transmission.html).

#### References

<sup>1</sup>Centers for Disease Control and Prevention Causes and Transmission <https://www.cdc.gov/hand-foot-mouth/about/transmission.html>

<sup>2</sup>Centers for Disease Control and Prevention Prevent Hand, Foot, and Mouth Disease <https://www.cdc.gov/hand-foot-mouth/about/prevention.html>

<sup>3</sup>Centers for Disease Control and Prevention Treat Hand, Foot, and Mouth Disease <https://www.cdc.gov/hand-foot-mouth/about/treatment.html>



Florida Department of Health in Pinellas County  
205 Dr. Martin Luther King Jr. St. N., St. Petersburg, Florida 33701  
(727) 824-6932  
[PinellasHealth.com](http://PinellasHealth.com)

# QUARTERLY NEWS!

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## Centers Monthly Trainings



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Please call to  
register.

## RECORD KEEPING FOR CHILDREN'S CENTERS

Is a four and a half (4 1/2) hour training comprised of an overview of regulations regarding record keeping including personnel, children, and facility records. Participants will receive a training packet that includes required and optional forms and learn practical ideas for setting up and maintaining files in order to be in compliance with regulations. This training is appropriate for prospective or new owners/directors and as an update for current child care personnel with record keeping responsibilities. A certificate documenting four and a half (4.5) hours of annual inservice training will be issued.

**REGISTRATION FEE: \$40.00** Prepaid non-refundable fee due prior to training

**TIME: 8:30 AM. – 1:00 PM**

**LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo, Florida, 2<sup>nd</sup> floor Conference Room**

*These classes are subject to cancellation based on restrictions and requirements in the state at that time.*

## DIRECTOR'S ORIENTATION FOR INFANT CARE

Is a three (3) hour training comprised of regulations pertaining specifically to infant care and best practices in caring for children from birth to 2 years of age. Participants will receive a training packet that includes a copy of the Infant Standards, required and sample forms, and brochures. This training is required for directors who plan to start an infant program. A certificate documenting three (3) hours of annual inservice training will be issued.

**REGISTRATION FEE: \$25.00** Prepaid non-refundable fee due prior to training

**TIME: 9:00 AM. – 1:00 PM**

**LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo Florida, 2nd floor Conference Room**

*These classes are subject to cancellation based on restrictions and requirements in the state at that time.*

## PINELLAS DIRECTOR'S BASICS

Is a three (3) hour training required for new directors who have not been directors previously in Pinellas County or have not been a director in Pinellas County in the last 12 months. This course is designed to foster success by covering regulations unique to Pinellas County, our website as a resource and best management practices. A certificate documenting three (3) hours of annual inservice training will be issued.

**REGISTRATION FEE: \$25.00** Prepaid non-refundable fee due prior to training

**TIME: 9:00 AM. – 12:00 Noon**

**LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo Florida, 2<sup>nd</sup> floor Conference Room**

*These classes are subject to cancellation based on restrictions and requirements in the state at that time.*

Call the CCLP office prior to the training dates if you need to reschedule in order to avoid repaying the registration fee. Any person with a disability requiring reasonable accommodations can call the CCLP office no later than two (2) weeks prior to the training.

## Children's Center Training Registration Form

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

Please call to  
register.

☐ Record Keeping for Children's Centers \$40.00

☐ Director's Orientation for Infant Care \$25.00

☐ Pinellas Director's Basics \$25.00

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

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

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

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



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## BIBS Baby Bottles Recalled Due to Burn Hazard; Manufactured by BIBS Denmark ApS



BIBS Denmark ApS collect at 514-543-7505 from 9 a.m. to 5 p.m. ET Monday through Friday, by email at [care@bibsworld.com](mailto:care@bibsworld.com) or online at <https://>

[bibsworld.com/pages/baby-bottle-information](https://bibsworld.com/pages/baby-bottle-information) or [www.bibsworld.com](http://www.bibsworld.com) and click on the recall announcement in the middle of the page for more information.



## Amazon Recalls Amazon Basics School Classroom Stack Chairs (Recall Alert)



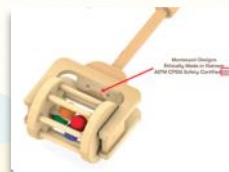
Amazon toll-free at 877-882-0606 from 8 a.m. to 5 p.m. ET Monday through Friday, or online at [www.amazonstackchairrecall.expertinquiry.com](http://www.amazonstackchairrecall.expertinquiry.com).

## Winter Water Factory Recalls Infant French Terry Jumpsuits, Rompers, Snap Suits, Baby Dresses and Bibs Due to Choking and Laceration Hazard



Winter Water Factory by email at [safety@winterwaterfactory.com](mailto:safety@winterwaterfactory.com) or online at [www.winterwaterfactory.com/pages/recall](http://www.winterwaterfactory.com/pages/recall) or [www.winterwaterfactory.com](http://www.winterwaterfactory.com) and click on "Safety Recall" for more information, including images of all styles and prints of the recalled garments.

## Monti Kids Recalls Wooden Push Toys Due to Choking Hazard (Recall Alert)



Website: <http://www.montikids.com/recalls>

## The Red League Recalls Children's Pajamas Due to Burn Hazard



The Red League toll-free at 888-754-4030 between 10 a.m. and 5 p.m. ET Monday through Friday, by email at [redleaguewarehouse@gmail.com](mailto:redleaguewarehouse@gmail.com), online at <https://theredleague.com/pages/recall> or <https://theredleague.com/> and click on "RECALL INFORMATION" at the top of the page for more information.

## MerchSource Recalls FAO Schwarz Branded Toy Wood Play Smart Robot Buddy(s) and Wood Sensory Boards Due to Choking



MerchSource at 800-813-8762 from 9 a.m. to 5 p.m. PT Monday through Friday, by email at [recall@merchsource.com](mailto:recall@merchsource.com) or online at [www.merchsource.com/recall](http://www.merchsource.com/recall) or [www.merchsource.com](http://www.merchsource.com) and click on the recall tab at the top right of the page for more information.

## CPSC Consumer Information Hotline

Contact us at this toll-free number if you have questions about a recall:  
800-638-2772 (TTY 301-595-7054) Times: 8 am – 5:30 pm ET. Messages can be left anytime.  
Call to get product safety and other agency information and to report unsafe products.  
<https://www.cpsc.gov/>



## The 100 Flower Project

We have sprung into spring at the R'Club Lew Williams Center for Early Learning with the 100 Flower Project. Every classroom was given a challenge to create 100 flowers. We needed to decorate our walls for the upcoming "All Kinds of Moms Muffin Day."

### What did the Director do?

Mail is often delivered to the classrooms. This is a helpful way of creating excitement in the classrooms and it helps keep a family feeling at the school. Keeping that tradition, a letter was written for each classroom asking the students to be part of the challenge.



### A few challenges

Every classroom is different. We have rooms with 18 students and rooms with 8. The older classrooms reached out to the younger classrooms if they needed help.

### Involving Families

Families were asked to help get to 100 by making flowers at home. As they came in, they were added to the count.

### What did teachers do?

Students voted if they wanted to take on the challenge.

Students brainstormed with teachers on what things they would need to make flowers.

Teachers added their ideas to the creative station so students could choose to work on the flowers at center time. Materials were added like,

- Coffee filters
- Tissue paper
- Flower stencils
- Water colors

Live flowers were also added to the station and placed by the easel.

### Counting

In our 3's classroom, students were given squares that were a specific color assigned to him/her.

As they created a flower, they added a square to the graph so they could count as they go.

Our 4's counted daily and added them together. When they made 96- they were challenged to make four more because  $96 + 4 = 100$ . This was a great way to use math. They made 24 more!



Our walls were decorated with 494 flowers. We could not end it there. The children and families were challenged to guess the number of flowers on the wall to earn a prize. What was the prize? A bouquet of flowers. Now it is time to have the students pick the flowers.



# QUARTERLY NEWS!

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## Child Care Licensing Program

Florida Department of Health in Pinellas

8751 Ulmerton Road, Suite 2000

Largo, Florida 33771

**727-507-4857** **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



### Karen Kironac

*"I have a passion for helping other people and I am always happy to assist when and how I can."*

I am new to Florida. Prior to moving here, I spent 5 years in northern California. Massachusetts is my birthplace but I lived in Colorado most of life.

My entire career has been in the administrative area, be it as an Office Manager, Senior Administrative Assistant or Senior Clerk.

My home life consists of two teenage girls, a husband, four birds, two dogs, two hamsters, two snails and a fish. Yes, it's a small zoo and I am the zookeeper.

When I do get free time, my husband and I ride with *Bikers Against Child Abuse*, B.A.C.A. We have spent the last 8 years helping to empower abused children to not be afraid of the world in which they live.

On my bucket list of things I wish to do are visit Giraffe Manor in Africa because giraffes are my absolute favorite animal. Then, seeing the Northern Lights in Iceland, an Alaskan Cruise and making it to The Maldives.

I have a passion for helping other people and I am always happy to assist when and how I can.

I am very excited to be joining Child Care Licensing, and I look forward to getting to know everyone.

**Karen**

