

City of Hialeah
Education & Community Services Department
Creative Learning & Play Program



PROGRAM HANDBOOK



City of Hialeah Education & Community Services Department
Creative Learning & Play Program



PROGRAM HANDBOOK

MISSION STATEMENT

It is the intention of The City of Hialeah to provide a safe, positive, and enriching experience for each child enrolled in our program. The Creative Learning & Play out-of-school program is designed to provide activities, including literacy enhancement, tutoring, social skills building activities, recreational activities, and health and fitness instruction that engage and develop the child as a whole. Children are engaged in daily activities, are closely supervised by staff, and are provided a safe out-of-school environment.

PROGRAM INFORMATION

The Creative Learning and Play (CL&P) services are offered year-round through a school-year afterschool program, summer camps, and full-day spring, winter, and “Kids’ Day Off” camps. CL&P is a supervised out-of-school program staffed by trained counselors, tutors and certified teachers. On average, the ratio of children to staff is from 1:13 to 1:15.

The afterschool program is open for children in grades K–5th and includes

- o **Differentiated Learning** (small group tutoring)
- o **Homework help**
- o **Social skills** (teamwork, goal-setting, communication skills)
- o **Fitness / recreational activities** (improving health & overall wellness)
- o **Nutrition** (daily healthy snacks)
- o **Enrichment activities** (Zumba, Art Programs, Science Programs, Nutrition, etc.)

Summer camp is open for children ages 6–11 and includes

- o **Field trips & swimming**
- o **Crafts, recreational activities & special events**
- o **Literacy PBL activities and Differentiated Learning with Teachers**

			Afterschool Program	Summer Camp	Spring Camp, Winter Camp & Kids’ Day Off*
			2:00 pm-6:30 pm	7:30 am–6:30 pm	
Program Sites					
Babcock Park – <i>Currently CLOSED</i>	651 E 4 th Avenue	305-883-5972	✓	✓	
Bright Park	750 E 35 th Street	305-883-1216	✓		
Cotson Park	574 W 23 rd Street	305-863-6523	✓		
Goodlet Adult Center	900 W 44 th Place	305-8254947	✓	✓	✓
Hoffman Gardens Center	7650 W 8 th Avenue	305-827-5112	✓	✓	
O’Quinn Park	6051 W 2 nd Avenue	305-231-2085	✓		
Slade Park	2501 W 74 th Street	305-818-2993	✓	✓	
Veterans Park	7900 W 32 nd Avenue	305-883-2945	✓		
Walker Community Center	800 W 29 th Street	305-883-6320	✓	✓	
Wilde Community Center	1701 W 53 rd Terrace	305-818-2988	✓	✓	
Southeast Park	1015 SE 9 th Ave	TBD	✓		

Sites Subject to Change Due to Funding

Days & Times

The afterschool program is based on the Miami-Dade County Public Schools school-year calendar. Program hours are 2:00 pm – 6:30 pm at all sites Monday through Friday.

Program hours for Summer, Winter, and Spring Camps are 7:30 am – 6:30 pm, Monday through Friday. On Kids’ Day Off camps which occur on teacher planning days, site will open from 7:30 am – 6:30 pm.

Inclusion of Children with Disabilities

The CL&P Program also offers additional resources through its Inclusion Program that facilitates children with disabilities to fully participate in CL&P activities. This Inclusion Program is being offered at select sites. Additional sites may be added as resources permit. Children with special needs will be integrated with other children; the City currently does not have a separate special populations program for children or youth.

The City will make reasonable accommodations for a child's disability whenever possible. A child's participation/enrollment in the program is subject to an intake interview, provision of current Individual Educational Plan (IEP) or medical documentation, staff review of case, the ability to accommodate his/her particular need, and the City's ability to maintain an appropriate staff/child ratio (from 1:3 to 1:15, depending on need/space availability and funding). To make arrangements for a child with special needs, such as wheelchair accessible locations and/or other reasonable accommodations please call the ECS Department at 305-818-9143 to request a meeting.

Parent Involvement

Parents/Guardians are required to attend a Program Orientation at the beginning of the school year and at the beginning of the summer. Program information and policy and procedures will be discussed at each orientation in order to insure children's safety. Parents are also encouraged to participate in Parent Workshops and Family Nights scheduled throughout the year.

POLICIES & PROCEDURES

Attendance Policy

Attendance is mandatory. Parent/Guardians are required to notify the Camp Director prior to the child's absence. If a child is absent, the Camp Director will call and notify the parents the same day. All absences and calls are documented. This attendance policy is provided to each parent upon registration.

The parent will be notified and a child may be dropped from the program in any of the following cases:

Afterschool Program -

- After 3-consecutive missed days without documentation
- After 10 absences
- If a pattern of missed days is determined.

Summer Camp –

- After 3-consecutive missed days without documentation
- After 5 absences
- If a pattern of missed days is determined.

The following will be taken under consideration and/or approved by the Program Director. Parents must provide a doctor's note or documentation to record an excused absence.

- Vacation (prior notice must be submitted and only 1 week will be approved in both afterschool and summer camp)
- Sick/family emergency (with documentation)
- Other circumstances.

**With pre-approval, one week of vacation may be taken without payment of weekly fee. If additional vacation or longer term absence is requested, weekly payment must be continued in order to reserve a child's enrollment and attendance policy will be followed. If weekly fees are not paid a child will be dropped from the program. Re-enrollment is subject to availability.

Snack, Lunch, & Supper

Participants in the CL&P program are provided with a nutritious snack each day (all sites) and designated sites are provided with supper as well (Babcock, Cotson, Hoffman, Slade, Veterans, and Wilde) During the summer months all sites receive both snack and lunch. Parents are encouraged to provide healthy meals and snacks for their children if not participating in our food served. Participants in the CL&P program are provided with clean- drinking water at no cost by using the water fountains at each park/facility location. Participants are not allowed to have access to sugary drinks like soda, sports drinks,

sweet tea, lemonade, juice drinks, or fruit juice that are not 100% juice during the program hours and while under the CL&P program care. Parents are encouraged to review the parent board with updates on monthly healthy out of school time information.

Homework Assistance Policy

The CLAP program understands the importance of Homework and sets time aside daily for the children to complete their assignments. CLAP staff directly supervise Homework time and assist children with their work; however, they cannot always give students individual one-on-one assistance. The CLAP Afterschool Program is not a Homework club. Students enrolled in the program are required to partake in ALL activities while in the program, not just Homework time. Parents are ultimately responsible for making sure Homework is completed on a daily basis. Please check all Homework that your child brings home. If you prefer your child does not do their Homework while in the program, please notify the site's Camp Director.

Discipline Policy

Participants in the CL&P program are expected to behave according to the attached **Child's Code of Conduct**, which each child signs in the site. In the event of unacceptable behavior, the CL&P program exercises a standard and uniform policy when disciplining children. Our goal is to support and reinforce the child's behavior in a positive and constructive way. Each negative behavior incident will be taken into consideration on a case-by-case basis. The CL&P program reserves the right to use administrative flexibility in responding to a special or severe disciplinary issue. The CL&P program reserves the right to remove a child from the program at any time if that child's behavior is found to be a safety concern to themselves, another child or to a staff person; or if the negative or unruly behavior is persistent and remains uncorrected. This discipline policy is provided to each parent upon registration.

Child's Sign In/Out Policy

The parent/guardian or the child must sign in on the Sign In/Out Sheet everyday upon arrival. When the child is picked up from the site, the parent/guardian or the authorized person(s) must sign the child out. Any person other than a parent picking up a child must be named on the authorized pick-up list and is required to show identification. It is the responsibility of the parent/guardian to ensure the child's transportation to/from the program. In the case of private buses, parents must arrange with the bus driver to drop children off within the park property and not on the street. Parent/Guardians and siblings are asked to wait in the areas designated for signing in/out and refrain from entering areas where the children are participating in scheduled programs.

Early Dismissal Authorization Policy

Children enrolled in a City of Hialeah sports program will be released early to Parks & Recreation staff to attend scheduled program or games. If your child is registered with the City of Hialeah's sports program, an authorization form must be filled out by the Parent/Guardian and approved by the recreation park director and the ECS Department. It is the parent/guardian's responsibility to keep an updated authorization form on file.

Late Pick-up Policy

There is a late pick-up fee at 6:31 pm per family. For each additional 15 minutes late, the fee is charged again. Late pick-up fees are published on the attached annual fee schedule. The City of Hialeah Police Department may be contacted if a child is not picked up by 7:30 pm.

Withdrawal Policy

If you wish to withdraw your child from the program, please notify the site's Camp Director and complete the Voluntary Withdrawal Form.

Medical Policy

City of Hialeah staff is not allowed to keep or administer medication of any kind to children. NO EXCEPTIONS. If a child is on medication, he/she must self-administer the medication. If a child is not able to self-administer, then an authorized person must come to the site to administer the medication at the designated times. Additionally, if a child has a medical

condition which requires regular monitoring, he/she must self-monitor and notify staff of measurements. If a child is not able to self-monitor, then an authorized person must come to the site to monitor his/her condition at the designated times. Parents of children with medical conditions which require monitoring must provide appropriate documentation, with measurement thresholds, to staff for use in case of an emergency. Parents are required to schedule a meeting with the ECS Department Inclusion Specialist so that all parties may determine together the best methods of accommodating a child with a medical condition.

Sick Child:

We are bound by health regulations to remove children who are, or appear to be sick. Signs of illness include, but are not limited to: green mucous, fever, pink eye, diarrhea, and vomiting. Parents will be called to pick up sick children. In the case of an emergency, at least one parent, guardian or designated emergency contact needs to be available to respond to the site within 15 minutes. Responding party should be authorized to make medical decisions on behalf of the child. The ECS Department reserves the right to require a Doctor's note upon child's return. The ECS Department will make every effort to notify parents in a site when contagious illnesses are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only. Parents should seek medical advice from a doctor regarding their own child.

Head Lice:

If head lice are found on a child, he or she will not be able to return to the program until the child is lice free. The ECS Department will make every effort to notify parents in a site if lice are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only.

Refund Policy

In general, refunds are granted and applied as a future payment. There are no daily refunds. If a child attends any portion of a week, that week's payment will not be refunded. Registration and activity fees are not refundable. Refunds are not issued in the cases of drops, withdrawals, or suspensions.

If a child is withdrawn by the parent or dropped by the program, refund requests for special circumstances will only be considered if:

- Parents submit a written refund request, including their full name, address, child's name, aftercare or camp site, and reason for the request to the ECS Department.
- Parents attach any relevant documents, such as a doctor's note, to letter of request.
- All refund requests are subject to the approval of the ECS Director.
- A processing fee of \$15 will be assessed on all refund requests.
- Please allow 3-4 weeks for all refunds from the date they were requested.
- The refund request must be submitted in writing to the Site Director by the last day of the program.

Cell Phones

Children may bring cell phones but they must remain stored in a purse or book bag. Phones may only be used with staff permission and supervision to call parents or authorized adults. Staff is NOT responsible for any lost or stolen items.

Toy Policy

Personal toys from home are **not permitted** in the afterschool program and camps. No Gameboys, iPods, Nintendos, or PSPs are allowed. Camp Staff is NOT responsible for any lost or stolen items.

Attire for Kids' Day Off, Winter, Spring, and Summer Camp

Children are required to wear the camp shirts every day. If a child does not arrive to camp wearing his/her camp shirt, one will be provided for him/her and the parent will be billed for the shirt. Sneakers must be worn at all times. Open-toe or open-back shoes are not permitted in camp. Children not wearing appropriate attire or shoes will not be allowed to

participate in the scheduled activities for that day. Personal items should be stored in their book bags. All items, including camp shirts, should be labeled with your child's name and camp site.

On the days scheduled for swimming, it is necessary to provide your child with a swimsuit, towel, and sunscreen. Children may bring sandals in their swim bag and change shoes for the pool only.

Confidentially Statement

The City of Hialeah, Creative Learning and Play (CLAP), follows all state and federal laws and regulations relating to confidentiality of records and social security number. We maintain high standards in the safekeeping and use of our participants' information and therefore is only to be released to authorized personnel and to The Children's Trust for identification purposes. Some confidential/protected information may be released by the City to the Children's Trust in order to secure appropriate resources for services. In order to provide necessary medical treatment to a child, there may be an exchange or disclosure of confidential/protected health information between the City of Hialeah and medical providers. The City of Hialeah and the Children's Trust shall protect each child's confidential/protected health information and comply with all applicable federal and state laws by not disclosing such information to any third party who does not have a need to know such information.

REGISTRATION INFORMATION

Required Documentation

The following documents must be submitted to the ECS Department in order to complete your child's registration process: **a non-refundable registration fee, registration forms, current photo of child, the last (current) report card, copy of child's birth certificate or passport, and proof of residency.** Registration for the school year includes the afterschool program, Kids' Day Off Camps, and Winter and Spring Camps. Children must re-register for the summer. It is the parent/guardian's responsibility to notify staff in writing of any change in registration information. ECS reserves the right to ask for information and related documentation on both parents, regardless of marital status, for pick-up authorization and emergency contact purposes.

The ECS Department reserves the right to allow registration priority (early enrollment, discounts, etc.) for families who are enrolled at a site prior to a new session beginning, or to after-school participants at a site for Kid's Days Off and Winter, Spring, or Summer Camps. Before any enrollment period, consult the enrollment flyer for up-to-date information, fees, locations, etc., as they may be subject to change between sessions.

Afterschool Programs

Registration:

Registration will be held at the ECS Department office. Program and registration dates will be advertised at all ECS sites. A non-refundable registration fee will be collected for all sites upon registration. All fees are published on the attached annual fee schedule.

Payment policies:

We accept cash, money orders made payable to the City of Hialeah, or credit card payments accepted only at the ECS main office. Upon registration, parents of children enrolling in CL&P sites must pre-pay one weekly payment in addition to the registration fee. Weekly fees are published on the attached annual fee schedule. There is no 10% discount on weekly fees for each additional sibling enrolled in the afterschool program.

Weekly payments must be pre-paid paid *in full no later than 6:00 pm on Fridays, regardless of the number of days that a child attends per week.* The weekly fee is a flat fee regardless of Holiday's or Teacher Planning Days. If payments are not received by the next working day parents are subject to an additional fee for late payment per child. If a Holiday or Teacher Planning day occurs on a Friday, payments will be required on the Thursday or the late fee will be implemented. A child will not be allowed to participate in the program until payment is rendered and parents will be called to pick up the child from the program.

If a child is dropped or withdrawn from the program, re-enrollment is based upon availability. All applicable registration/activity fees and pre-payments must be made to complete re-enrollment. Fees are published on the attached fee schedule. In the case of a drop or a suspension, refunds will not be issued.

Kids' Day Off Camp– Teacher Planning Days

Registration will take place on-site at Goodlet Adult center from 2:00-5:00 PM. Site must meet minimum enrollment to remain open. Program and registration dates will be advertised at all ECS sites. There is an additional fee for late registration. Daily and late fees are published on the attached annual fee schedule. Additional sites may be added if needed.

Winter and Spring Camps

Registration will take place on-site at Goodlet Adult Center from 2:00-5:00 PM. Site must meet minimum enrollment to remain open. Camp will run during the Winter and Spring Break Recesses, as scheduled by Miami-Dade County Public Schools. Program and registration dates will be advertised at all ECS sites. There is an additional fee for late registration. Weekly and late fees are published on the attached annual fee schedule. There are no partial-week payments. Additional sites may be added if needed.

Summer Camps

Registration will be held at the ECS Department office. Camps will run through the summer months. Program and registration dates will be advertised at all ECS sites. A non-refundable registration fee will be collected for all sites upon registration. All fees are published on the attached annual fee schedule. There is a 10% discount on weekly fees for each additional sibling enrolled in the summer camp program of Goodlet, Slade and Wilde or in Babcock, Hoffman, and Walker if paying the full weekly fee. There is no 10% discount for each additional sibling enrolled in the summer camp program if participants are eligible for a reduced fee.

Payment policies:

Weekly payments must be pre-paid paid *in full no later than 6:00 pm on Fridays, regardless of the number of days that a child attends per week*. The weekly fee is a flat fee regardless of Holiday's. If payments are not received by the next working day parents are subject to an additional fee for late payment per child. If a Holiday occurs on a Friday, payments will be required on the Thursday or the late fee will be implemented. A child will not be allowed to participate in the program until payment is rendered and parents will be called to pick up the child from the program.

If a child is dropped or withdrawn from the program, re-enrollment is based upon availability. All applicable registration/activity fees and pre-payments must be made to complete re-enrollment. Fees are published on the attached fee schedule. In the case of a drop or a suspension, refunds will not be issued.



Education & Community Services Department
7400 W 24th Avenue, 2nd Floor
305-818-9143

The City of Hialeah Education & Community Services
Creative Learning & Play Program



Disciplinary Policy

Children in the CL&P program will behave accordingly to the **Child's Code of Conduct**. In the event of unacceptable behavior, the ECS program exercises a standard and uniform policy when disciplining children. Our goal is to support and reinforce the child's behavior in a positive and constructive way. The ECS Department reserves the right to remove a child from the program at any time if that child's behavior is found to be a safety concern to themselves, another child or to a staff person; or if negative or unruly behavior is persistent and remains uncorrected. Each negative behavior incident will be taken into consideration on a case-by-case basis.

The staff will address and approach the child in a positive manner and not:

- Embarrass, make fun of, degrade, humiliate, or frighten the child
- Associate discipline with food, rest or toileting
- Spank or put their hands on the child

The staff will use the **ABC Data Sheet** and the **Behavior Plan Report** to properly document the child's behavior and measures taken. With this information, we are able to monitor a child's behavior pattern, implement an improvement plan and assess the child's progress.

The **ABC Data Sheet** is used to keep an account of the child's behavior and what measures were taken to aid and/or support the child. The data sheet contains three columns that must be completed.

- **Antecedent** (event leading up to the child's action)
- **Behavior** (action identified)
- **Consequence** (action taken to correct child's action)

The **Behavior Plan Report** will be used in situations depending on the severity of the child's behavior and actions. This form documents the child's behavior that calls for further action. The report documents:

- Behavior Problem / Measures Taken
- Notification of Parent / Program Supervisor
- Conference / Recommended Action

Procedures:

The staff will take the following measures when a behavior or disciplinary problem occurs. Depending on the behavior, the staff may proceed to the necessary step.

Step 1: Discuss behavior with the child away from the group.

Step 2: Allow the child to return to the activity and advise them that if the behavior is not corrected they will be removed from the activity.

If the child's behavior continues:

Step 3: Remove the child from the activity and explain to the child the reason why he/she is being removed from the activity.

Step 4: Record on ABC Data Sheet. Advise parent of behavior. Parent will initial.

For Repeated or Serious Behavior:

After three ABC referrals, the staff will follow up with the Behavior Plan Report. If the child's behavior is severe, the staff may issue a Behavior Plan Report immediately. In both circumstances, the Camp Director will submit the report to a supervisor; the case will be reviewed and a parent conference will be scheduled.

The intent of this plan is to give general guidelines in the implementation of a child behavior plan. The ECS Department reserves the right to use administrative flexibility in responding to a special or severe disciplinary issue.



CITY OF HIALEAH EDUCATION & COMMUNITY SERVICES DEPARTMENT
Creative Learning & Play Program



CHILD'S CODE OF CONDUCT

I understand and agree to:

- Treat others with respect
- Conduct myself with self-respect
- Treat the property with respect

I understand examples of acceptable behavior:

- Participating
- Good manners
- Playing
- Studying
- Laughing
- Having fun
- Helping another person

I understand examples of unacceptable behavior:

- Bullying
- Whining
- Tattling
- Meanness
- Selfishness
- Fighting
- Horseplay
- Throwing things
- Tantrums
- Yelling at or insulting others
- Profanity
- Stealing
- Damaging property
- Disrespecting staff

Child's Name

Site

Child's Signature

Date

Parent's Signature

Date

City of Hialeah Education & Community Services Department

CREATIVE LEARNING & PLAY PROGRAM



Afterschool 2021-2022 Payment Schedule

Payments

Payments for each week will be made at the site that the child is registered at. We accept cash or money orders made payable to the City of Hialeah. We accept credit card payments only in the Education and Community Services office.

Week	Payment Due	Payment with Late Fee	Notes
August 23-27, 2021			This is the first week of afterschool and is paid at time of registration
August 30- September 3, 2021	August 27, 2021	August 30, 2021	
September 6-10, 2021	September 3, 2021	September 8, 2019	Holiday – Labor Day 9/6 and Teacher Planning Day 9/7
September 13-17, 2021	September 10, 2021	September 13, 2021	Teacher Planning Day 9/16
September 20-24, 2021	September 17, 2021	September 20, 2021	
September 27-Oct 1, 2021	September 24, 2021	September 27,2021	
October 4-8, 2021	October 1, 2021	October 4, 2021	
October 11-15, 2021	October 8, 2021	October 11, 2021	
October 18-22, 2021	October 15, 2021	October 18, 2021	
October 25-29, 2021	October 22, 2021	October 25, 2021	Teacher Planning Day 10/29
November 1-5, 2021	October 28, 2021	November 1, 2021	
November 8-12, 2021	November 5, 2021	November 8, 2021	Holiday –Veteran Day 11/11
November 15-19, 2021	November 12, 2021	November 15, 2021	
November 22-26, 2021	November 19, 2019	November 22, 2019	Teacher Planning Day 11/24 and Thanksgiving Recess 11/25-11/26 Adjusted Weekly Fee- \$6.00
November 29-December 3, 2021	November 23, 2021	November 29, 2021	
December 6-10, 2021	December 3, 2021	December 6, 2021	
December 13-17, 2021	December 10, 2019	December 13, 2019	

January 3-7, 2022	December 17, 2021	January 3, 2022	
January 10-14, 2022	January 7, 2022	January 10, 2022	
January 17-21, 2022	January 14, 2022	January 18, 2022	Holiday –Martin Luther King Birthday 1/17 and Teacher Planning Day 1/21
January 24-28, 2022	January 20, 2022	January 24, 2022	
January 31- February 4, 2022	January 28, 2022	January 31, 2022	
February 7-11, 2022	February 4, 2022	February 7, 2022	
February 14-18, 2022	February 11, 2022	February 14, 2022	
February 21-25, 2022	February 18, 2022	February 22, 2022	Holiday- Presidents Day 2/21
February 28- March 4, 2022	February 25, 2022	February 28, 2022	
March 7-11, 2022	March 4, 2022	March 7, 2022	
March 14-18, 2022	March 11, 2022	March 14, 2022	
March 28-April 1, 2022	March 18, 2022	March 28, 2022	
April 4-8, 2022	April 1, 2022	April 4, 2022	
April 11-15, 2022	April 8, 2022	April 11, 2022	Teacher Planning Day 4/15
April 18-22, 2022	April 14, 2022	April 18, 2022	
April 25-29, 2022	April 22, 2022	April 25, 2022	
May 2-6, 2022	April 29, 2022	May 2, 2022	
May 9-13, 2022	May 6, 2022	May 9, 2022	
May 16-20, 2022	May 13, 2022	May 16, 2022	
May 23-27, 2022	May 20, 2022	May 23, 2022	
May 30-June 3, 2022	May 22, 2022	May 31, 2022	Holiday-Memorial Day 5/30
June 6-10, 2022	June 3, 2022	June 6, 2022	Teacher Planning Day 6/9

I understand and acknowledge the above payment schedule and will adhere to the payment due dates. I understand that the afterschool fee is a flat fee regardless of how many days my child attends. I also understand that if my child is absent on the due date that I will be required to pay the late fee if/when my child returns to the camp.

Child's Name _____ Site _____

Parent or Guardian signature _____ Date _____

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

Palm Beach County Health Department
Childcare Licensing Office
P.O. Box 29
800 Clematis St., 4th Floor
West Palm Beach, FL 33402
(561) 837-5900
www.pbchd.com

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**“The Flu”
A Guide
for Parents**