



## Parent Information Packet

2021 / 2022

35636 Hwy. 54 West Zephyrhills, FL 33541  
813-782-7848 Fax 813-782-5909  
[www.heritageacademyschool.org](http://www.heritageacademyschool.org)

*Revised 6/23/2021*

# Heritage Academy

## Tuition and Fees

### 2021/2022

<b>K2 and K3</b>	
Full Time	\$608 per month (\$6080 per year)
Registration Fee	\$125
<b>K4 VPK</b>	
Part Time	\$0
Full Time	\$361 per month (\$3610 per year)
Registration Fee (Full Time Students Only)	\$125
<b>K5-8th Grade</b>	
Tuition	\$680 per month (\$6800 per year)
<b>K5-8<sup>th</sup> Grade Fees (Non-Refundable)</b>	
New Student Registration Fee	\$150
Returning Student Registration Fee after 4/30	\$150
Returning Student Early Registration by 4/30	\$75
New Student Pre Admission Testing	\$50
<b>K5-8<sup>th</sup> Grade Late Enrollment Administrative Fees</b>	
1 <sup>st</sup> Quarter (8/14-10/11)	\$150
2 <sup>nd</sup> Quarter (10/12-12/20)	\$300
3 <sup>rd</sup> Quarter (12/21-3/13)	\$450
4 <sup>th</sup> Quarter (3/14-5/27)	\$600
<b>K5-8<sup>th</sup> Grade Early Termination Administrative Fees</b>	
1 <sup>st</sup> Quarter (8/14-10/11)	\$600
2 <sup>nd</sup> Quarter (10/12-12/20)	\$450
3 <sup>rd</sup> Quarter (12/21-3/13)	\$300
4 <sup>th</sup> Quarter (3/14-5/27)	\$150
<b>Before and After School Care</b>	
Before School Care	\$115 per month (based on \$30 per week)
After School Care	\$150 per month (based on \$40 per week)
Before and After Care	\$228 per month (based on \$60 per week)
<b>Other Fees</b>	
Tutoring	\$20 per hour
Uniforms	Various prices – Available through <a href="http://Frenchtoastschoolbox.com">Frenchtoastschoolbox.com</a>
Participation Fees (Sports and Clubs if offered)	\$50 per activity
<p><b>Your first tuition payment must be paid by check, money order or cash by the start of school. Subsequent payments are due the 10<sup>th</sup> of each month.</b></p> <p><b>ALL FEES AND THE FIRST MONTH OF TUITION MUST BE PAID PRIOR TO ORIENTATION</b></p> <p>Your first tuition payment must be paid by check, money order or cash. Your monthly payments will be due on the 10<sup>th</sup> of each month.</p>	

# Heritage Academy

## Tuition, Fees, and Discounts Explained

### YEARLY TUITION

The yearly tuition may be paid in full one week prior to the first day of school to receive a 10% discount off your total tuition (cannot be applied to any childcare programs including K2, K3, K4 and Before and/or After school childcare).

Tuition payments may also be paid in 10 equal monthly installments. Your first tuition payment is due **August 2<sup>nd</sup>**. Subsequent installments on either plan will be due the 10th of each month. **Payments should be made online through ParentsWeb.** Payments made in the school office (cash, check, cashier's check, or money order) will incur a processing fee of \$5.00. Payments received after the 10<sup>th</sup> of the month will incur a daily late fee of \$10 until account is paid in full. All returned payments will incur a \$50 fee per occurrence.

### TUITION AND FEES (PER CHILD)

#### K5-8<sup>th</sup> grade

<i>Tuition</i>	\$6800
<i>Registration Fee</i>	\$150
<i>Admissions Test</i>	\$50 (New Students)

#### K4 Full Time (with VPK certificate)

<i>Tuition</i>	\$3610
<i>Registration Fee</i>	\$125

#### K4 Full Time (without VPK certificate)

<i>Tuition</i>	\$6080
<i>Registration Fee</i>	\$125

#### K4 Part Time (with VPK certificate)

<i>Yearbook Fee</i>	\$40 (Optional)
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#### K4 Part Time (without VPK certificate)

<i>Tuition</i>	\$4750
<i>Registration Fee</i>	\$125

#### K2 and K3

<i>Tuition</i>	\$6080
<i>Registration Fee</i>	\$125

**Note:** Registration Fees are **non-refundable** and are due at the time of registration.

### ADDITIONAL FEES FOR LATE ENROLLMENT AND/OR EARLY WITHDRAWAL

#### *Late enrollment*

K5 - 8<sup>th</sup> grade tuition is calculated on a 10- month basis unless payment in full is chosen. Tuition is not prorated. Therefore, parents are responsible for the full month's tuition and administrative fees (outlined below) upon enrollment.

\$150 - for any student enrolled between the second day of school and the end of the 1<sup>st</sup> quarter.

\$300 - for any student enrolled between the end of 1<sup>st</sup> quarter and the beginning of 2<sup>nd</sup> quarter.

\$450 - for any student enrolled between the end of 2<sup>nd</sup> quarter and the beginning of 3<sup>rd</sup> quarter.

\$600 - for any student enrolled after 3<sup>rd</sup> quarter.

### *Early Withdrawal*

K5 – 8<sup>th</sup> grade tuition is calculated on a 10-month basis unless payment in full is chosen. Tuition is not prorated if a child, for any reason, is enrolled, withdrawn, or expelled after the school year has begun. Therefore, parents are responsible for the full month's tuition and administrative fees (outlined below) upon termination of enrollment.

\$600 – for any student leaving between the first day of school and the end of the 1<sup>st</sup> quarter.

\$450 – for any student leaving between the end of 1<sup>st</sup> quarter and the beginning of 2<sup>nd</sup> quarter.

\$300 – for any student leaving between the end of 2<sup>nd</sup> quarter and the beginning of 3<sup>rd</sup> quarter.

\$150 – for any student leaving between the end of 3<sup>rd</sup> quarter and the last day of school.

Parents withdrawing a student **MUST** complete the withdrawal process through the school office. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire month of the withdrawal, expulsion, or late enrollment and an administrative fee will be charged according to the chart above.**

K2 - K4 monthly tuition is based on a weekly rate. If for any reason a child is enrolled, withdrawn, or expelled after the school year has begun, students will be charged for the current week's tuition. If a monthly payment has already been made for a withdrawing student, the tuition will be prorated, and a refund may be issued. For a withdrawal procedure to be valid, parents must sign a withdrawal form indicating their intention to remove the child from school. **No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire week of the withdrawal, expulsion, or late enrollment.**

### TUITION INCREASES

Heritage Academy reserves the right to review and adjust the scheduled tuition and financial policies upon 30 days written notice as is deemed necessary to maintaining a quality educational program.

### EXTENDED CARE BEFORE AND/OR AFTER SCHOOL

Heritage Academy provides an extended care program. Students may utilize Before School Care from 7:00 am – 8:10 am and/or After School Care from 3:00 pm – 6:00pm Monday through Friday. Heritage Academy does not offer a part time extended care program. Therefore, enrollment in the extended care program is considered full time regardless of the number of days your child attends and must be paid accordingly.

### *Extended Care Enrollment*

Before your child can attend any extended care program, you must:

- Complete our extended care registration form and DCF application.
- Your child must have a school physical that was completed within one year of admission to the extended care program.
- Pay your first extended care payment.

**Failure to formally register your child in the program will result in a "Drop In" rate charge of \$15 per day for before school care and/or \$20 per day for after school care.**

### *Payment of Extended Care Program*

Fees for the school childcare program are due monthly. Your first payment is due **on or before Orientation**. Subsequent payments are required on the 10th of each month. If a payment falls on a non-school day, payment is expected in advance.

**Payments should be made online through ParentsWeb.** Payments made in the school office (cash, check, cashier's check, or money order) will incur a processing fee of \$5.00. Payments received after the 10<sup>th</sup> of the month will incur a daily late fee of \$10 until account is paid in full. All returned payments will incur a \$50 fee per occurrence.

Rates shown are per month.

### K5-8<sup>th</sup> Grade Monthly Plan

\$115 per month - Before School Care

\$150 per month - After School Care

\$228 per month - Before and After School Care

### Drop In Rate (emergencies only)

\$15 per day - Before School 7:00–8:10 am

\$20 per day - After School 3:00-6:00 pm

### *Extended Care Withdrawal*

If, at any time during the school year your child is withdrawn or expelled from the extended care program, you must:

- Complete an extended care withdrawal form
- Meet with our financial office
  - Your account will prorated from the time of written notification of formal withdrawal from the program.

**Failure to notify our financial office of changes to your extended care status will result in you being responsible for payment of all charges until the above process has been completed.**

### *Early Arrival And/Or Late Pick Up*

Students arriving before 8:10am or remaining after 3:15pm will be sent to childcare and charged according to the "Drop In Rate" of \$15 per day for before school care and /or \$20 per day for after school care. Students remaining after 6:00pm will be charged an additional fee. Students picked up between 6:01 and 6:15 will be charged \$15. Students picked up between 6:16 and 6:30 will be charged \$30. Students remaining after 6:30 will be charged a minimum of \$75.

## SCHOLARSHIPS

Heritage Academy accepts Step Up For Students, Family Empowerment, HOPE, AAA, and McKay scholarships.

Students who are enrolled at Heritage Academy on a scholarship must meet the school and scholarship attendance policies. Failure to do so may result in loss of scholarship funding and the parent/guardian will then be responsible for any remaining tuition.

### **Step Up For Students, Family Empowerment, and HOPE Scholarships**

Families interested in Step Up For Students, Family Empowerment, or HOPE scholarships may apply for through the Step Up For Students website at [www.stepupforstudents.org](http://www.stepupforstudents.org) in the spring of each year. If your family meets the qualifications and is awarded the scholarship, you will receive a letter from the scholarship agency. Once you have this letter, you must bring it to the Heritage Academy's Administrative offices. You must meet the Private School Enrollment Deadlines as directed by the scholarship organization. This information can be obtained at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org).

This scholarship may not cover the entire tuition and/or fees. The parent is responsible for all tuition and fees not covered by the scholarship. All fees must be paid before the child can attend school. Any tuition not covered can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment or re-enrollment process.

If you are still in the scholarship application process on the first day of school, **you are required to pay fees and tuition until the scholarship is granted.** This applies to all new and renewing scholarship families. Heritage Academy will make no exceptions to this policy.

### **AAA Scholarships**

Families interested in AAA Scholarships may apply for the scholarship through their website at [www.aaascholarships.org](http://www.aaascholarships.org) in the spring of each year. If your family meets the qualifications and is awarded the scholarship, you will receive a School Commitment form from AAA. Once you have this form, you must bring it to the Heritage Academy's Administrative offices.

This scholarship may not cover the entire tuition and/or fees. The parent is responsible for all tuition and fees not covered by the scholarship. All fees must be paid before the child can attend school. Any tuition not covered can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment or re-enrollment process.

If you are still in the AAA Scholarship application process on the first day of school, **you are required to pay fees and tuition until the scholarship is granted.** This applies to all new and renewing scholarship families. Heritage Academy will make no exceptions to this policy.

Students on the AAA Scholarship **may not be absent more than 18 days during the 180-day school year.** Failure to be present for this minimum amount of time will result in the **loss of the scholarship.**

## McKay Scholarships

Heritage Academy accepts qualified students on the McKay Scholarship. You must meet the Parental Intent Deadline and the Private School Enrollment Deadlines as directed by McKay. This information can be obtained at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org). Matrix numbers must be in, and you must complete the Heritage Academy Enrollment process before your child can attend.

This scholarship may not cover the entire tuition and/or fees. **The parent is responsible for all tuition and fees not covered by the scholarship.** All fees must be paid before the child can attend school. Any tuition that is not covered can be paid on a monthly plan. In addition, you must complete the Heritage Academy enrollment or re-enrollment process.

Heritage Academy may not be equipped to meet the needs of some McKay students and therefore, reserves the right to accept or deny enrollment based on the specific needs of each child.

## Oasis Benevolence Fund

There may be opportunities for Heritage Academy families experiencing financial hardship to receive assistance through a benevolence fund, provided by Oasis World Outreach, to aid with tuition when no other scholarships or funds are available. This fund has been established to demonstrate love for our community. *“For you have been a stronghold to the poor, a stronghold to the needy in his distress, a shelter from the storm and a shade from the heat.” Isaiah 25:4a.*

# Heritage Academy

## Student Attire and Uniform Policy

We consider neatness and cleanliness, knowing how to dress and being properly groomed an appropriate part of our social curriculum. If a student is brought to school inappropriately dressed, parents will be called and required to bring appropriate clothing.

**All Students:** Face masks/coverings are **OPTIONAL**. Students who choose to wear a face mask/covering must provide their own. All face masks/coverings that are printed must be appropriate as deemed by Heritage Academy administration.

### *GIRLS may wear:*

**Tops:** Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased online at **FrenchToastSchoolbox.com**. Shirts must be tucked in and a belt worn at all times.

**Bottoms:** Uniform Navy or Khaki shorts, pants, skirts, and skorts. Uniform bottoms may be purchased online at FrenchToastSchoolbox.com or at Target, Sears, JC Penney, etc.

**Footwear:** Deck shoes, tennis shoes, etc. Not permitted: Sandals, “Crocs”, boots with hard soles (cowboy, combat, etc.), flip-flops, or shoes with open backs or open toes, “Heelies” are **not** permitted.

**Outerwear:** Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be navy, black, or white.

**Hair:** Hair must be neat and clean. Extreme colors or styles are not permitted.

**Jewelry:** Jewelry must be tasteful and appropriate and must not be excessive. Long dangling or large earrings are not permitted due to safety reasons. Face and body piercings and tattoos are not permitted. Temporary tattoos are frowned upon.

### *BOYS may wear:*

**Tops:** Uniform oxford or polo shirts. Shirts will be embroidered with the Heritage Academy logo and must be purchased online at **FrenchToastSchoolbox.com**. Shirts must be tucked in and a belt worn at all times.

**Bottoms:** Uniform Navy or Khaki shorts or pants. Uniform bottoms may be purchased online at FrenchToastSchoolbox.com or at Target, Sears, JC Penney, etc.

**Footwear:** Deck shoes, tennis shoes, etc. Not permitted: Sandals, “Crocs”, boots with hard soles (cowboy, combat, etc.), flip-flops, or shoes with open backs or open toes, “Heelies” are **not** permitted.

**Outerwear:** Only solid color sweaters or jackets will be permitted to be worn in the classroom. Sweaters and jackets must be navy, black, or white.

**Hair:** Hair must be neat, clean, and well groomed. Hair may not go below the collar. Extreme colors or styles are not permitted.

**Jewelry:** Jewelry must be tasteful and appropriate and must not be excessive. Face and body piercings and tattoos are not permitted. Temporary tattoos are frowned upon.



*All Students:*

**All students must wear a belt and shirts must be tucked in. Belts must be worn unless there are no belt loops on the uniform bottoms.**

***P.E. Uniforms:*** Physical Education uniforms (Teal Heritage Academy t-shirt and **plain** black shorts) will be required on P.E. days. P.E. uniform shirts must be purchased online at [FrenchToastSchoolbox.com](http://FrenchToastSchoolbox.com).

One day per week will be designated “Spirit Day” (TBD) and your child may wear the Heritage Academy Spirit shirt (blue t-shirt) with blue jeans, shorts, or skirts. Shorts or skirts must be modest length. Spirit shirts (blue Heritage Academy T-shirt) can be purchased online at [FrenchToastSchoolbox.com](http://FrenchToastSchoolbox.com).

**THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE ACCEPTABILITY OF FASHION TRENDS AND HAS FINAL JUDGMENT REGARDING WHAT IS MODEST AND APPROPRIATE DRESS AT SCHOOL OR AT SCHOOL SPONSORED FUNCTIONS.**

**FRENCH  
TOAST.**

**SCHOOLBOX**



## **We're so glad you are a Schoolbox School!**

Your new web store is now open!

Check out the uniform options available for your student by going to:

**[FrenchToastSchoolbox.com](https://FrenchToastSchoolbox.com)**

(Please be sure to include Schoolbox on the end of that web address – we're a special part of French Toast, just for schools like you!)

To begin shopping, select "Shop by School" and search by  
**Heritage Academy**

Orders \$100 or more get free shipping!

Look for special savings in your web store – and sign up on our homepage to have coupon codes emailed to you.

# Heritage Academy

2021/2022

## School Calendar

K5-8<sup>th</sup> Grade – 8:30-3:00 (1105 hours)

VPK: Monday 9:00 – 12:00 (540 hours)

Extended Care 7:00am – 6:00pm

August	
3	First Day of School for Teachers
5	K2, K3, and K4 Orientation
6	K5-8 <sup>th</sup> Grade Orientation
10	First Day of School for Students
September	
6	Labor Day – No School for Students and Teachers
10	Progress Reports
13-17	Parent/Teacher Conferences
28	Picture Day: K2, K3, K4, Kindergarten
29	Picture Day: 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>
October	
15	End of 1 <sup>st</sup> Quarter
18	Teacher Planning Day – No School for Students
26	Report Cards
November	
12	Progress Reports
12-19	Book Fair
15-19	Parent Teacher Conferences
22-26	Thanksgiving - No School for Students and Teachers
December	
17	End of 1 <sup>st</sup> Semester/2 <sup>nd</sup> Quarter
20-31	Christmas Break - CLOSED
January	
3	Teacher Planning Day - No School for Students
11	Report Cards
17	Martin Luther King Day - No School for Students and Teachers
24	Picture Day: Class Pictures, Kindergarten Graduation Pictures
February	
4	Progress Reports
7-11	Parent Teacher Conferences
21	President's Day – No School for Students and Teachers
March	
TBD	Book Fair
11	End of 3 <sup>rd</sup> Quarter

<b>14-18</b>	<b>Spring Break – CLOSED</b>
<b>21</b>	<b>Teacher Planning Day – No School for Students</b>
<b>29</b>	<b>Report Cards</b>
<b>April</b>	
<b>4-8</b>	<b>SAT Testing</b>
<b>15</b>	<b>Good Friday - No School for Students and Teachers</b>
<b>22</b>	<b>Progress Reports</b>
<b>25-29</b>	<b>Parent/Teacher Conferences</b>
<b>May</b>	
<b>16-20</b>	<b>Final Exam Week</b>
<b>25</b>	<b>Last Day of School for Students - End of 4<sup>th</sup> Quarter</b>
<b>26-27</b>	<b>Teacher Planning Days</b>
<b>June</b>	
<b>17</b>	<b>Report Cards are Ready for Pick Up</b>

# Heritage Academy

## Immunization and Physical Exam Requirements

### SCHOOL ENTRY PHYSICAL EXAM REQUIREMENT

Due to requirements of other regulatory agencies, Heritage Academy requires ALL students to have an updated physical annually.

Florida law requires that we must have on file an up-to-date shot record and a medical examination form signed by a Florida physician, showing current immunization information for each child registered at Heritage Academy.

The following students are required by Florida law to be examined by a physician (yellow form HRS 3040)

1. A student ENTERING K2, K3, K4 or Kindergarten\*
2. A student ENTERING Florida Schools for the first time/or from out of state
3. A student ENTERING 6<sup>th</sup> grade
4. **Any student participating in childcare must have an updated physical annually**

Heritage Academy further requires ALL enrolled students must have an updated physical **annually**.

### IMMUNIZATION REQUIREMENT

The Florida law 232.032, requires that **EVERY STUDENT, K2 THROUGH 12\***, must provide the school with evidence that they have been immunized. The following immunizations are required (blue form HRS 680):

**Students entering or attending K2, K3, and K4 will be required to have age appropriate doses of the following:**

• DTaP	• Hepatitis B (hep B) (3 doses)
• IPV	• Varicella (not required if there is a history of Varicella disease documented by the healthcare provider.)
• MMR	• Hib
• PCV13 (age 0-59 months)	

**Students entering or attending kindergarten will be required to have completed:**

• DTaP (4-5 doses) 5 <sup>th</sup> dose needed if the 4 <sup>th</sup> dose was administered prior to the fourth birthday.	• Hepatitis B (3 doses)
• IPV (4-5 doses)	• Varicella (2 doses) (not required if there is a history of Varicella disease documented by the healthcare provider.)
• MMR (2 doses)	• Tdap

*Note:* All medical examination forms are obtained from the physician, not the school.

It is important that **SPECIFIC DATES** be available for each immunization for the school record. The above listed immunizations are required **BEFORE** a student may begin school. Students without proof of required immunizations or medical/religious exemption **will not be permitted to begin school** and will be sent home due to lack of proper immunization documentation.

#### **SCOLIOSIS SCREENING REQUIREMENT**

Students entering **6<sup>th</sup> grade** must have a Scoliosis Screening done and provide the school with documentation prior to the start of school.

Please make sure your student's medical arrangements are made early (June 15<sup>th</sup> - August 1<sup>st</sup>). Medical examinations and/or immunizations **ARE REQUIRED BEFORE the first day of school**. The Health Department has several clinics throughout the area should you need to obtain an appointment earlier than August 1<sup>st</sup>. Please be sure the office receives this information as soon as possible in order that we may comply with the law. Officials from the Pasco County Health Department monitor our records and it is necessary to keep this information current.

Heritage Academy requires that ALL students have an up-to-date immunization record (blue form) and a current physical exam (gold form) in the student file. Thank you for your cooperation in this area.

\*Heritage Academy does not provide 9<sup>th</sup> - 12<sup>th</sup> grade programs. The reference is from the Florida law.



## Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on \_\_\_\_/\_\_\_\_/\_\_\_\_

License Expires on \_\_\_\_/\_\_\_\_/\_\_\_\_

For more information regarding the compliance history of this child care provider, please visit:

[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

## General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- ☐ Valid license posted for parents to see.
- ☐ All staff appropriately screened.
- ☐ Maintain appropriate transportation vehicles (if transportation is provided).
- ☐ Provide parents with written disciplinary practices used by the facility.
- ☐ Provide access to the facility during normal hours of operation.
- ☐ Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Health Related Requirements

- ☐ Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- ☐ Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- ☐ 40-hour introductory child care training.
- ☐ 10-hour in-service training annually.
- ☐ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ☐ Director Credential for all facility directors.

### Food and Nutrition

- ☐ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- ☐ Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- ☐ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ☐ Provide space that is clean and free of litter and other hazards.
- ☐ Maintain sufficient lighting and inside temperatures.
- ☐ Equip with age and developmentally appropriate toys.
- ☐ Provide appropriate bathroom facilities and other furnishings.
- ☐ Provide isolation area for children who become ill.
- ☐ Practice proper hand washing, toileting, and diapering activities.

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Activities

- ☐ Are children initiated and teacher facilitated.
- ☐ Include social interchanges with all children.
- ☐ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ☐ Include exercise and coordination development.
- ☐ Include free play and organized activities.
- ☐ Include opportunities for all children to read, be creative, explore, and problem-solve.

### Quality Caregivers

- ☐ Are friendly and eager to care for children.
- ☐ Accept family cultural and ethnic differences.
- ☐ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ☐ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ☐ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ☐ Allow children to play alone or in small groups.
- ☐ Are attentive to and interact with the children.
- ☐ Provide stimulating, interesting, and educational activities.
- ☐ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ☐ Communicate with parents.

### Quality Environments

- ☐ Are clean, safe, inviting, comfortable, child-friendly.
- ☐ Provide easy access to age-appropriate toys.
- ☐ Display children's activities and creations.
- ☐ Provide a safe and secure environment that fosters the growing independence of all children.





# Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

## Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**\*\* If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE\*\***



## Hotline Leadership Team

**Kimberly Barrett**, Hotline Director  
**Chris Compton**, Hotline Deputy Director  
**Amy Andrews**, Systems Manager  
**Paul Berryman**, Business Manager  
**Nana Gattlin**, Human Resource Manager  
**Hank Lesh**, Quality Assurance Manager  
**Mike Mathews**, IT Manager  
**Tiffany McGee**, Crime Intelligence Manager  
**Travis Paulk**, Terminal Agency Coordinator  
**Robert Yeager**, Call Center/Policy Manager  
**Zandra Odum**, Call Center Manager  
**Robert Schendovich**, Hotline Specialist

## Community Services



There are several different ways the Hotline provides direct volunteer services to the community: Tours, Shadowing, Community Training and Job Fairs.

Both community shadowing and trainings allow everyday citizens and mandatory reporters the opportunity to gain insight into how reports are assessed. In addition they learn vital statutory information about what Hotline counselors need to process and complete reports and other tasks.

Tours of the Hotline and job fairs provide the public a brief outlook regarding the type of people the Hotline hires and the technology that is used to process calls. A wide array of individuals ranging from attorneys and case managers to reporters and legislators visit the Hotline to learn how we operate.

## Community Referrals

### Agency for Health Care Administration (AHCA):

1-888-419-3456 Accepts complaints concerning HMO's and Home Health Care Services as well as quality of care issues.

### Domestic Violence Hotline:

1-800-500-1119 Provides referrals for shelters and crisis counseling.

### Food Stamps, Medicaid, and AFDC Access:

1-866-762-2237. Answers questions about food stamps, Medicaid, and AFDC. Also refers callers with complaints concerning anyone misusing AFDC for food stamps in Florida to the Fraud Hotline.

### Elder Helpline:

1-800-955-8771. Provides information regarding elder services within each Florida County.

### Advocacy Center for Persons with Disabilities:

1-800-342-0823 Advocates for persons with a mental illness or a developmental disability by monitoring facilities and accepting complaints or rights violations.

### County Referrals:

(211) Provides referrals concerning low income housing, emergency food, financial assistance and available counseling services.

### Day Care Licensing:

Accepts complaints regarding child day care facilities.

### Long Term Care Ombudsman:

Advocates for people who live in nursing homes, assisted living facilities and adult family care homes.

1-888-831-0404

### CINS/FINS:

Children in Need of Services/ Family in Need of Services. Not-for-Profit statewide association representing agencies which serve homeless, runaway and troubled youth ages 10 to 17 and their families.

### Elder Abuse Reporting:

1-800-677-1116 (All States)

### Child Abuse Reporting:

1-800-422-4453 (All States)

### Sheriff's Office:

For non-jurisdiction calls



*"To help protect children and vulnerable adults from abuse, neglect, abandonment, and exploitation."*

1317 Winewood Boulevard  
 Tallahassee, Florida 32399  
 Main Office- (850)487-6100

### REPORTING

Phone: 1-800-962-2873

TTY: 1-800-453-5145

Fax: 1-800-914-0004

Web: <https://abuse-report-bc.dcf.state.fl.us/AbuseWebReport/AddReporterInfo.aspx>

## Who We Are



The **Florida Abuse Hotline** serves as the central reporting center for allegations of abuse, neglect, and/or exploitation for all children and vulnerable adults in Florida.

The Hotline receives calls, faxes, and web based reports from citizens and professionals. The Hotline assesses the information provided by the caller and determines if the information meets Florida statutory criteria Ch. 39 and 415 to initiate an investigation conduct by the Department of Children and Families.

When parents can't, don't or won't protect their children, the Department of Children & Families steps in to help, providing a full spectrum of services, from parenting classes and respite care to transportation and child care. The goal of the Department is to keep children safe within their own families when possible.



## Crime Intelligence Unit

In conjunction with, the Florida Abuse Hotline, the **Crime Intelligence Unit (CIU)** was created on July 1, 2005. CIU has several distinct functions and responsibilities with the main function of being a centrally located computerized criminal history information center for all circuits in the State of Florida.

To ensure accountability and consistency, the CIU is responsible for providing timely and efficient criminal background checks for the Department of Children and Families' child/adult protective investigators and community based care workers.

Even though we are a non criminal justice agency, we are allowed to search criminal history information per Florida Statute 943.045. Through Florida Department of Law Enforcement Criminal Justice Agency User Agreement, the CIU has direct access to obtain criminal history information from FCIC, NCIC, and DJJ databases.

These criminal history checks are used for investigative purposes and non-licensed placements only. The information provides the child/adult investigators, community based care and service providers with any knowledge of potentially hazardous situations, threatened harm and criminal history of the subjects in the abuse reports to protect the investigators and Florida's most vulnerable citizens.

Upon investigation and placement purposes, the CIU receives requests for criminal history checks from field staff via phone (Helpline) and fax. Faxes are for recheck requests only.

## Important Stats

### How many contacts we received in total (Annual).

- Received: 433,395
- Answered: 407,058
- Abandoned: 26,337

### What percentage of those calls were reports.

- 71.4% of answered calls resulted in a report

### How many of the reports were child reports.

- Out of all the reports we took, 81.4% were child reports and 18.6% were adult reports

### Number of death reports we took.

- 197 adult death reports
- 462 child death reports

### Percentage of calls that came from mandated reporters.

- 49.16%

### How many immediate reports we received.

- 15% are immediate reports

### How many 24 hour reports.

- 86% are 24 hour reports

### How many in-home reports taken.

- 97%

### How many institutional reports.

- 3%

### Number of calls received by CIU.

- Received 123,665

### Number of calls to CIU planned for emergency placement.

- 11,203 planned placements