

# DAVIE ACADEMY

## MISSION STATEMENT

Davie Academy has a mission to create an interactive, warm and loving environment which will help children develop and learn with the best practice measures and individual differentiation strategies suited for each child within the program.

Overall, Davie Academy directors, teachers and aides aspire for children to form secure attachments and love learning within a safe setting, which promotes cognitive and language abilities.

## VISION

Davie Academy will pursue the best quality in early childhood education. Quality in education derives from best practices, stimulating materials and toys which enhance and promote learning, an adaptive environment for children based on needs, as well as highly trained staff and educators, who will follow program guidelines to promote development, safety and care.

## PHILOSOPHY

The rights of children in whatever capacity must be at all times and under all circumstances met with the best possible consideration of each individual child at-hand, whether it is physical, mental, social and/or emotional care of the child's well-being.

## HOURS OF OPERATION

The hours of operation of our facility are 7 AM to 6 PM Monday through Friday.

## LICENSING INFORMATION

### Governmental Licensing Information

Licensing Number: 50275

## Tuition - Financial Agreement

Child Name: \_\_\_\_\_

Initial Registration Fee: \$ \_\_\_\_\_

**\*\*A non-refundable initial registration fee of \$150.00 along with a subsequent registration-renewal fee of \$50.00 (for re-enrollment) will be charged for each child enrolling in our program. Registration is renewable every September.\*\***

I understand that tuition for my child will be \$ \_\_\_\_\_ which will be payable on a (Director to circle one: monthly basis, and will be debited via ACH from my account, for each month in advance. A **late fee of \$25.00** will be charged automatically to my account, for any late payments made. **NOTE:** Returned checks will have a **\$25.00 bank charge**.

Payments shall come due and owing on a monthly basis, on the last Friday of each month, in advance of the month thereafter (unless varied payment arrangements have been otherwise agreed to by the Director of the facility). Tuition may be paid out in advance for more than one month, as determined within the discretion of the parents/guardians and the Director. Payments shall be made via the ProCare app or made payable via check.

No financial reimbursements or credits will be offered to the parents/guardians for any absenteeism of the child regardless of the reasoning associated therewith. Parents must come to the office to withdraw a student. Tuition will be charged until a student is formally withdrawn.

**NO REFUNDS** will be provided during the contract year.

In the event that the parent/guardian stops paying on this account, and the account comes into arrears with an outstanding balance remaining, the facility may, within its sole discretion, elect to send said account to collections or court, in which case, the facility will be entitled to collect reasonable attorney's fees.

**If this account should ever be in arrears, the person or persons responsible for the debt of this account is (are):**

**Parent/Guardian 1:** I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree that I shall be responsible for the repayment of the entirety of any debts remaining outstanding with respect to this account.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Parent/Guardian 2:** I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree that I shall be responsible for the repayment of the entirety of any debts remaining outstanding with respect to this account.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Director Name:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_

Tuition – Re-Registration

**Re-Registration Fees:**

Policy:

Re-Registration after absence of 4 full weeks or more.

\$50.00 rate of re-registration

NO EXCEPTIONS.

**Parent/Guardian 1:** I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree that I shall be responsible for the repayment of the entirety of any debts remaining outstanding with respect to this account.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

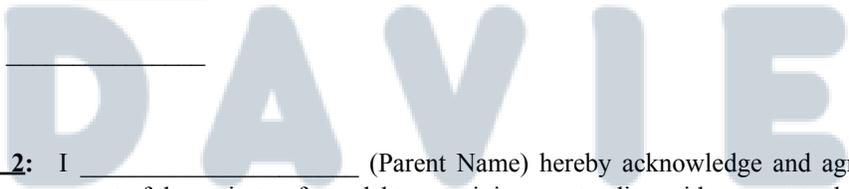
**Parent/Guardian 2:** I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree that I shall be responsible for the repayment of the entirety of any debts remaining outstanding with respect to this account.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



Director Name: \_\_\_\_\_

Director Signature: \_\_\_\_\_

## **MULTIPLE CHILD DISCOUNTS**

We have found that there is a tremendous value in siblings attending school together! We also understand the value that learning centers for children can provide for the parents as well, allowing parents of attendees to focus on work, important daily activities, or some much needed relaxation time, while the children are busy learning and playing. As such, our facility offers a discount for the enrollment of multiple children. We offer a 10% off discount to parents for the second child simultaneously enrolled in our program. This discounted offer may be amended or revoked at any time, within the sole discretion of the facility.

## **CONFIDENTIALITY**

Confidentiality of information is essential to the quality of services provided by any preschool or other company providing similar childcare services. Any information that families share with our teachers, staff, or volunteers is used to help to provide a safe and memorable experience for both the families who work with us and attend our programs.

We are committed to providing strict measures for the safekeeping of any and all information regarding the families who work with us and who attend our programs. As such, we require that each of our teachers, staff, and volunteers sign a Confidentiality Statement, legally obligating them to protect the information of the families of our programs, similar to the one included herein below. As an additional measure of security, children's records are kept in locked files at all times. We pride ourselves on ensuring that our policies and staff both accurately reflect and abide by any and all applicable regulations regarding the protection of the information of the families of our programs.

In order to provide the most safe and memorable experience for the children of the families of our programs, our teachers, staff, or volunteers may need to be informed of certain private information regarding the families and children thereof, which may include behavior and medical information. It is imperative that such information be held in strict confidence, and as such, we go to great lengths to ensure such information will remain protected! In your role as a parent of one of the children of our program, we must insist the same from you, and require that any information you see or hear about any teacher, staff member, volunteer, or other child or said child's family attending one of our programs, must be kept confidential by you, and not be shared with anyone.

With all parties involved maintaining confidentiality with respect to such information, then the integrity and reputation of families, staff, and the program will remain intact, ultimately benefitting everyone, and most importantly, the children!

### **Parent Confidentiality Statement**

It is imperative that any and all information shared with or by our teachers, staff, and/or volunteers is maintained in strict confidence and that such information is not disclosed without a prior release having been executed by the appropriate parties to whom such information pertains.

As a parent of a child attending one of our programs, you must maintain any and all information concerning the teachers, staff, volunteers, and other children and families attending the programs, in strict confidence.

My signature below hereby indicates that I understand, acknowledge, and agree to the above information and requirements, and that I hereby agree to fully comply with my confidentiality obligations detailed herein.

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **REPORTING CHILD ABUSE AND NEGLECT**

The protection and safety of the children participating in our programs, is hands-down our greatest priority! As such, all teachers and staff members receive training in the area of spotting, preventing, and reporting abuse, or signs thereof. Our teacher and staff are mandatory reporters, and are required by law to report any suspect cases of child abuse or neglect. Suspected cases may include: unexplained (or vague explanations for) any cuts, bruises, burns, or fractures, frequent hunger, poor hygiene, inappropriate clothing for weather conditions; unmet physical, emotional or medical needs; unusual interest in or knowledge of sexual behavior; or history of abuse/neglect reported directly by a child of the program.

As required by law, all staff working with young children are screened for any previous child abuse charges.

Per Florida Statute 39.201(1)(a):

Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the department.

The term "person" in the statute above covers school teachers and other school personnel, and as such, our teachers and staff members are thereby required by state law to report any suspected instances of abuse. As stated above, the safety of the children is of the utmost importance to us.

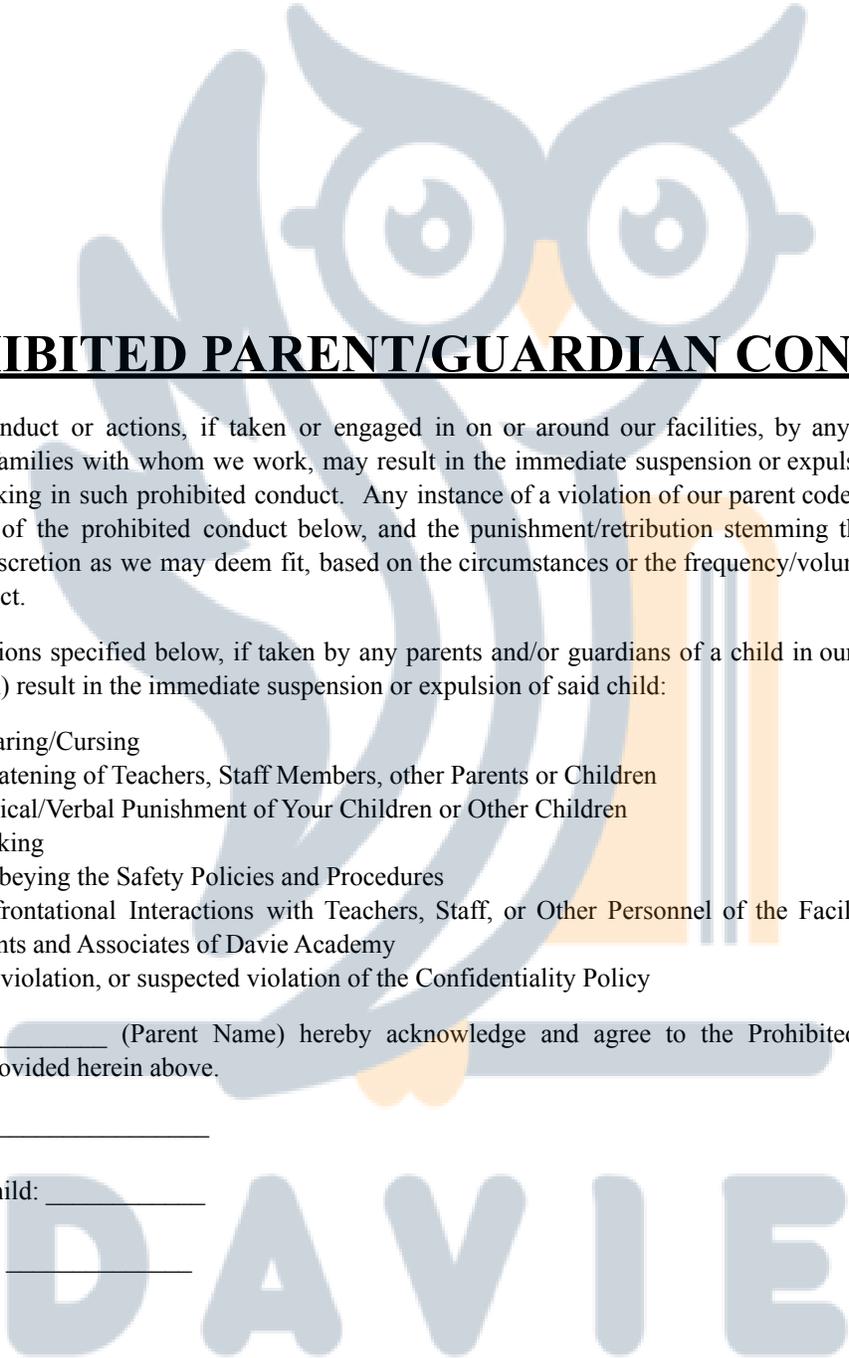
Any and all reports generated are kept strictly confidential and will always be made with the suspected victim's safety and best interests in mind. Please contact our front office if you have any questions, concerns, or would like any further information on our abuse and neglect reporting policies.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Reporting Child Abuse and Neglect Policy provided herein above.

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



## **PROHIBITED PARENT/GUARDIAN CONDUCT**

The following conduct or actions, if taken or engaged in on or around our facilities, by any of the parents or guardians of the families with whom we work, may result in the immediate suspension or expulsion of the child of said parents partaking in such prohibited conduct. Any instance of a violation of our parent code of conduct, or the partaking in any of the prohibited conduct below, and the punishment/retribution stemming therefrom, shall be within our sole discretion as we may deem fit, based on the circumstances or the frequency/volume of violations of this code of conduct.

The following actions specified below, if taken by any parents and/or guardians of a child in our program, may (in our sole discretion) result in the immediate suspension or expulsion of said child:

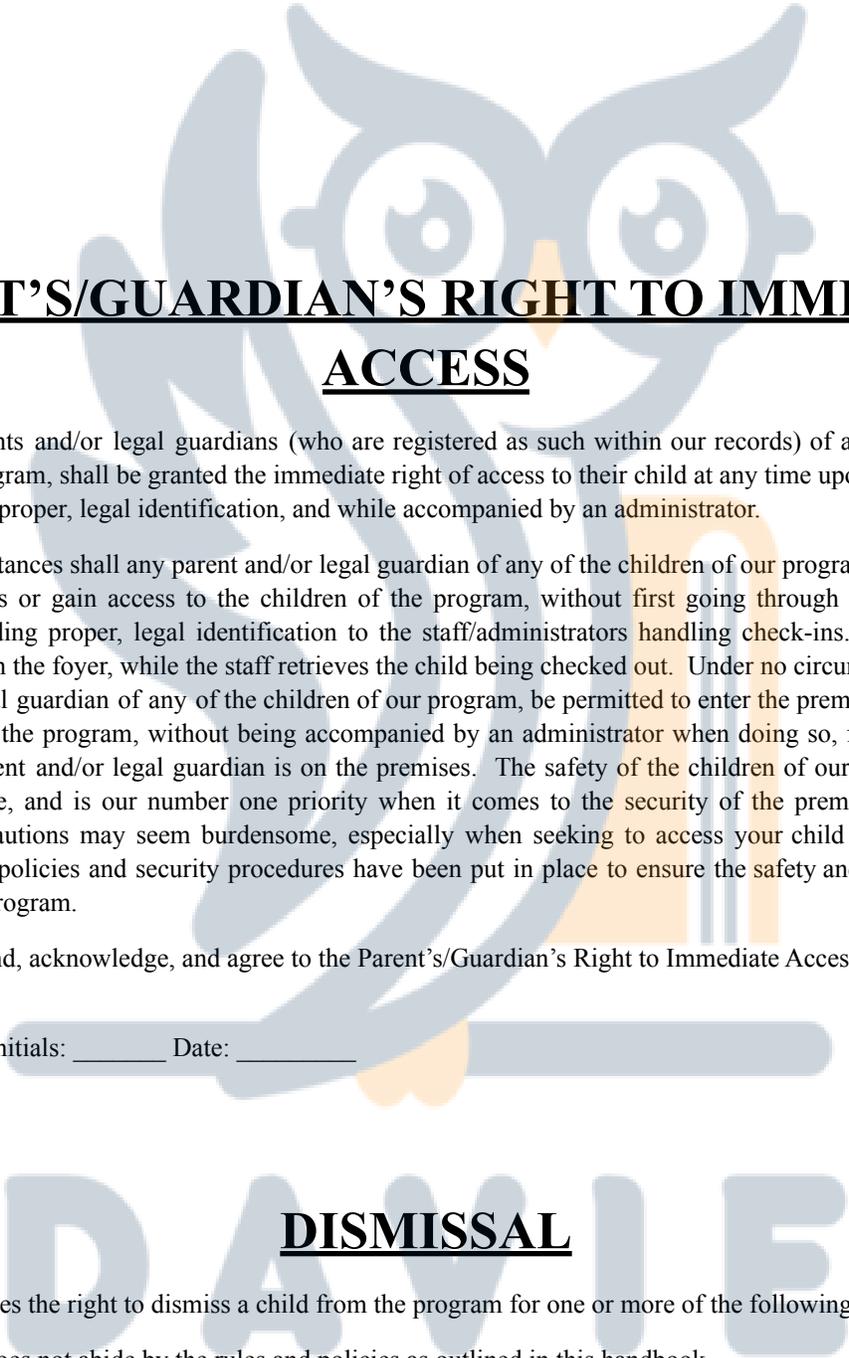
- Swearing/Cursing
- Threatening of Teachers, Staff Members, other Parents or Children
- Physical/Verbal Punishment of Your Children or Other Children
- Smoking
- Disobeying the Safety Policies and Procedures
- Confrontational Interactions with Teachers, Staff, or Other Personnel of the Facility, or with Other Parents and Associates of Davie Academy
- Any violation, or suspected violation of the Confidentiality Policy

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Prohibited Parent/Guardian Conduct Policy provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



## **PARENT’S/GUARDIAN’S RIGHT TO IMMEDIATE ACCESS**

Any and all parents and/or legal guardians (who are registered as such within our records) of any of the children attending our program, shall be granted the immediate right of access to their child at any time upon the provision of documentation of proper, legal identification, and while accompanied by an administrator.

Under no circumstances shall any parent and/or legal guardian of any of the children of our program, be permitted to enter the premises or gain access to the children of the program, without first going through the administration office, and providing proper, legal identification to the staff/administrators handling check-ins. Parents shall be required to wait in the foyer, while the staff retrieves the child being checked out. Under no circumstances shall any parent and/or legal guardian of any of the children of our program, be permitted to enter the premises or gain access to the children of the program, without being accompanied by an administrator when doing so, for the duration of the time said parent and/or legal guardian is on the premises. The safety of the children of our program is of the utmost importance, and is our number one priority when it comes to the security of the premises. While these policies and precautions may seem burdensome, especially when seeking to access your child in the event of an emergency, these policies and security procedures have been put in place to ensure the safety and security of every child within our program.

I hereby understand, acknowledge, and agree to the Parent’s/Guardian’s Right to Immediate Access Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

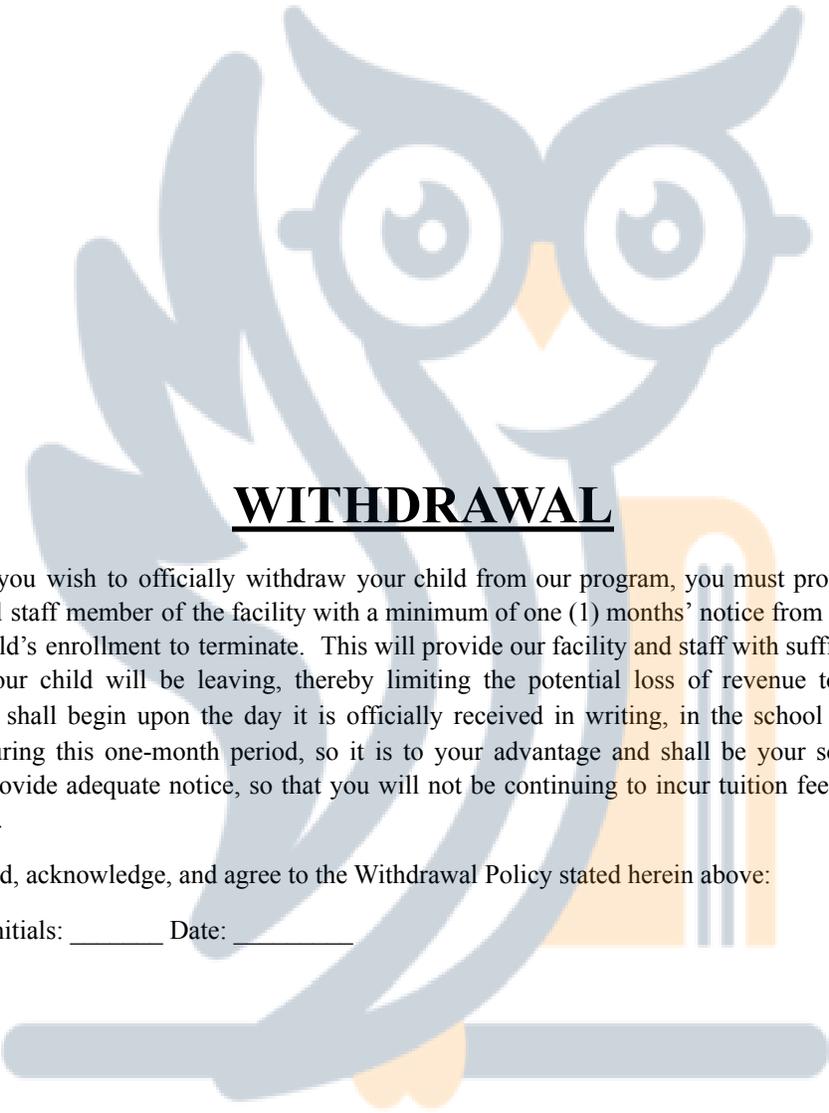
## **DISMISSAL**

The facility reserves the right to dismiss a child from the program for one or more of the following reasons:

- Family does not abide by the rules and policies as outlined in this handbook.
- Parents fail to provide the school with the required information and forms requested for admittance (which may include, but shall not be limited to the child’s birth certificate, shot records, Early, Periodic, Screening, Diagnosis and Treatment verification or any other information required).
- The child is expelled, as a result of a violation of the facility’s expulsion policy included in this handbook.

I hereby understand, acknowledge, and agree to the Dismissal Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## **WITHDRAWAL**

In the event that you wish to officially withdraw your child from our program, you must provide the Director or another authorized staff member of the facility with a minimum of one (1) months' notice from the date upon which you wish your child's enrollment to terminate. This will provide our facility and staff with sufficient time to fill the vacancy which your child will be leaving, thereby limiting the potential loss of revenue to the facility. The one-month notice shall begin upon the day it is officially received in writing, in the school office. You will be charged tuition during this one-month period, so it is to your advantage and shall be your sole responsibility to ensure that you provide adequate notice, so that you will not be continuing to incur tuition fees when your child is no longer enrolled.

I hereby understand, acknowledge, and agree to the Withdrawal Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **COURT ORDERS AFFECTING ENROLLED CHILDREN**

Our child pick-up policies are designed to strictly adhere to any and all court orders, which may be applicable to the right of one parent's access to an enrolled child over another. In the event that there is a custody dispute and a court order resulting therefrom, applicable to the parents of one of the children enrolled in our program, it shall be the sole responsibility of the parent seeking to pick up their child, to provide us with the most up-to-date and accurate court order, stating that said parent has the right of access to that child at the time of attempting to pick the child up from the premises. Our policies and security procedures always require parents and/or legal guardians seeking access to any child in our program, to provide proper, legal identification, however, in the case of a custody dispute, the right of access of one parent to a child may be legally superior over that of the other parent's access to the same child.

In the event that a legal custody dispute arises with respect to the parents any child of our program, the parents shall immediately provide us with any and all applicable documentation relating to said custody dispute. Once we have notice of an existing custody dispute, the burden of proof of the right to access the child, shall be solely upon the parent seeking to access the child at that time. Failure to provide adequate documentation evidencing a parent's right of access to a child during a custody dispute, may result in the involvement of the other parent and/or the

police, in order to determine said parent's eligibility of access to the child. The safety of the children of our program is our ultimate concern, and sending a child home with a parent who does not currently have the right of legal access to said child, could be extremely detrimental to all parties involved, hence the need for such precautions to be taken.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Court Orders Affecting Enrolled Children Policy provided herein above.

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **ARRIVAL PROCEDURES**

When arriving at the facility to drop your child off, it is important to remember that mornings can be busy times, and they set the tone for your child's day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

Bring your child to greet your child's teacher. Be sure to communicate any important information to the teacher they should know about your child's morning or changes to their schedule.

- Help your child organize their belongings in their cubby or designated area.
- Check to be sure that your child has all of their required daily items and that their water bottle and lunch box is labeled with their name and the date.
- Remind your child to wash their hands before they go play.
- Sign your child in through the ProCare app on the provided roster.

Start Time. While our hours of operation are generally from 7am to 6pm, we ask that you please plan to bring your child to their classroom no later than 9:00 AM. In order for your child to gain the most from their experience at our facility, we ask that you respect our 9 AM start time to the best of your ability. The teachers and staff have carefully planned enrichment activities for your child throughout the day, and your child may be missing out on key learning opportunities if they are consistently late. No arrivals will be accepted past 9:15am, unless a doctor's note has been provided in order to excuse the tardiness for that day.

School Supplies. All children must arrive at the facility with a clear backpack, along with a change of clothes (labeled), baby wipes (if applicable), Clorox wipes on a weekly basis, and any applicable naptime items for the week. Any and all items brought to the facility MUST be labeled with the child's full name, to ensure that school supplies do not get mixed up.

Attachment and Separation. Separation from a parent or guardian into the classroom is an important accomplishment for every child. Though you may wish to remain with a child who is having difficulty separating, trust that our facility's teachers and staff are well trained to handle such occurrences, that your child is learning important skills, and that tears are often solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well-being, stating your expected departure (sneaking out can be terrifying for the child - as it will seem you have vanished), and then leaving. Your child's teacher and the facility staff will be available if you need to hand an emotional child to them for some one-on-one time before they transition to begin their day.

### Attendance

Please call the facility's front office to notify the teachers and staff when your child will be absent or tardy. Please do not bring your child to the facility if they are ill. Temperatures will be checked upon drop-off, and in the event that any child has a temperature of 99.5 or greater, or shows any other signs of illness (i.e. pink-eye, chickenpox, etc.), the child will not be permitted to enter the facility, and will have to leave with the parent or guardian who brought them. Under no circumstance will the staff or teachers of the facility administer or provide ANY medicine. This is done for the safety of our staff and the other children attending the facility. We ask this of you for the following three reasons:

- We are concerned about your child.
- It is necessary to maintain a quality program. If your child is absent 10 consecutive school days without notification, we will consider you uninterested in the program. We will then drop your child and open his/her spot to a child on the waiting list. Should this occur, you will be notified by mail. In such an event, you will remain liable for the payment of any and all tuition which would otherwise come due and owing, until your child is officially unenrolled.
- When applicable, we turn in the meal count each morning. If your child is going to be late, we need to know so that a meal will be ordered for them.

I hereby understand, acknowledge, and agree to the Arrival and Attendance Policies stated herein above:

- Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **PICK-UP PROCEDURES**

The safety of the children enrolled in our programs is our number one priority. As such, we have implemented the following policies and procedures, to ensure a smooth and safe transition for your child, from our facility, back into the care of you or the guardian of the child:

- Upon enrollment, you will be asked to fill out an Emergency/Pick-up Authorization Form naming people that you will allow to pick-up your child if you cannot, due to an emergency.
- You will be required to sign your child out through the ProCare app.
- Any person authorized by you to pick up your child must be 18 years of age or older.
- NO ONE will be allowed to pick up your child from the facility at any time, unless the person is on
- the emergency release form, presents a valid and government issued photo I.D., and we have received the "authorization password" from you over the phone, prior thereto.
- If you send an individual to pick up your child, they will need to present a photo I.D. DO NOT give this person your authorization password.

### Late Pick-up

We strongly feel that your child needs to attend the full session each day, as it is important for children to experience the enrichment and learning opportunities planned for your child throughout the day. However, it is imperative that your child is picked up ON TIME every day, and is not left late at the facility. We do understand that emergencies happen, however, it is your sole responsibility to ensure that you plan accordingly, and ALWAYS provide the facility with notice, if you think there is even a possibility that you will be forced to pick your child up after our closing hour of 6PM.

- Your child needs to be picked up at the scheduled time each day. When children are left at the facility after closing time, a late fee of \$2.00 per minute, per child is charged. This late fee must be paid on the date the late pickup occurs, and must be paid in full prior to the child returning to the facility. If a child remains at

the facility for forty-five (45) minutes after the closing time and no parent or guardian can be contacted by phone to pick-up the child, the staff will be forced to call the police or child protective services, in order to ensure the safety of the child.

Impaired or Intoxicated Parents at Pick Up

In the event that a parent or guardian arrives to pick-up their child and is visibly intoxicated or impaired, we will ask that parent to remain in the office, while we call another person listed on the emergency contact sheet to come and pick-up the child and the parent or guardian. If the parent or guardian refuses and takes the child, we will contact the police department immediately.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Pick-Up Procedures provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**PHOTO & MEDIA RELEASE**

Every now and then, a newspaper outlet or television station wishes to do a story and take some pictures or videos of our facility and the children involving one of our field trips or an activity at the facility. We also use photos and articles about student activities and accomplishments on the school website, various social media platforms, and other publications with which the facility is affiliated. As such, we request that the parents/guardians of all of the children of our program, sign the following photo and media release below. In the event that you choose to not sign the form, or if after signing it you change your mind, your desire will be honored. In that case however, your child's picture may still appear on materials that have already been designed and printed, but his/her image will no longer be used on new materials issued after the date of your revocation.

Photo/Media Release Form

Child Name: \_\_\_\_\_ (the "Child")

Check Box Here [  ] and sign the line below, if you decline consent for photo and media release.

I, \_\_\_\_\_ (Parent/Guardian) hereby decline, and do NOT authorize Davie Academy to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of my Child.

OR

If you authorize consent for photo and media release, please fill out the form below.

I, \_\_\_\_\_ (Parent/Guardian) hereby grant and authorize Davie Academy the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of my Child to be used in and/or for any lawful promotional materials including, but not limited to, use on media outlets, social media platforms, newspapers and newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration.

This authorization extends to all languages, media, formats and markets now known or later discovered.

This authorization shall continue indefinitely, unless I otherwise revoke this authorization in writing.

I waive the right to inspect or approve any finished product in which my Child's likeness appears, including written or electronic copy.

I agree that neither I nor my Child has been or will be compensated for this use of my Child's likeness. I waive any right to royalties or other compensation arising or related to the use of the photographs or video footage.

I understand and agree that these materials shall become the property of Davie Academy and will not be returned.

I hereby hold harmless and release Davie Academy, along with the Director, teachers, and staff thereof, from all liability, petitions, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons may make while acting on my behalf or on behalf of my estate.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the terms of the Photo/Media Release Form provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **EMERGENCY AND INCLEMENT WEATHER & EMERGENCY LOCKDOWNS**

### Severe Weather

If the facility is threatened with imminent severe weather, such as a tornado the staff and the children will remain indoors and away from windows. Doors will be locked and no one will be allowed to go outdoors or leave the facility until local media, the police or fire departments have reported that the threat of danger has subsided.

If severe weather is expected within 24 hours the facility will be closed until the threat of danger has subsided and the facility is deemed safe to occupy. We will make attempts to keep the parents updated throughout the situation in the event that such an instance occurs, but focusing on the safety of the children will be our number one priority. With respect to any storms with advanced notice (i.e. hurricanes and tropical storms), please follow guidance from the Broward County regular announcements on County or City wide school closings. We will also attempt to provide regular updates on our hotline and website.

If weather conditions favor the development of a storm, the administrator will notify the teachers and staff that we are under a hazardous weather watch for Hurricane/ Tornado.

Under these circumstances, the teachers and staff will take the following actions:

- Take attendance twice: once outside and then inside the classroom.
- Make students stay in the classroom and be prepared to move from your area in a moment's notice.
- Playground activities are suspended.
- Make sure students understand the Self Protection Position. The Self Protection Position requires everyone in the classroom to face the most interior wall and to crouch on their knees and cover their heads with their hands.

- Stay inside and wait for dismissal instructions from administrator.
- After students have been dismissed take everything off of the window sills and shelves near the window and ensure that all electronics are turned off and unplugged, prior to leaving the classroom.

Administration will stay informed of local news, weather radars, and School District instructions.

### Lockdown

If the local public schools are put on lockdown for any reason, we will do so as well. We will also place the school on lockdown if any dangerous activities are observed or reported in the vicinity of the facility (i.e. Shootings, Police Chase, etc.). During the lockdown all entrances and exits will be locked and secured and no one will be allowed in or out of the facility. We will make attempts to keep the parents updated throughout the situation in the event that such an instance occurs, but focusing on the safety of the children will be our number one priority.

Under these circumstances, any situation which is or could become an emergency (disruption, threat to safety) will be immediately reported to the administration by the teachers or staff.

The principal or key staff member will make an immediate check at the scene of the disturbance. If there is a cause for alarm, an announcement will be made over the intercom informing the staff of the lockdown. Teachers will take the following actions in such an instance:

- Immediately lock the classroom door. As they are locking the door, they will direct any children in the hallway into their room.
- All children outside should return to classrooms.
- An assigned staff member will perform an emergency check of common areas, restrooms, and playgrounds to ensure everyone is in lockdown state.
- Direct the students to move away from doors and windows.
- All staff members will remain indoors in a secured area.
- Take roll call and add any students pulled into their room. list any students present, but not currently in your room. Be prepared to give this list to authorities.
- If gunshots or loud noises are heard, remain calm and direct students to lie on the floor.
- Remain in lockdown -state until they are notified face to face by administrator or law enforcement officer.
- Disregard any requests that are made over the phone or intercom system, even if made by an administrator. Only comply with face-to-face directives from administrator or law enforcement officers. Set up command post in principal's office. Administrator -stays in command post at all times monitoring video cameras.

Your child's safety is our number one priority. As such, our facility has put state-of-the-art emergency policies and procedures in place, and have ensured that our teachers and staff have been well trained to handle any such incidents.

I hereby understand, acknowledge, and agree to the Emergency and Inclement Weather & Emergency Lockdown Policies stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## **CURRICULUM INFORMATION**

### Davie Academy Curriculum

Our facility provides children with an inquiry-based curriculum, which allows children to explore and be creative thinkers and learners. STEAM (science, technology, engineering, art and mathematics) allows for learners of all ages to be excited about the world around them, while learning the basics in literacy and communication, gross-motor skills, fine-motor development, problem-solving, and personal-social skills.

#### **The Five Pillars of Our Core Teaching Values:**

**Steam (Science, Technology, Engineering, Art And Mathematics):** STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking.

**Project-Based Approach to Learning:** The Project Approach refers to a set of teaching strategies that enable teachers to guide students through in-depth studies of real-world topics.

**Inquiry-Based Lessons:** Inquiry-based learning is an approach to learning that emphasizes the student's role in the learning process.

**Research-Based Preschool Practices, Curriculum and Assessment Measures:** It focuses on domain-specific, developmentally appropriate content and skills.

**Promotes Curiosity and Exploration with an Individualized Approach to Early Childhood Education:** Play and Exploration in early years settings means children are able to choose activities where they can engage with other

children or adults or sometimes play alone, and during those activities they learn by first-hand experience – by actively 'doing'.

**Davie Academy Assessment:**

An ASQ (Ages and Stages Questionnaire) administered every three months of the child’s development allows for parents and teachers to assess the milestones of the child at home and in school, while focusing on literacy and communication, gross-motor skills, fine-motor development, problem-solving, and personal-social skills. The ASQ screening process allows for growth of a strong parent-teacher partnership which enhances student success in learning and thriving in the early education atmosphere.

I hereby understand, acknowledge, and agree to the curriculum and facility teaching methods stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff to Child Ratio Requirements**

Section 402.305 of the Florida Statutes requires that child care providers not exceed the following staff-to-child ratios below. Some counties may have more restrictive ratios than those required by the state, and our facility will always strictly abide by the most up-to-date and applicable standards set out by the federal, state and local government, in order to ensure the safety of the children of our program.

**Staff to Child Ratio Requirements:**

Children under 12 months:	1 to 4
Children age 12 to 23 months:	1 to 6
Children age 24 to 35 months:	1 to 11
Children age 36 to 47 months:	1 to 15
Children age 48 months to 59 months:	1 to 20
Children age 60 months (5 years old) or older:	1 to 25

I hereby understand, acknowledge, and agree to the Staff to Child Ration Requirements Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Nap/Rest Time**

Rest is an extremely important part of the growth and learning process in children. As such, we ensure that nap times are designated every day for students. Depending upon the age group, certain classes may be scheduled for multiple naps per day.

**Educational/Personal Care Supplies Needed**

It is imperative that children are sent to school prepared with adequate supplies necessary for an optimal learning and playing experience. As such, we require that every child is sent to the facility on a weekly basis with the following supplies:

- baby wipes
- Clorox wipes

- diapers/cream
- change of clothing labeled
- bottles and food for infants labeled (where applicable)
- fitted sheets for crib/mat (where applicable)
- clear ziploc bags for all items
- clear school backpack for notes from school
- along with the required list of yearly school supplies which will be provided by the teachers in each class, by September 1st of the school year

#### Birthday and Holiday Celebrations

We understand that birthday and holiday celebrations help to greatly enrich the experience of the students in any learning setting. This is why we encourage the celebration of birthdays and various holidays or important events in our classrooms.

- students will have birthdays and celebrations in the classroom and parents will be permitted to bring in vanilla cupcakes for the class, in order to celebrate their child's birthday.
- other celebrations will occur on a monthly occasion based on the thematic units within the class.

#### Parent/Teacher Conferences/Communication

Parent/Teacher Conferences play a vital role in the success and happiness of all parties, with respect to the child's experience with the school. Such conferences allow for continued communication between the teachers and parents to ensure the best possible experience for the student, teachers, and parents. Parent/Teacher Conferences will be set as follows:

- Parents will receive notices via the ProCare app for conference and other important reminders
- Two (2) conferences will be set yearly to monitor student progress
- Conferences will be set if any issues arise with respect to a child's learning process and/or if requested by parents

## **DISCIPLINE POLICY**

### Discipline Policy

We believe that praise and positive reinforcement are the most effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

Based on this belief, Davie Academy uses a positive approach to discipline and practices the following discipline and behavior management techniques.

What We Do For The Children:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.

- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.
- 

What We Will NEVER Do To The Children:

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences may be scheduled with parents if disciplinary problems occur. The Director has the right, in their sole discretion, to terminate childcare services for any child. If a child's behavior consistently endangers the safety of the children around him/her, the Director may elect to meet with the parents, document behavior problems, or schedule interventions in order to assist the child with any discipline issues they may be experiencing, however, the Director ultimately has the right to terminate childcare services for any child, whenever deemed necessary or appropriate by the facility.

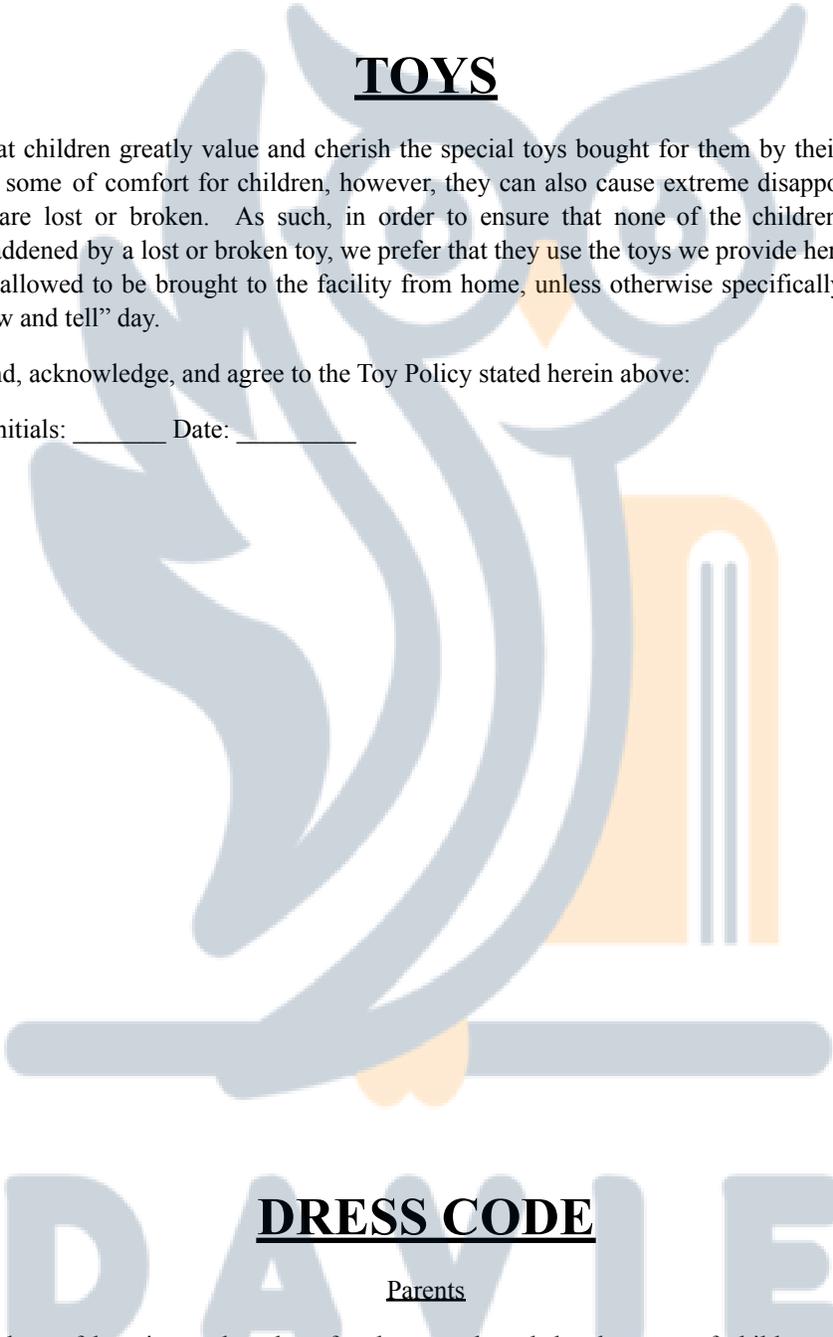
My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Discipline Policy provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



## TOYS

We understand that children greatly value and cherish the special toys bought for them by their parents/guardians. Toys can provide some of comfort for children, however, they can also cause extreme disappointment in children when these toys are lost or broken. As such, in order to ensure that none of the children of our facility are disappointed or saddened by a lost or broken toy, we prefer that they use the toys we provide here at our facility. As such, no toys are allowed to be brought to the facility from home, unless otherwise specifically directed, as in the instance of a “show and tell” day.

I hereby understand, acknowledge, and agree to the Toy Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## DRESS CODE

### Parents

Our facility is a place of learning and a place for the growth and development of children. Children are easily susceptible to influence, and absorb their surroundings like sponges, often seeking to mimic those around them. As such, we require that parents/guardians provide an example of professional behavior for the children of the facility, and dress appropriately, whenever entering the premises (whether for drop off, pick up, or for any other reason). We ask that the parents/guardians entering the premises, arrive in clean and appropriate clothing, without any explicit images or language thereon (i.e. no offensive images swear words on clothing), or any excessive amounts of skin (i.e. no muscle shirts, inappropriately short skirts, dresses or shorts for women, etc.).

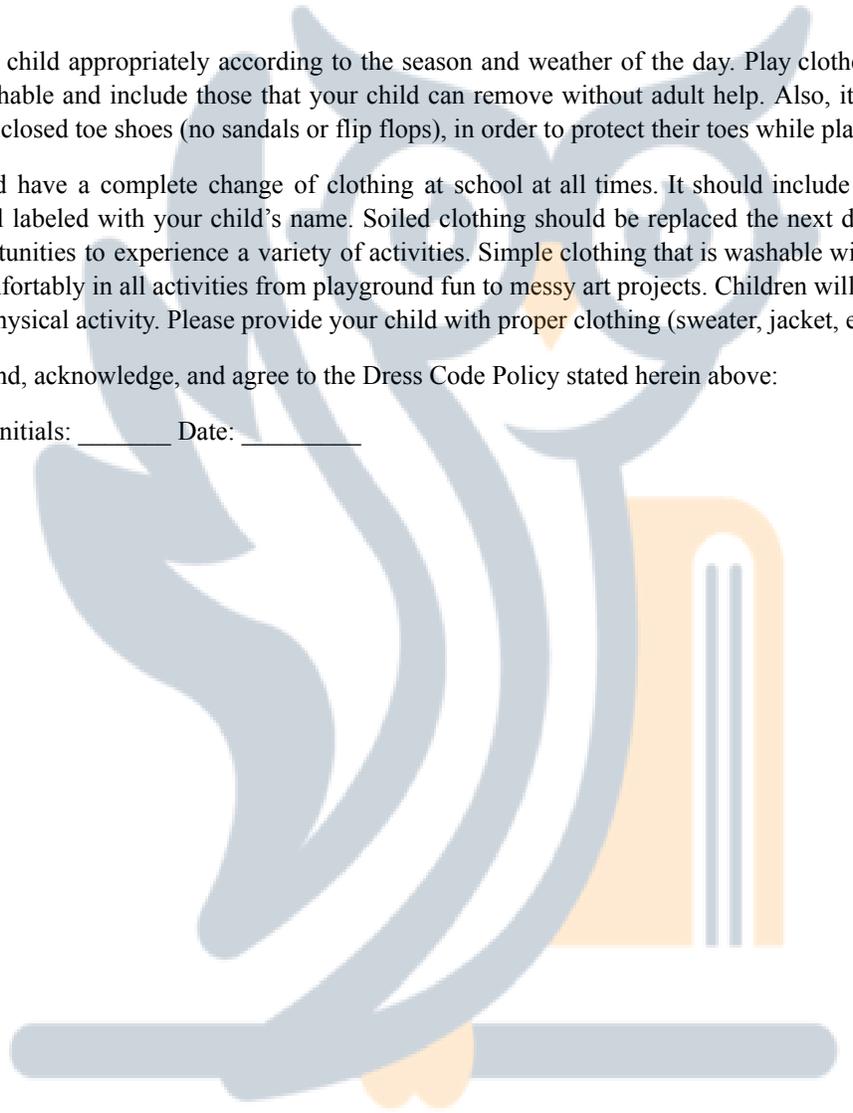
### Children

Please dress your child appropriately according to the season and weather of the day. Play clothes should be clean, comfortable, washable and include those that your child can remove without adult help. Also, it is imperative that the children wear closed toe shoes (no sandals or flip flops), in order to protect their toes while playing.

Your child should have a complete change of clothing at school at all times. It should include underwear, socks, pants and shirt all labeled with your child's name. Soiled clothing should be replaced the next day. Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in all activities from playground fun to messy art projects. Children will also participate in regular outdoor physical activity. Please provide your child with proper clothing (sweater, jacket, etc.).

I hereby understand, acknowledge, and agree to the Dress Code Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_



**DAVIE**  
**FIELD TRIP PERMISSION FORM**

Check Box Here [  ] and sign the line below, if you decline consent for your child to participate in field trips.

I, \_\_\_\_\_ (Parent/Guardian) hereby decline, and do NOT authorize Davie Academy to take or transport my child on any field trips.

OR

If you authorize consent for your child to go on field trips, please fill out the form below.

Dear Parent /Guardian,

Your child is going on a field trip. They will be at \_\_\_\_\_ (Location) on \_\_\_\_\_ (Date).

Purpose: \_\_\_\_\_

Transportation Method: \_\_\_\_\_

Cut here Sign this part of the form and return it to your child's teacher.

\*\*\*\*\*

\_\_\_\_\_ (Child Name) has my \_\_\_\_\_ (Parent/Guardian Name) permission to attend the \_\_\_\_\_ (Field Trip Description) as noted in the Field Trip Information.

The Field Trip will take place on \_\_\_\_\_ (Date) from \_\_\_\_\_ (Start Time) until \_\_\_\_\_ (End Time).

I release Davie Academy and its Director, teachers, staff, and other associates from any and all liabilities, including any injury to my child which may arise as a result of their participation in such activities. In the case of an emergency, I understand that my insurance carrier will be billed for medical charges in the event of an illness or injury arising while my child is on the field trip related activity.

Do you have medical insurance? Yes \_\_\_\_\_ No \_\_\_\_\_ (Check One)

If "yes," Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Insurance Company Contact Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

"In the event that I cannot be reached in an emergency during the dates specified on this form, I hereby give my permission to the physician or dentist selected by the school leadership to hospitalize, to secure proper treatment, and/or order an injection, anesthesia, or surgery for my child as deemed necessary by the appropriate, medical providers on scene."

I give my permission for \_\_\_\_\_ (Child Name) to receive emergency medical treatment. In the event of an emergency, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

I \_\_\_\_\_ (Parent Name) hereby give permission for my child \_\_\_\_\_ (Child Name) to partake in the Field Trip described above, and acknowledge and agree to the Field Trip Policies and Procedures provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

# **PARENT PARTICIPATION AND VOLUNTEERING**

## **Parental Involvement**

Parental/guardian involvement is a major component of our program. We have found that having the parents/guardians involved, is instrumental in helping to optimize each child's learning and development. When parents/guardians actively participate, the children tend to have a more happy and enriched experience, as a sense of home is brought to the facility. We expect and encourage parent participation to ensure the best possible educational experiences for your child.

## **Volunteer Policy**

A volunteer will be defined as a person who helps with classroom activities and projects but is not considered in the staff/child ratio and who is not given disciplinary control over the students. A volunteer must have a current physician's statement showing the absence of contagious diseases (as required by applicable law) in addition to at least two (2) personal references. Any and all volunteers (including parent volunteers) will be required to have their fingerprints taken and processed by a company of the facility's choice, prior to beginning any volunteer activities. A volunteer shall be under the direct supervision of the classroom teachers at all times. Parents/guardians seeking to act as volunteers for the facility are encouraged to inquire within our front office for further information.

I hereby understand, acknowledge, and agree to the Parent Participation and Volunteering Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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# **HEALTH AND SAFETY**

## **Pre-Enrollment Requirements**

Children who have had their third birthday and are fully potty trained are eligible for enrollment. After initial inquiry and receipt of information regarding school fees and philosophy, parent and child must set up an appointment to visit the preschool classroom and meet with the Admissions Director. With the parent present, the child is encouraged to explore the classroom and join in any activities. Upon enrollment and payment of initial fees, the parent receives

preschool guidelines, nutrition information, playground rules, permission forms, and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Preschool application
- A completed set of enrollment paperwork
- Authorization for emergency care
- A health assessment by a licensed physician
- A record of immunization or a completed exemption form
- A fully completed and signed (by the parent or guardian of the child attending) copy of the parent handbook, containing all applicable forms
- A statement from each child's parent/guardian that they have received our discipline policy in writing and that their child's teacher has discussed it with them
- A full set of medical records for the child (your child will not be able to begin on the first day of enrollment until said records are on file with the facility)

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. Applicable state and federal laws may prohibit students with incomplete files to attend class, until we have received the requisite missing paperwork. We very much appreciate your cooperation.

I hereby understand, acknowledge, and agree to the Pre-Enrollment Requirements Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Children With Severe Allergies

If a child has a severe allergy or intolerance to certain foods or other substances with which a child at the facility may possibly come into contact with, it is your sole responsibility to ensure that such allergies are clearly noted on the Allergy Form included herein, and that your child's teachers/staff are informed of the same. Additionally, with respect to food allergies we ask that you please provide the facility with a note from the child's doctor explaining what foods the child may not have and what foods can be substituted. Where applicable, we ask that you please provide the facility with any applicable emergency intervention medications for said allergies, such as an EpiPen, to be used in case of an emergency. You will be required to provide us with a completed copy of the Allergy Form which is included in this handbook.

I hereby understand, acknowledge, and agree to the Severe Allergies Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Illness and Communicable Disease

When a child comes to school when they are not feeling well, they will be more vulnerable to infection. It is the best interests of your child and of the other teachers, staff, and children at the facility to keep your child home when they are ill. A child needs to be well to be able to participate actively in the program.

- After a fever, a child's temperature must be normal (98.6 degrees) for 24 hours before they return to school.
- If a child is well enough to come to school, we will expect them to go outdoors with their class, weather permitting.
- Often, children may ask to come to school even though they are ill. Although you child may be disappointed, please keep them at home if they are sick.

If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly. We will not call unless your child needs to be at home.

Parents or guardians of any child enrolled in the facility's program or making application for enrollment must notify the Director and teachers of any medical condition requiring special attention or consideration. Children afflicted with infectious disease shall be excluded from the facility while carrying such disease. When the child is free of disease, a physician's note to that effect must be submitted to the Director. Upon the facility's receipt of the physician's note stating that the child is no longer contagious, the child may then be readmitted, and begin re-attending class. Additionally, upon learning that your child has contracted a communicable illness around the time of having attended our facility, we ask that you provide the facility with notice of the same, so that we can take proper precautions to ensure to minimize any potential spread thereof.

I hereby understand, acknowledge, and agree to the Illness and Communicable Disease Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### Biting

While it is unfortunate, biting is not unexpected behavior for toddlers and young children. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to the teachers and staff. This biting policy has been developed with both of these ideas in mind. We understand that biting, unfortunately, is a part of a developmental setting where young children are grouped together. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, applicable state and federal regulations may require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

If Biting Occurs: Our staff strongly disapproves of biting. Our teachers' and staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap. Any child who has bitten or physically harmed another child, and/or has received multiple incident reports, may have their enrollment terminated immediately thereafter, within the sole discretion of the Director.

For the child that was bitten:

- First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents are notified.
- The appropriate forms are filled out documenting the incident.

For the child that bit:

- The teacher will instruct the child not to bite.
- The teacher will separate the children, and the child who bit will be brought to the front office while the parents are notified.
- The parents are then notified and asked to pick up their child.
- The appropriate forms are filled out documenting the incident.
- The child who bit will be withdrawn from our program and facility, at the Director's discretion.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Biting Policy provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Fire/Emergency Drills

Our facility regularly holds Emergency Drills on a monthly basis, in order to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time the drill is held, but they will soon become accustomed to it and know just what to do. Both Tornado and Fire drills will be held so that the faculty and students will be prepared for either emergency. The safety of our program's children is our number one priority, and the regular practice of Emergency Drills will ensure that our staff and children remain safe in some of the worst of emergencies.

I hereby understand, acknowledge, and agree to the Fire/Emergency Drills Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Safe Location

In the event of a fire or other emergency requiring evacuation from the building the staff and children will be evacuated to a safe location away from the building. Evacuation routes will be posted in each classroom, and while subject to change, we highly recommend that you familiarize yourself with the evacuation routes and locations for your child's classroom. Parents will be called to pick up their children when and if it is determined that it is not safe to return to the building.

I hereby understand, acknowledge, and agree to the Alternate Safe Location Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Our teachers and staff will always make every effort to ensure the safety of your child at all times. Unfortunately, accidents may still occur nonetheless. As your partner in the care of your child, we realize that you will want to immediately be made aware of your child's illnesses or injuries as soon as they occur. We are sure to document any and all accidents/injuries which take place on the premises of the facility, regarding the children of our program, and provide reports of the same to the parents. In the event of serious injury, we will make every effort to immediately contact you for instructions. If we are unable to reach you, we will call the person you have indicated on the Child Enrollment Form and the Broward County Authorization For Emergency Treatment Form, to make medical emergency decisions about your child. Please keep these numbers updated on all enrollment forms. Your signed Authorization For Emergency Treatment Form will also assist us in getting prompt medical attention for your child whenever appropriate.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Incident/Accident Reports Policy provided herein above, and agree that I will provide a signed and completed copy of the Broward County Authorization for Emergency Treatment Form to the facility, prior to my child's official enrollment date.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Commitment to Safety

In order to provide further protection to the children and staff alike, Davie Academy has implemented a visual and audio monitoring system, which is present throughout the facility. This monitoring system consists of cameras with both visual and audio recording capabilities. This is done to ensure optimized safety and security for the both the students and the teachers. By enrolling your child with Davie Academy, and continuing to keep your child enrolled therein, you thereby acknowledge, agree, and consent to the visual and audio recording of your child, the actions your child may take, and the statements your child may make, while on the premises of the Davie Academy facility. If you do not consent to the visual and audio recording of your child, your child's actions, and your child's conversations your child may have while on the premises, your child shall not be permitted to remain enrolled at Davie Academy.

I \_\_\_\_\_ (Parent Name) hereby understand, acknowledge, and agree to the Commitment to Safety Policy stated herein above:

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## Foods Policy and Alternative Nutrition Plan

Children receive breakfast, lunch, and snack each day. Menus are posted on the classroom and bulletin boards. Children are encouraged to try new foods but are never forced to eat them. Food is never used as a reward or punishment. Your child will learn to eat the desired amount of food, engage in conversation during mealtime, and clean up at the end of the meal.

- Religious Food Preferences: Religious preferences will be accommodated although the variety of food offered may be limited. Parents need to put religious requests in writing. Facility staff will be happy to work with you to fill out the proper paperwork.
- Food Allergies: If a child has a food allergy or intolerance facility staff must have a note from the child's doctor explaining what foods the child may not have and what foods can be substituted. Please bring a small picture of your child so it can be posted on the food allergy list for easy identification. A food allergy form is posted in the office.
- Foods From Home: Recent reoccurring outbreaks of Hepatitis have made it necessary to institute a facility policy that forbids families to bring foods that have been prepared at home. While we welcome your desire to participate in our program, we ask that all food items in the facility be either store bought or prepared at the facility. Birthday and other celebrations can be just as festive if you purchase store bought treats or send in a cake mix for the children to prepare. Please try to keep good nutrition in mind when you are planning these celebrations. Juice pops, ice cream, and even fruit salad can be a wonderful treat

### **Alternative Nutrition Plan:**

In accordance with Broward County Child Care Ordinance, parents and the child care facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals when they are not provided by the facility.

The facility agrees to offer the option for a nutritious breakfast, lunch, and mid-afternoon snack, as follows:

A.	Meat/Poultry/Fish	2 ounces
	Or cheese	2 ounces
	Or eggs	1 egg
	Or dried beans and peas	½ cup
B.	Fruits (2 or more)	½ cup
	Or vegetables	½ cup
	Or fruits and vegetables	¾ cup
C.	Bread	1 slice
D.	Butter	1 teaspoon
E.	Milk	1 cup/8ounces

The parent agrees to provide a nutritious:

(Parent checks those which apply)

- Breakfast
- Mid-morning snack
- Lunch

- Mid-afternoon snack
- Dinner
- Evening snack

I \_\_\_\_\_ (Parent Name) have read the “CCFP Meal Pattern for Children Guidelines” provided in this handbook, and have read the Alternative Nutrition Plan above, and agree to meet the child’s nutritional needs as defined therein.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Additionally, I \_\_\_\_\_ (Parent Name) give permission for my child to participate in the events that will take place at the facility on holidays or food related learning activities. My child may participate in the activities and eat the food the facility will be providing on these days.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

### Peanut Policy

Observance of allergies is a major priority for our teachers and staff. Due to children with allergies or certain dietary needs, no sharing of food is allowed in our classrooms. Allergies and dietary restrictions will be posted on the refrigerator. Your child’s teacher will inform you of the classroom nut policy and the policy will be posted in the classroom. Notwithstanding the above, you hereby acknowledge and understand that peanut butter or other peanut-containing products may be served in the classroom, so it is imperative that you provide the facility staff and your child’s teacher with adequate notice, both verbally and in writing, as well as on the allergy forms included herein.

I hereby understand, acknowledge, and agree to the Peanut-Free Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### No Firearms or Other Weapons

Because the safety of the children attending our program is of the utmost importance, firearms or weapons of any kind (i.e. guns, knives, nunchucks, brass knuckles, etc.) are strictly prohibited from even entering the facility or the premises in general. To ensure the safety of the children of the program, even toys resembling these things shall be strictly prohibited. In the event that a weapon of any sort is found on the premises, the item in question will be confiscated immediately and reported to the front office. The parents of the child found with said weapon will be contacted immediately, as will the police and other authorities when appropriate.

Possession of these items may lead to the immediate expulsion of any child found to be in possession of the same.

I \_\_\_\_\_ (Parent Name) hereby understand, acknowledge, and agree to the No Firearms or Other Weapons Policy stated herein above:

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

### No Smoking or Tobacco Products

Our facility is a smoke free environment. We ask all adults to be positive role models for our children. There is no smoking allowed on the facility's grounds, this includes the parking lot. Please extinguish and/or dispose of any and all smoking or other tobacco related materials prior to leaving your automobile.

I \_\_\_\_\_ (Parent Name) hereby understand, acknowledge, and agree to the No Smoking or Tobacco Products Policy stated herein above:

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **PROHIBITION ON EMPLOYMENT OF STAFF BY CLIENTS**

It is common for the parents/guardians of children attending day care or preschool facilities, to seek to hire the teachers or staff for babysitting jobs or other services outside of the scope of the teacher or staff member's job with the facility. Hiring a teacher or staff member of the facility may feel comfortable, however, it can become a complicated matter if any issues were to arise, which may cause trouble or even worse, injury, for multiple parties involved. As such, attempting to hire any of the teachers or staff of our facility for any job outside of their regular duties and responsibilities of their position with the facility, is strictly prohibited. In the event that you should disobey our facility policy and choose to hire any teacher or staff member of the facility to work for you outside of the scope of their position with the facility, you do hereby waive any such claims, and indemnify, release and hold harmless Davie Academy, its officers, directors, trustees, partners, supervisors, employees, agents, contractors, and representatives for any damages which may arise, directly or indirectly, as a result of such hiring of any teacher or staff member, for the provision of any services for your child on your behalf, outside of their regular responsibilities associated with their position with the facility.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Prohibition on Employment of Staff by Clients Policy provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **FACILITY CONTACT INFORMATION**

We love to hear from the parents of the wonderful children who are actively enrolled, or seeking to become actively enrolled in our program. Please feel free to reach out to us at any of the facility's staff contact information below and we will be glad to assist you in with any questions you may have!

**Nick Goldberg** - Executive Director  
Email: Nicholas.Goldberg@DavieAcademy.com

**Mayra Galarza** - Preschool Director  
Email: Director@DavieAcademy.com

**Kalista Crawford** - Assistant Director  
Email: Preschool@DavieAcademy.com

**School Phone:** (954) 437-3197

## **EXPULSION POLICY**

**NAME OF CHILD:** \_\_\_\_\_ **NAME OF PARENT:** \_\_\_\_\_

Unfortunately, there are times in which we must ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

### **STAFF PROCEDURES FOR CHILD MISBEHAVING IN THE CLASSROOM**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.

- Parent/guardian will be notified verbally.
- The director, classroom staff and parent/guardian may have a conference(s) to discuss how to promote positive behaviors.
- The parent may be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation may be given.
- Recommendation of evaluation by local school district child study team may be given.

**PARENTAL ACTIONS WHICH MAY RESULT IN CHILD'S EXPULSION (Not an exhaustive list)**

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

**CHILD'S ACTIONS WHICH MAY RESULT IN CHILD'S EXPULSION (Not an exhaustive list)**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three-year-old program.

**SCHEDULE OF EXPULSION**

Below is a list of the normal progression of steps which are generally to be taken in order when a student is being expelled, however, the facility reserves the right to bypass any warnings and expel the student immediately in the event of said student receiving multiple incident reports, in the event of poor child and/or parent conduct, in the event of the filing of a DCF complaint, or for any other reason within the Director's sole discretion.

- Verbal warning
- Written warning
- Termination of Enrollment

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree to the Expulsion Policy provided herein above, and hereby acknowledge and agree that Davie Academy has the right to disenroll any child for any reason, within the Director's sole discretion.

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



**PHYSICAL ACTIVITY POLICY**

My child \_\_\_\_\_ (Child Name) has permission to participate in any physical activity provided in the facility. The children enjoy and learn from our outdoor activities, these activities are generally half an hour in the morning, and half an hour in the afternoon. These times may vary according to the weather, and may be increased or decreased within the discretion of the Director at any time. Notwithstanding the above, we greatly value the wonderful impact that outdoor playtime tends to have on children, so we always do our best to ensure that they are

entitled to sufficient physical activity each day, whenever the weather permits. The children will have at least forty (40) minutes of indoor and outdoor (combined) physical activity, twice daily.

Signing this form constitutes your affirmation that your child has no restrictions on their ability to participate in any physical activities.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree that the child named herein above, may participate in physical activities, without restrictions.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **AUTHORIZATION PASSWORD**

To the Parent or Guardian Concerned:

The governing Ordinances established by the County of Broward requires that an authorization password be used in the event that you contact our facility via telephone to notify us that someone other than a person authorized on your child's enrollment form will be picking up your child from our facility. Pursuant to this ordinance, you must provide us and our staff with this authorization password over the telephone, prior to our facility abiding by your instructions to release your child to an individual who is not currently listed on your child's enrollment form, regardless of said person's relationship to the child.

The authorization password chosen by you, shall not be disclosed to the individual who is picking up your child. Rather, it shall be strictly used for the purpose of identifying yourself to the facility over the phone as the applicable child's parent or guardian, and to confirm your consent to allow your child to be picked up by the individual not specified on your child's enrollment form. In addition to providing us with your authorization password, you will be required to provide us with the full name of the person seeking to pick up your child, who will in-turn be required to provide us with a valid form of photo identification which exactly matches the full name provided by you, prior to the child being released with said individual. Only a child's parent or guardian can authorize the facility to release their child to another person not listed on the enrollment form. Upon arrival of another authorized individual seeking to pick the child up with your permission via the authorization password, the person picking the child up will be listed in our records as a "new pickup" and will be required to provide valid, government-issued photo identification, which we will scan for our records.

I \_\_\_\_\_ (Parent Name) hereby acknowledge and agree with the authorization password policy provided herein above.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Authorization Password Selected:** \_\_\_\_\_

Please ensure to write down this password, and store the same in a safe place.

## **LOST OR MISSING CHILD**

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our procedures and our exit/entrance procedures, to ensure the security of children is maintained always. In the unlikely event of a child going missing, our missing child procedure is followed.

### **Procedures**

#### **Child going missing on the premises**

When children are in the facility building, every care is taken by staff to ensure close supervision of all the children always. However, should a child become missing, the following procedure will be followed:

- In an event of any member of staff being unable to locate a child, they will immediately inform the other members of staff in their group room, and the Facility Director and Assistant Facility Director.
- A member of staff will conduct a thorough search of the inside and outside of the building and play area/car park, checking all possibility of the child being in the building and/or behind any shrubbery etc.
- While this is happening, the Facility Director/Assistant Facility Director will also contact the local police, giving a detailed description of the child and the clothing, they are wearing.
- During this time other members of staff will be careful not to cause undue stress to the other children in their care.
- Should a further thorough search fail to locate the child, a member of staff will inform the Facility Director/Assistant Facility Director who will then contact the parents/guardians to inform them of the situation, and to reassure them that everything possible is being done to locate their child.
- At least two members of staff will stay at the facility until the child is located and/or told to do otherwise by the Facility Director/Assistant Facility Director, or the police.

#### **Child going missing on an outing**

This describes what to do when our staff have taken a group on an outing, leaving our manager and/or other staff back in our setting premises. If our manager has accompanied children on the outing, the procedures are adjusted accordingly. What to do when a child goes missing from a whole group outing may be a little different, as occasionally parents may attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their designated chaperon and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity, but does not search beyond that.
- Our senior staff member on the outing contacts the police and reports that child as missing.
- Our Director is contacted immediately (if not on the outing) and the incident is recorded.
- Our Director contacts the parent(s).
- Our staff take the remaining children back to the setting as soon as possible.

- According to the advice of the police, a senior member of staff, or our Director where applicable, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police.
- Our staff regularly contacts our Director and reports the incident. Our Director comes to our premises immediately to carry out an investigation, with our management team.
- Our staff keep calm and do not let the other children become anxious or worried.

### **The investigation**

- Police are informed as soon as possible and kept up-to-date with the investigation.
- Our Director, carries out a full investigation, taking written statements from all our staff and volunteers who were present.
- Our Director, together with our management team speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or police.
- Each member of staff present writes an incident report detailing:
  - The date and time of the incident.
  - Where the child went missing from e.g. the setting or an outing venue.
  - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
  - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
  - What has taken place in the premises or on the outing since the child went missing.
- The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. DCF may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, the police are advised.
- The insurance provider is informed.

### **Managing people**

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- Our staff will feel worried about the child, especially the key person or the designated chaperon responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- They may be the understandable target of parental anger and they may be afraid. Our Director ensures that any staff under investigation are not only fairly treated, but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame our staff and may single out one staff member over others; they may direct their anger at our manager. When dealing with a distraught and angry parent, there should always be two members of staff one of whom is our manager and the other should be our [chair or another representative of the management committee, director or owner]. No matter how understandable the parent's anger may be, aggression or threats against our staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. Our remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly, but also reassure them.

- In accordance with the severity of the outcome, our staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. Our Director will use their discretion to decide what action to take.
- Our staff must not discuss any missing child incident with the press without taking advice.

I hereby understand, acknowledge, and agree to the Lost or Missing Child Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **DEATH OR SEVERE INJURY OF A CHILD OR STAFF MEMBER**

When a tragedy strikes, teachers and staff are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With some advanced planning, this process can be much smoother than when tragedy takes a child care facility by surprise.

**Crisis:** A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the child care population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

- Director will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all-out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the facility for the day.
- Director will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening
- Deal with media/reporters promptly and factually
- Identify high risk children, staff and parents likely to be most affected by the news (e.g. child of a provider who is deceased/injured or parents whose children are in the same class as the deceased)
- Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
- Prepare a formal statement for initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Have someone who does not get overly emotional answer phones.
- Give teachers the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope.
- Send a letter home to parents explaining the situation. Include specific factual information and information on how the child care is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
- Determine if additional community resources are needed to be on "stand by" to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around.
- Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis. The following are some suggestions:
  - Assist with children's processing of information about the crisis
  - Provide counselors to work with children/staff individually or in groups in a variety of locations
  - Provide support and counseling for parents
  - Provide helpful, factual information to parents

- Have an individual assist with answering phones, providing information and handling non-media inquiries
- Maintain a record of offers of assistance and ensure that proper personnel respond
- Deal with the “empty chair/desk” problem. For example, a counselor would provide therapy while sitting in the child’s chair. The chair would then be moved to the back of the classroom. Finally, the chair would be removed. Make sure children are part of the entire process.
- Director will deal with media/reporters promptly and factually
- Provide information as requested by police, hospital, or other agencies
- When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to child care staff and parents who may wish to attend
- Director will report incident to licenser
- Director will report incident to Child Welfare if necessary
- Arrange for a child care/community debriefing 48-72 hours after the event
- Director will complete a written incident report at the earliest opportunity.
- Other considerations:
  - Have designated locations for the use of media, family, friends and workers, as needed
  - Have transportation available to assist the family
  - Young members of the victim’s family should be cared for if possible
  - Children and staff should be given permission to feel a range of emotions.
  - Typically, individuals go through a sequence of emotional reactions following a crisis: High anxiety, denial, anger, remorse, grief and reconciliation

I hereby understand, acknowledge, and agree to the Death of a Child or Staff Member Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **PRESENCE OF A THREATENING INDIVIDUAL OR INTRUDER**

From time to time, schools and child cares have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any unauthorized individual who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation. If the intruder is already in the building, initiate the intruder alert procedure and lockdown. Children will be locked down WITHIN their classrooms. If there is suspicious or criminal activity occurring outside the facility, the child care will go into a building lockout. Doors to the outside will be locked and access restricted, but staff and children will be allowed to move between the classrooms inside the building.

**There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:**

- It is important that all members of the building’s staff understand, support and participate in the Intruder Alert, lockdown, or lockout procedures.
- It is important to practice these procedures in the facility several times per year, just as you practice fire drills.

- Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown/lockout drills and events. The facility will provide written materials for parents to help children understand and cope.
- Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown or lockout and may be kept away from the child care until authorities determine it is safe.

### **Intruder Alert / Lockdown**

If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.

- If a weapon is present, DO NOT CONFRONT – give pre-determined hand signal to another staff member for them to call 911 immediately. This signal is (describe hand signal). Initiate Intruder Alert / Lockdown Procedure.
- If a weapon is suspected, confront the intruder in the following manner:
- Director or designee should try to engage the intruder in conversation, directing toward entrance/lobby/office/exterior door
- Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
- Remain calm and avoid sudden moves or gestures
- Try not to raise your voice – but, if necessary, do so decisively and with clarity.
- If it can be done safely, have a staff member go outside the building to warn approaching parents or the danger and lockdown status.
- Alert other staff members to call 911 – initiate Intruder Alert / Lockdown Procedure
- If no weapon is suspected, confront the intruder in the following manner:
- Approach the individual in a non-confrontational manner with the assistance of another staff member
- Introduce yourself and the person with you to the individual in a nonconfrontational way
- Ask the individual who they are and how you can be of assistance
- Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
- If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911
- Initiate Intruder Alert / Lockdown Procedure

**If it is determined that the safety and health of children and staff are in jeopardy begin the Intruder Alert procedure.**

- If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911. This hand signal is (describe hand signal).

**Upon hearing the chosen intruder alert announcement, the following steps must be implemented:**

- Director or designee will immediately call 911 (if it has not been done already) and stay on the phone until help arrives. Await further instructions from emergency response personnel.
- Staff should quickly check the hall and restrooms closest to their classrooms to get children into the rooms
- Lock all doors to classrooms (this includes exterior and interior doors), close and lock all windows, cover all windows and doors, and turn off lights; if doors to hallway cannot be locked, use a doorstop or other wedge to keep the door closed from the inside.
- Keep children away from windows and doors; position children in a safe place against walls or on the floor; position children behind a bookcase or turn a classroom table on its side to use as a buffer

- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys)
- Teachers will keep all children in the classroom until an all-clear signal has been given
- Emergency personnel will inform the site when it is safe to move about and release children from classrooms. Children should not be released to parents until an “all clear” has been called.
- Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures
- When “All Clear” is heard, the director will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
- Director will apprise parents of all “lockdowns” whether practice or real

I hereby understand, acknowledge, and agree to the Presence of a Threatening Individual or Intruder Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **INTEGRATED PEST MANAGEMENT PLAN**

Pests are populations of living organism (animals, plants, or microorganism) that interfere with use of healthcare and other facilities for human purposes.

Integrated Pest Management (IPM) is an approach that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.

DAVIE ACADEMY has adopted this Integrated Pest Management Plan for the buildings and grounds DAVIE ACADEMY manages. The plan outlines procedures to be followed to protect the health and safety of staff, children and visitors from pest and pesticide hazards. The plan is designed to voluntarily comply with policies and regulations promulgated by the Department of Agriculture for public buildings and health care facilities. Objectives of this IPM plan include:

- Elimination of significant threats caused by pests to the health and safety of children, staff and the public.
- Prevention of loss or damage to structures or property by pests.
- Protection of environmental quality inside and outside buildings.

This IPM plan will be stored in the office of the IPM Coordinator.

### **IPM COORDINATOR**

The Director or other designee shall be DAVIE ACADEMY’S IPM Coordinator and be responsible to implement the IPM plan and to coordinate pest management- related communications between DAVIE ACADEMY, its landlords, service providers, staff and children.

The COO shall designate an employee at each DAVIE ACADEMY-managed facility to serve as the IPM Site Coordinator for the site.

### **IPM COMMITTEE**

DAVIE ACADEMY will maintain an IPM or other safety-related committee with responsibility for annual review of the IPM program and for assisting the IPM Coordinator in resolving pest-related issues. The committee will address IPM issues as needed and at least annually. Minutes will be taken of committee meetings and kept on file by the IPM

Coordinator. Membership will include the IPM Coordinator and IPM Site Coordinators, and may also include community members, health advocates, children and representatives from the applicable state or local IPM program.

### **POSTING AND NOTIFICATION OF PESTICIDE APPLICATIONS**

The IPM Coordinator shall be responsible to annually notify children and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in facility buildings and on facility grounds.

When pesticide applications are scheduled in DAVIE ACADEMY-managed buildings or on grounds, DAVIE ACADEMY Service Providers and staff shall provide notification in accordance with law, including:

- Posting a pest control information sign with the date, time and location of the application and the product applied in an appropriate area and including contact information for additional details.
- Providing this information to all individuals working in the building.
- Providing this information to all children and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of children or employees, YOUR

DAVIE ACADEMY may authorize an emergency pesticide application and shall notify by telephone any guardian who has requested such notification. Disinfectants, anti-microbials and self-contained or gel-type pesticide baits applied in inaccessible areas are exempt from posting, notification and the 7-hour reentry requirement.

### **GENERAL IPM STRATEGIES**

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and pre-approved, site-appropriate pesticides.

An Integrated Pest Management decision at DAVIE ACADEMY shall consist of the following steps:

- Identify pest species.
- Estimate pest populations and compare to established action thresholds.
- Select the appropriate management tactics based on current on-site information.
- Assess effectiveness of pest management.
- Keep appropriate records.

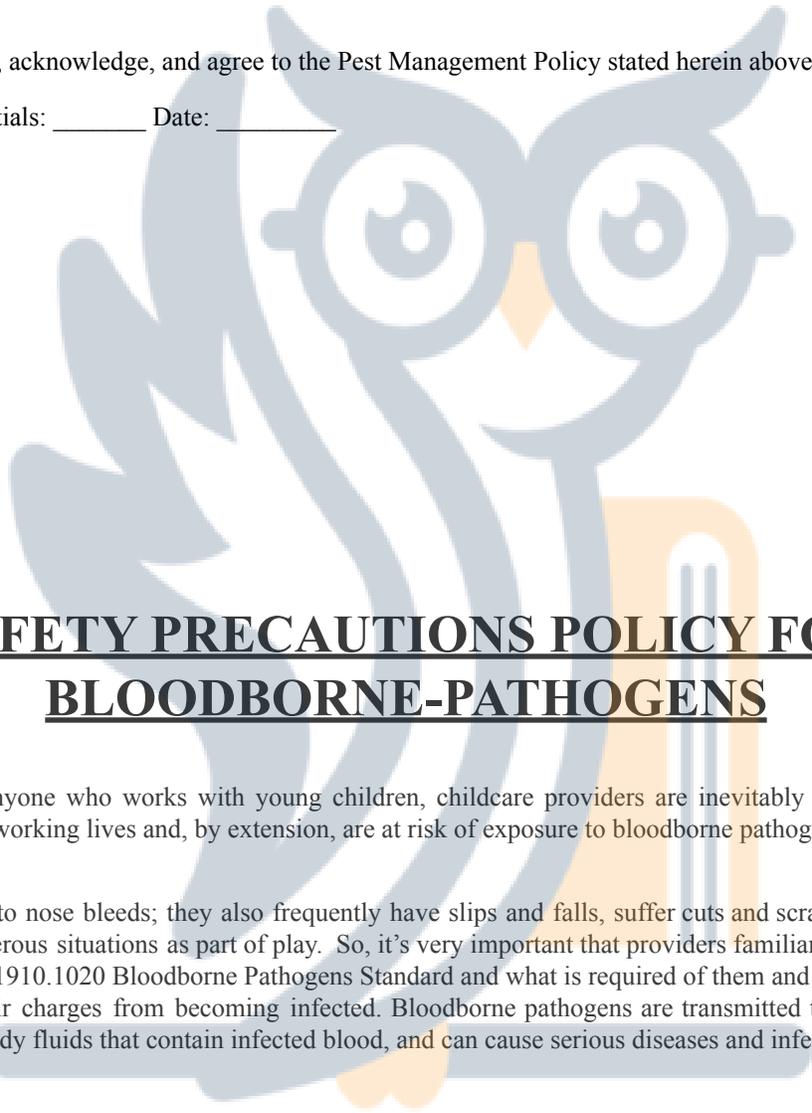
Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices. When it is determined that a pesticide must be used in order to meet pest management objectives, the least-hazardous material, adequate for the job, will be chosen. All pesticide storage, transportation, and application will be conducted in accordance with the requirement of the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Environmental Protection Agency regulations in 40 CFR, Occupational Safety and Health Administration regulations, DAVIE ACADEMY policies and procedures, and local ordinances.

No person shall apply, store, or dispose of any pesticide on DAVIE ACADEMY- managed property without an appropriate pesticide applicator license. All pesticide applicators will be trained in the principles and practices of IPM and the use of pesticides approved for use by DAVIE ACADEMY. All applicators must comply with the IPM policy and follow appropriate regulations and label precautions when using pesticides in or around DAVIE ACADEMY facilities.

Pest-specific strategies will be included in the IPM Program Specifications provided to each service provider.

I hereby understand, acknowledge, and agree to the Pest Management Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## **SAFETY PRECAUTIONS POLICY FOR** **BLOODBORNE-PATHOGENS**

In common with anyone who works with young children, childcare providers are inevitably exposed to blood at some point in their working lives and, by extension, are at risk of exposure to bloodborne pathogens.

Children are prone to nose bleeds; they also frequently have slips and falls, suffer cuts and scrapes, and sometimes get into other dangerous situations as part of play. So, it's very important that providers familiarize themselves with the OSHA 29 CFR 1910.1020 Bloodborne Pathogens Standard and what is required of them and their staff to protect themselves and their charges from becoming infected. Bloodborne pathogens are transmitted through exposure to infected blood or body fluids that contain infected blood, and can cause serious diseases and infections.

### **Essential BBP info for Childcare Providers**

Early educators and childcare providers are at risk of exposure to several infectious diseases that can be transmitted by bloodborne pathogen exposure. OSHA developed the Bloodborne Pathogens Standard 29 CFR 1910.1030 to prevent the transmission of human immunodeficiency virus (HIV), Hepatitis B virus, and others (Hepatitis C virus, Ebola).

The most common top three bloodborne pathogens are HIV/AIDS, Hepatitis B, and Hepatitis C. They are transmitted through blood, semen, vaginal fluids and several other body fluid types that would usually only present a risk to healthcare workers. Urine, tears, sweat, and vomit do not transmit bloodborne diseases unless they are contaminated with infectious blood.

### **Covered Employees**

Performing first aid or CPR puts early educators and other staff that have contact with young children at risk for exposure to blood or other potentially infectious body fluids while at work. Because of this risk, **the Bloodborne Pathogens (BBP) standard, applies to all staff who receive CPR and First Aid training.**

### **Transmission of Bloodborne diseases in childcare settings**

Fortunately, casual contact does not transmit bloodborne diseases. You cannot contract a bloodborne disease from touching, hugging or kissing; sharing pots, dishes, forks or spoons; using a public bathroom or swimming pool; or coughing or sneezing, so that's great news for child care workers and kids alike!

In order to contract a bloodborne disease, blood or blood-containing body fluids from an infected person must be introduced directly into a person's bloodstream via a needlestick, abrasion, cut or opening in the skin or through the mucous membranes of the eye, nose or mouth.

Childcare providers are typically exposed to bloodborne pathogens when performing certain activities like diapering, toileting, feeding or cleaning up the vomit of children in their care.

Childcare providers dealing with older children may be exposed when breaking up fights between children; or if bitten by a child.

### Requirements of the BBP Standard

According to OSHA's Bloodborne Pathogens Factsheet, the standard requires employers to:

- Establish an Exposure Control Plan which clearly outlines the steps taken to protect employees from exposure to bloodborne pathogens. The exposure control plan must be accessible to all employees at all times.
- Apply Universal Precautions by treating all blood and other potentially infectious material as if it is infected with bloodborne pathogens
- Use devices that are engineered for safety, such as puncture proof sharps disposal containers
- Implement work practices that reduce the risk of exposure, such as the methods used to complete hand washing procedures.
- Provide and ensure the use of Personal Protective Equipment (PPE), such as gloves, and eye protection.
- Make Hepatitis B vaccinations available to all employees at risk of exposure (i.e. all staff who are responsible for direct care or accompany children when they are off-premises)
- Offer medical evaluation and follow-up after any exposure at no cost to the worker
- Use labels and signs to communicate hazards
- Provide information and Bloodborne Pathogen training free to workers
- Maintain worker medical and training records.

### How to protect yourself

Follow these simple steps to protect yourself and your charges from bloodborne illnesses:

1. Practice Universal Precautions. Remember, this means assuming that everyone, including the children in your care, are infected, and taking the appropriate precautions.
2. Always wear disposable gloves when there is a chance of coming into contact with blood or other body fluids.
3. Always wash your hands before putting on and after removing gloves.
4. Get a Hepatitis B vaccination – this should be provided free by employers.

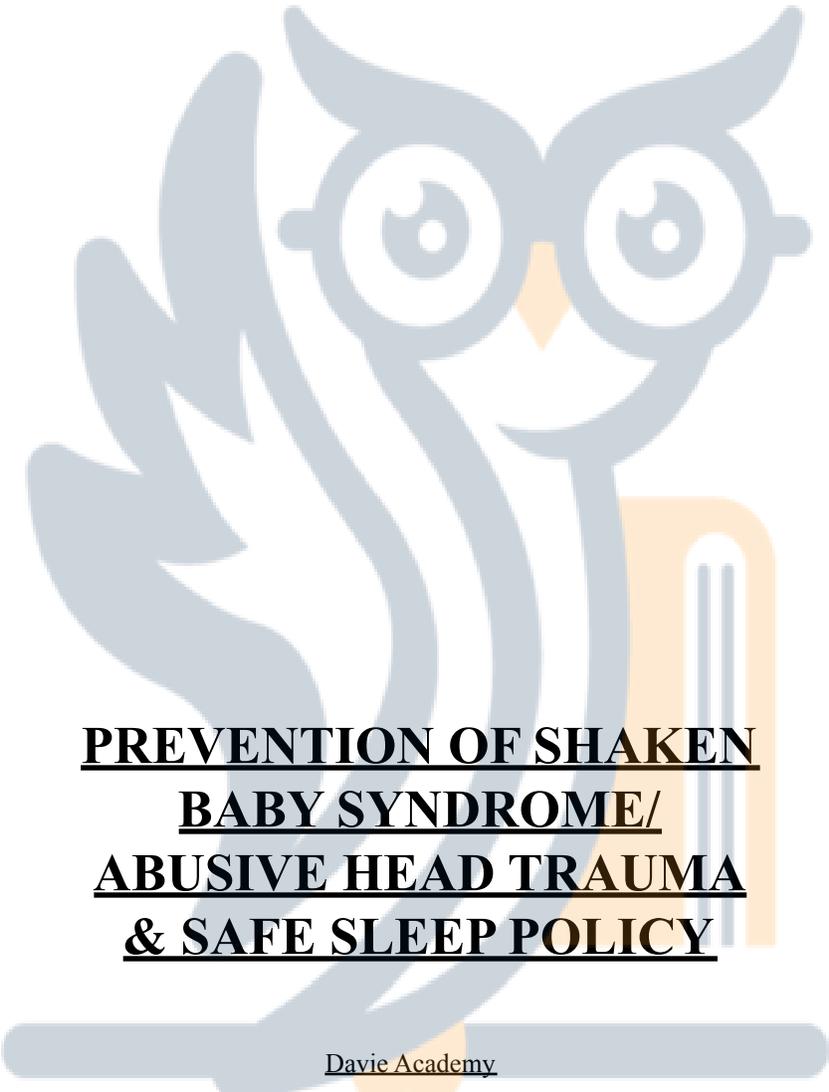
### If you think you've been exposed

If you believe you have been exposed to a bloodborne pathogen, wash the affected area immediately with soap and water; then report the incident immediately to the appropriate personnel; and proceed immediately to your personal physician or the nearest emergency room.

The federal Occupational Health and Safety Administration's (OSHA) exists to protect the health and safety of workers and ensure that employers protect their employees from work-related hazards, including exposure to diseases carried in the blood.

I hereby understand, acknowledge, and agree to the way the facility will train its teachers and staff, in accordance with this Safety Precautions for Blood-Borne Pathogens Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_



# **PREVENTION OF SHAKEN BABY SYNDROME/ ABUSIVE HEAD TRAUMA & SAFE SLEEP POLICY**

Davie Academy

It is important to provide infants with a safe place to grow and learn. I have established this policy to prevent, recognize, respond to and report shaken baby syndrome and abusive head trauma (SBS/AHT), as well as implement safe sleep practices. As a family day care home provider, I understand the importance of ensuring the health and safety of children, providing quality care and educating families.

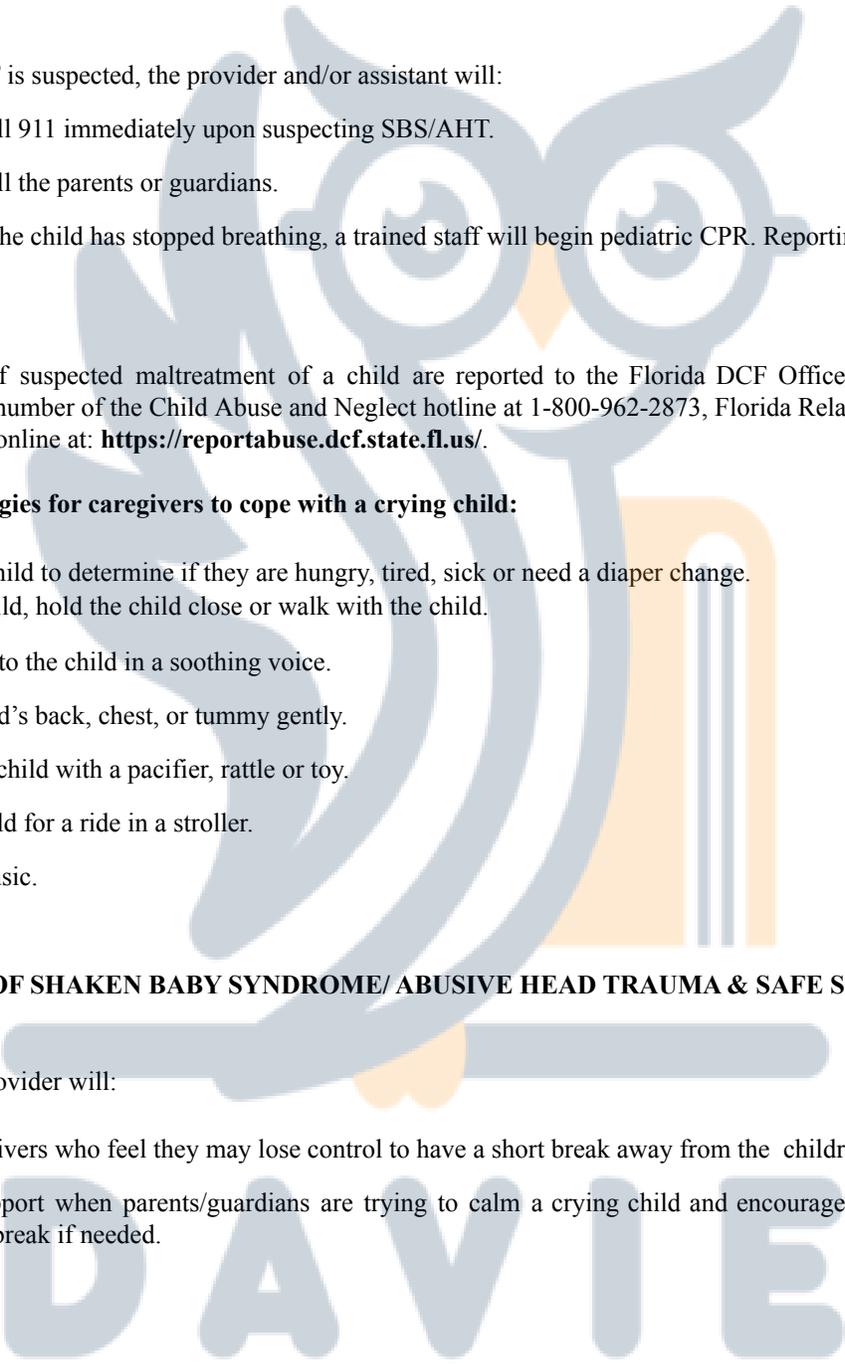
## **Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT)**

### **Procedure**

Recognizing SBS/AHT:

- Children will be observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake, loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruising, poor feeding or sucking, no smiling or vocalization, inability of eyes to track and/or decreased muscle tone.

Responding to SBS/AHT:

- 
- If SBS/AHT is suspected, the provider and/or assistant will:
    - o Call 911 immediately upon suspecting SBS/AHT.
    - o Call the parents or guardians.
    - o If the child has stopped breathing, a trained staff will begin pediatric CPR. Reporting

SBH/AHT:

- Instances of suspected maltreatment of a child are reported to the Florida DCF Office by calling the toll-free number of the Child Abuse and Neglect hotline at 1-800-962-2873, Florida Relay 711 or can be reported online at: <https://reportabuse.dcf.state.fl.us/>.

**Prevention strategies for caregivers to cope with a crying child:**

- Check the child to determine if they are hungry, tired, sick or need a diaper change.
- Rock the child, hold the child close or walk with the child.
- Sing or talk to the child in a soothing voice.
- Rub the child's back, chest, or tummy gently.
- Provide the child with a pacifier, rattle or toy.
- Take the child for a ride in a stroller.
- Play soft music.

**PREVENTION OF SHAKEN BABY SYNDROME/ ABUSIVE HEAD TRAUMA & SAFE SLEEP POLICY**

In addition, the provider will:

- Allow caregivers who feel they may lose control to have a short break away from the children.
- Provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

**SAFE SLEEP**

**Safe sleeping practices and prevention strategies for sudden infant death syndrome:**

- Each infant will be provided with an individual crib.
- Consumer Product Safety Commission (CPSC) safety-approved cribs will only be used for infants.
- Infants will be placed flat on their backs to sleep unless otherwise ordered by a written statement signed by the child's physician.
- A firm surface, such as a mattress will be used for infant sleeping. The mattress will fit snugly to the crib and will be covered with a fitted sheet.

- Soft bedding, such as pillows, quilts, and comforters will not be used in the infant's sleeping area.
- Crib sides will always be up with the fastenings secured when occupied. • An infant who falls asleep in a play space other than their crib, will be moved promptly to their designated sleeping space.
- Smoking will not be allowed in the home while children are in care.
- Crib bumper pads will not be used.

#### **Supervision of sleeping infants:**

- Sleeping infants will be placed in cribs within sight and hearing supervision of the provider or staff at all times.
- The provider or staff will visibly check on sleeping infants at least once every 15 minutes if the infant is sleeping in a separate area. The provider will use a baby monitor for additional monitoring of sleeping infants between each 15-minute interval.
- Infants will spend limited time confined in a crib, play pen, high chair or other confining piece of equipment.

#### **PREVENTION OF SHAKEN BABY SYNDROME/ ABUSIVE HEAD TRAUMA & SAFE SLEEP POLICY**

#### **TRAINING**

- The facility Directors, teachers, and staff will be trained on shaken baby syndrome/abusive head trauma and safe sleep policies and practices.
- The Director will review the applicable prevention program materials that are provided by the Florida Department of Children and Families, through their Positive Parenting Guide.
- The Director will ensure that any teachers and staff who care for and has direct contact with children will review the applicable prevention program materials that are provided by the Florida Department of Children and Families, through their Positive Parenting Guide.

#### **APPLICATION PLAN FOR CAREGIVERS AND PARENTS:**

- The family day care home provider shall review this policy with current substitute providers, assistants and parents/guardians within thirty (30) days of adopting this policy.
- The family day care home provider shall review this policy with all new substitute providers and assistants prior to working alone with children and within seven (7) days of hire.
- A copy of this policy shall be given and explained to the parents/guardians of newly enrolled children on or before the first day of enrollment.
- Substitute providers, assistants and parents/guardians will sign an acknowledgement form of receipt of this policy that includes the individual's name, signature, and the date the individual signed the

acknowledgement.

- The child care provider shall keep the SBS/AHT acknowledgement form in each staff member and child's record.

## **SHAKEN BABY SYNDROME/ ABUSIVE HEAD TRAUMA & SAFE SLEEP**

### **POLICY RESOURCES**

Florida Dept. of Children and Families:

<https://www.myflfamilies.com/service-programs/child-welfare/caregivers/coping-with-crying.shtml>

National Center on Shaken Baby Syndrome: [www.dontshake.org](http://www.dontshake.org)

American Society for the Positive Care of Children: [www.americanspcc.org](http://www.americanspcc.org)

National Institutes of Health, Safe to Sleep Campaign: [www.safetosleep.nichd.nih.gov](http://www.safetosleep.nichd.nih.gov)

Centers for Disease Control and Prevention, Safe Sleep for Babies:  
[www.cdc.gov/vitalsigns/safesleep/index.html](http://www.cdc.gov/vitalsigns/safesleep/index.html)

### PREVENTION OF SHAKEN BABY SYNDROME/ ABUSIVE HEAD TRAUMA & SAFE SLEEP POLICY

#### **Parent or Guardian Acknowledgement Form**

I, the parent/guardian of \_\_\_\_\_ (Child's Name)  
acknowledge that I have read and received a copy of the family day care home's Shaken Baby  
Syndrome/Abusive Head Trauma Policy.

Provider's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SAFE SLEEP POLICY FOR INFANTS IN CHILD CARE PROGRAMS

(SUID) is the sudden, unexpected death of an infant under one year of age, which remains unexplained after a thorough investigation. (SIDS) sudden infant death syndrome, is the most commonly referred to version of a SUID and is sometimes referred to as “crib death.” However, cribs with safe bedding that follow the US Consumer Product Safety Commission’s guidelines are actually the safest places for infants to sleep.

About 77 of every 100,000 babies born alive in the US die of SIDS. The causes of SIDS are unknown at this time. However, research has identified a number of factors that indicate an increased risk of SIDS. This information has helped health professionals to develop SIDS risk reduction campaigns. The incidence of SIDS in the US has dropped by 42% since 1992, which the “Back to Sleep” risk reduction campaign began.

## SAFE SLEEP POLICY:

All Directors, teachers, and staff at Davie Academy will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), other sleep-related infant death, and the spread of contagious diseases:

1. Infants will always be put to sleep on their backs until 1 year of age.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant’s head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a sofa/ couch, chair cushion, bed, pillow, or in a car seat, stroller, swing or bouncy chair. If an infant falls asleep anywhere other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant’s clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.

14. Our child care program is a smoke-free environment.

15. Our child care program supports breastfeeding.

16. Awake infants will have supervised "Tummy Time".

**References & Resources**

Caring for Our Children, National Health and Safety Performance Standards, 3rd Edition.  
<http://nrckids.org/CFOC3/index.html>

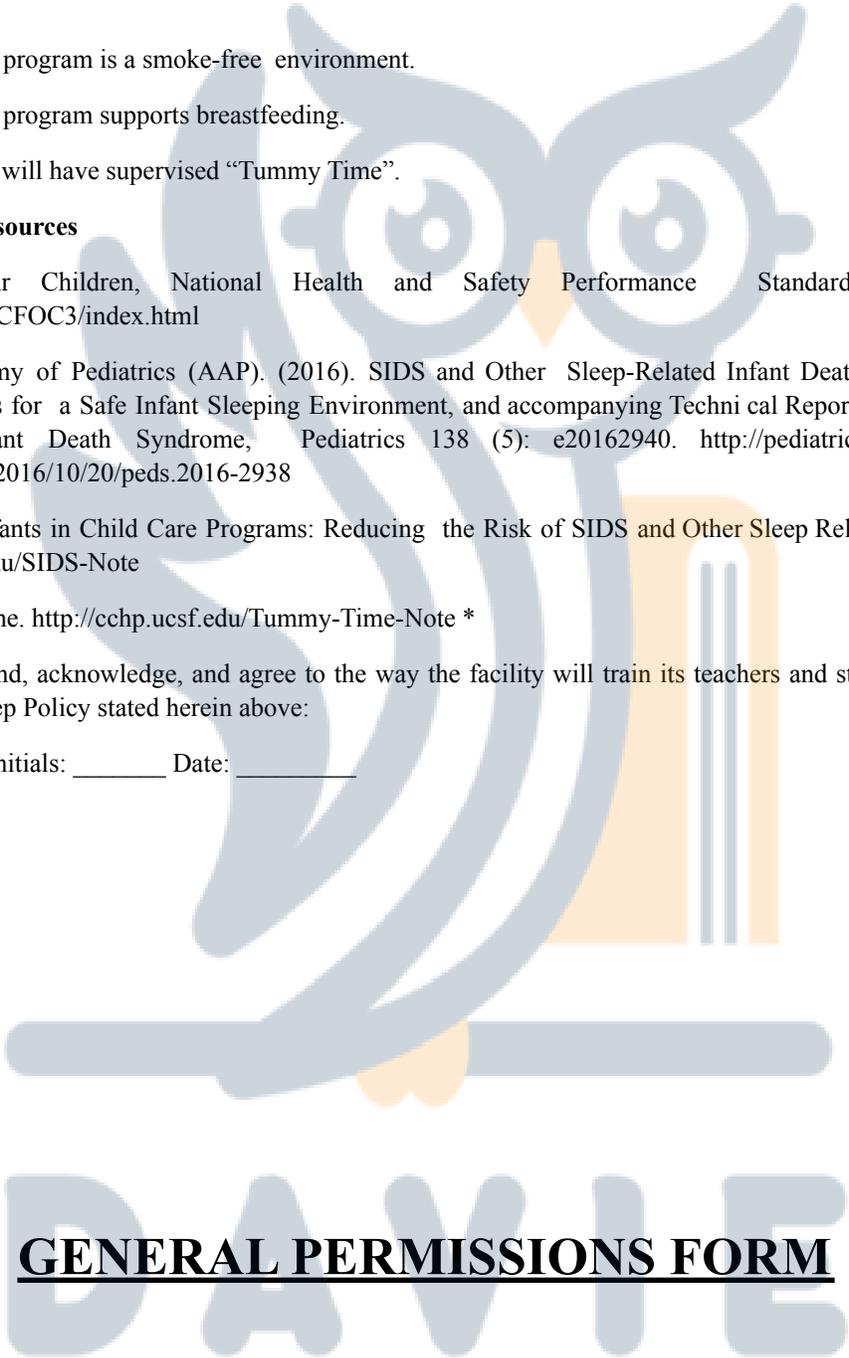
American Academy of Pediatrics (AAP). (2016). SIDS and Other Sleep-Related Infant Deaths: Updated 2016 Recommendations for a Safe Infant Sleeping Environment, and accompanying Technical Report, AAP Task Force on Sudden Infant Death Syndrome, Pediatrics 138 (5): e20162940. <http://pediatrics.aappublications.org/content/early/2016/10/20/peds.2016-2938>

Safe Sleep for Infants in Child Care Programs: Reducing the Risk of SIDS and Other Sleep Related Infant Deaths  
<http://cchp.ucsf.edu/SIDS-Note>

CCHPTummy Time. <http://cchp.ucsf.edu/Tummy-Time-Note> \*

I hereby understand, acknowledge, and agree to the way the facility will train its teachers and staff, in accordance with this Safe Sleep Policy stated herein above:

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## GENERAL PERMISSIONS FORM

### Disciplinary Approval

I, the undersigned parent, guardian, or person having legal custody of \_\_\_\_\_ (Child's Name) understand and approve of the disciplinary procedures implemented at the facility.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Admissions Agreement

I have read, understand and agree to comply with all of the procedures, policies, and conditions set forth in the guidelines presented by the facility.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Medicine and Cream

THERE WILL BE NO MEDICINE OR CREAMS (WHETHER PRESCRIBED OR NOT PRESCRIBED) GIVEN TO ANY CHILD BY ANY STAFF OF THE FACILITY, OTHER THAN DIAPER RASH CREAM, WHICH MUST HAVE A FORM 5 LABEL.

I, the undersigned parent, guardian, or person having legal custody of \_\_\_\_\_ (Child's Name) agree to the conditions stated above.

Diaper Rash Cream Yes \_\_\_ No \_\_\_

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Children Records

I, the undersigned parent, guardian, or person having legal custody of \_\_\_\_\_ (Child's Name), hereby give consent for child care personnel of the facility to have access to the Child's records.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



Religious Vaccination Exemption

I, the undersigned parent, guardian, or person having legal custody of \_\_\_\_\_ (Child's Name), hereby acknowledge and agree that not all students have their immunizations due to Religious exemptions.

**Signature:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## TERMINATION OF ENROLLMENT

Davie Academy hereby reserves the right to enroll and terminate the enrollment of any child at will, within its sole discretion. Below is a list of actions and occurrences which may result in the termination or prevention of the enrollment of a child within our program:

- Lack of attendance
- Remittance of bad/un-cashable checks
- Poor child and/or parent conduct
- If a DCF complaint is filed against you or on your behalf

Below is a list of the normal progression of steps which are generally to be taken in order when enrollment is being terminated, however, the facility reserves the right to bypass any warnings and terminate enrollment immediately in the event of a child receiving multiple incident reports, in the event of poor child and/or parent conduct, in the event of the filing of a DCF complaint, or for any other reason within the Director's sole discretion.

- Verbal warning
- Written warning
- Termination of Enrollment

I \_\_\_\_\_ (Parent Name) hereby acknowledge, understand, and agree with the terms of this Termination of Enrollment policy included herein above, and hereby agree that my child may have their enrollment terminated at any time, within the sole discretion of the Director.

**Signature:** \_\_\_\_\_

Child Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## ACKNOWLEDGEMENT

I \_\_\_\_\_ (Parent Name) hereby acknowledge, agree, and affirm that I have read this parent handbook in its entirety, that at all times, I will fully comply with any and all requirements included herein, and will ensure that my child does the same. I will complete all of the forms included herein, and return the same back to the facility prior to my child's start date. I have read, understand, and agree to comply with all the procedures, policies, and conditions set forth in this parent handbook presented by the facility. If a parent fails to obtain and/or read the facility's parent Handbook, all terms, rules and regulations included herein shall still apply.

**Signature:** \_\_\_\_\_

Child Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Director Name:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_