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Public Works and Environmental Services Department
CONSUMER PROTECTION DIVISION
Child Care Licensing and Enforcement Section
One North University Drive, Suite A203 • Plantation, Florida 33324 • 954-357-4800

CHILDREN'S FILE CHECKLIST

_____ #1 Enrollment Form, or its equivalent with date of birth, date of enrollment, and parent/guardian signature included

_____ Password

_____ Authorization for Emergency Treatment

_____ Discipline Policy signed by parent/guardian

_____ Expulsion Policy signed by parent/guardian

_____ "Know Your Child Care Facility": signed statement that parent/guardian has received the brochure

_____ Immunization Record Form #680 (blue form)

_____ Student Health Form #3040 (gold form)

_____ Food Activity Permission Form

_____ Parental/guardian consent for child care personnel to have access to child's records.

_____ #4 Accident/Incident Reports (if applicable)

_____ Field Trip Permission Slips (if applicable)

_____ #5 Authorization for Medication (if applicable)

_____ Safe Sleep Policy – signed by infant parents/guardians (if applicable)

_____ Exemption from immunization notification to parents (if applicable)

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1

Public Works and Environmental Services Department
CONSUMER PROTECTION DIVISION
Child Care Licensing and Enforcement
One North University Drive, Suite A203, Plantation, Florida 33324
954-357-4800 • Fax 954-765-4804

CHILD ENROLLMENT INFORMATION

PASSWORD

Student Information: Date of Birth: _____ Sex: ____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From: _____ To: _____

Days of the Week in Care: ☐ M ☐ T ☐W ☐Th ☐F ☐Sa ☐Su

Family Information: Child Lives With: _____

Mother's/Guardian's Name: _____ Father's/Guardian's Name: _____

Email: _____ Email: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____ Cell: _____ Work Phone: _____ Cell: _____

Custody: ☐ Mother ☐ Father ☐ Both ☐ Other (specify): _____

Medical Information: I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____

Address: _____

Phone Number: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern: _____

_____

_____

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Emergency Care Plan Instructions (if applicable):_____

_____

_____

Emergency Contacts: The following people will be contacted in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name:_____ Address:_____
Work Phone: _____ Home Phone: _____

Name:_____ Address:_____
Work Phone: _____ Home Phone: _____

Person(s) Permitted to Remove Child: Child will be released only to the custodial parent or legal guardian and the persons listed below.

Mother ☐Yes ☐ No Father ☐Yes ☐No

Name:_____ Address:_____
Relationship: _____ Phone: _____

Name:_____ Address:_____
Relationship: _____ Phone: _____

Name:_____ Address:_____
Relationship: _____ Phone: _____

Helpful Information About Child: _____

_____

_____

- Sections 7-43 and 7-67 of the Child Care Ordinance require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 15 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled "Know Your Child Care Facility" (CF/PI 175-24) **or**
- Section 8.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure entitled "Selecting A Family Day Care Home Provider" (CF/PI 175-28)].
- Section 2.8 of the Child Care Facility Handbook and Section 2.3 of the Family Day Care Home/Large Family Child Care Home Handbook require that parents are notified in writing of the disciplinary and expulsion policies used by the child care provider
- Section 7-67(c) of the Child Care Ordinance requires that the family child care home must provide written notification of the family child care home's scheduled hours of operation.

My signature below indicates that I have received the above items and that the information on this enrollment form is complete and accurate.

I hereby grant permission for the staff of this facility to have access to my child's records.

_____ _____
Signature of Parent/Guardian Date

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DAVIE ACADEMY

Tuition 2026 - 2027

Registration Fee $250 (yearly)

Class & Age Group	TIME	4 WEEK Increment Full Time Rates
Toddler Tech Children 1 Walking- 24 months	7:30am -6pm	$1,350
The Explorer Children 2-3 years old*	7:30am -6pm	$1,350
Preschool Prep Children 3-4 years old*	7:30am -6pm	$1,350
The Graduate Children 4-5 years old* Non VPK	7:30am -6pm	$1,350
The Graduate Children 4-5 years old* VPK WRAP-AROUND	7:30am -6pm	$1,050
The Graduate Children 4-5 years old* VPK ONLY	9:00am -12pm	VPK VOUCHER

Breakfast, Lunch, and PM Snack Included in Tuition

Payments will be billed 4 weeks via PROCARE APP

10% Sibling Discount

5% First Responder (Active ID needed)

One Discount per Family

*Ages by September 1st

*Tuition rates are based on an annual school contract. Rates are divided out per 4-week increments. This charge is not changed due to holidays or absences.

Davie Academy

3337 North University Drive Davie, FL 33024 Phone Number: 954-437-3197

Email: director@davieacademy.com Licenses Number: 50275

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Davie ACADEMY | 2026-2027 CALENDAR

AUGUST 2026

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

6-7: No school, Teacher Accreditation, In-Service Day
7: 4 Week tuition due
10: First Day of school/VPK

SEPTEMBER 2026

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4: 4 Week tuition due
7: No school, Labor Day

OCTOBER 2026

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2: 4 Week tuition due
12: No School, Teacher Accreditation, In-Service Day
30: Costume parade
30: 4 Week tuition due

NOVEMBER 2026

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11: Veterans Day
26-27: No School, Thanksgiving Break
27: 4 Week tuition due

DECEMBER 2026

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18: Holiday Party HALF-DAY 1p dismissal
24-31: No School, Winter Break
25: 4 Week tuition due

JANUARY 2027

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1: No School, New Year's Day
18: Martin Luther King Jr. Day
22: 4 Week tuition due

FEBRUARY 2027

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15: No school, Presidents' Day
19: 4 Week tuition due

MARCH 2027

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19: 4 Week tuition due
25-26: No School, Holiday & Spring Break

APRIL 2027

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16: 4 Week tuition due
26: No School, Teacher Accreditation, In-Service Day

MAY 2027

S	M	T	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7: Teacher Appreciation Week
11: Last Day of VPK/ VPK Graduation
14: 4 Week tuition due
31: No school, Memorial Day

JUNE 2027

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11: 4 Week tuition due

July 2027

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5: No School, Independence Day
9: 4 Week tuition due

No School
VPK Starts/Ends
4 Week tuition processing date
Teacher Workday, No school
Special Event

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ACH DEBIT SCHEDULE 2026-2027

ACH DEBIT 08/07/26 COVERS:	ACH DEBIT 09/04/26 COVERS:	ACH DEBIT 10/02/26 COVERS:	ACH DEBIT 10/30/26 COVERS:
08/10/26–08/14/26 08/17/26–08/21/26 08/24/26–08/28/26 08/31/26–09/04/26	09/07/26–09/11/26 09/14/26–09/18/26 09/21/26–09/25/26 09/28/26–10/02/26	10/05/26–10/09/26 10/12/26–10/16/26 10/19/26–10/23/26 10/26/26–10/30/26	11/02/26–11/06/26 11/09/26–11/13/26 11/16/26–11/20/26 11/23/26–11/27/26
ACH DEBIT 11/27/26 COVERS:	ACH DEBIT 12/25/26 COVERS:	ACH DEBIT 01/22/27 COVERS:	ACH DEBIT 02/19/27 COVERS:
11/30/26–12/04/26 12/07/26–12/11/26 12/14/26–12/18/26 12/21/26–12/25/26	12/28/26–01/01/27 01/04/27–01/08/27 01/11/27–01/15/27 01/18/27–01/22/27	01/25/27–01/29/27 02/01/27–02/05/27 02/08/27–02/12/27 02/15/27–02/19/27	02/22/27–02/26/27 03/01/27–03/05/27 03/08/27–03/12/27 03/15/27–03/19/27
ACH DEBIT 03/19/27 COVERS:	ACH DEBIT 04/16/27 COVERS:	ACH DEBIT 05/14/27 COVERS:	ACH DEBIT 06/11/27 COVERS:
03/22/27–03/26/27 03/29/27–04/02/27 04/05/27–04/09/27 04/12/27–04/16/27	04/19/27–04/23/27 04/26/27–04/30/27 05/03/27–05/07/27 05/10/27–05/14/27	05/17/27–05/21/27 05/24/27–5/28/27 05/31/27–6/04/27 06/07/27–06/11/27	06/14/27–06/18/27 06/21/27–06/25/27 06/28/27–07/02/27 07/05/27–07/09/27
	ACH DEBIT 07/09/27 COVERS:	ACH DEBIT 08/06/27 COVERS:	
	07/12/27–07/16/27 07/19/27–07/23/27 07/26/27–07/30/27 08/02/27–08/06/27	08/09/27–08/13/27 08/16/27–08/20/27 08/23/27–08/27/27 08/30/27–09/03/27	

There is no credit given for vacations, scheduled school holidays, child illness, or closures due to emergencies, inclement weather, or closures due to emergencies, inclement weather, or acts of God. Non-payment of tuition may result in immediate dismissal from the program. Timely payments are essential for continued enrollment.

Parents who anticipate difficulty paying on time should notify the Director immediately.
If alternative payment arrangements are approved, parents will be notified by the Director.

Parent / Legal Guardian Signature: _____

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Tuition - Financial Agreement

Child Name: _____

Initial Registration Fee: $_____

****A non-refundable initial registration fee of 250.00. Registration is renewable annually****

I understand that tuition for my child will be $_____which will be payable every four weeks, and will be debited via ACH from my account, for each four-week period in advance. A **late fee of $50.00** will be charged automatically to my account, for any late payments made. **NOTE:** Returned checks will have a **$50.00 bank charge**.

Payments shall come due and owing every four weeks for the following four week period (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 four-week period, as determined within the discretion of the parents/guardians and the Director. The tuition payments are expected to be made in advance for a four-week period, regardless of the student's attendance or the school's planned or unplanned closures. Payments shall be automatically deducted via ProCare every four weeks. In the event of a bounced tuition payment, a late fee will be incurred. Following repeated instances of bounced tuition, families will be mandated to provide a cashier's 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 and give written notice 4 weeks before the requested withdrawal date. Tuition will be charged until a student is formally withdrawn.

This registration agreement is for the 2026–2027 school year, which runs from August through July. Tuition is based on a full year of enrollment and tuition payments are due every 4 weeks. If a student is withdrawn early for any reason, a $250 withdrawal fee will apply. In addition, families must provide written notice at least four (4) weeks in advance. If proper written notice is not given, tuition payments through ACH will continue for four weeks. **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.

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.

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Davie Academy VPK Program Enrollment Policy

As a participant in the Voluntary Prekindergarten Program (VPK) in the state of Florida, Davie Academy is committed to providing a high-quality education for children aged 4 by September 1, 2026. The program allocates 540 clock hours (three (3) hours a day, 5 days a week for 180 days) for children to gain important socio-emotional, mathematical, cognitive, and reading skills.

The VPK Program at Davie Academy is held from 9am to 12pm, and it is mandatory that children attend promptly at 9am and be picked up by 12pm. Lateness and absences after 5 documented infractions per month will be penalized by full withdrawal from the VPK program. Daily attendance is extremely important for Voluntary Prekindergarten (VPK) students. Your child's daily attendance **is required** and ensures that he/she receives the activities and instruction that will help them be successful in kindergarten and beyond.

Please note that children in the VPK program are tested quarterly with examinations called AP1, AP2, and AP3, which monitor progress in reading skills, comprehension, language, and mathematical level of development. Children who are consistently late or absent from school will not be able to gain the needed skills to do well on these exams.

It is the policy of Davie Academy that, in the event of excessive lateness or absences (more than 5 days in a one month period), a student will be withdrawn from the VPK program. Parents will still have the option to enroll their child in our Pre-K wrap-around program of $1,350 every 4 weeks, but they will not be able to participate in the state-funded VPK program.

Daily Sign-In/Out Attendance Requirements

In accordance with the State VPK requirements. Your child must be signed in and out each day. Davie Academy also requires parents/guardians to sign a Monthly Attendance Sheet at the end of each month. This sheet will confirm their child's presence and absences throughout the month.

By signing below, I acknowledge that I have read and understand the above policy:

Child Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please understand that this policy is in the best interest of your child's education and future success, and we appreciate your cooperation in maintaining a high standard of attendance and punctuality.

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Date of Enrollment: _____

Today's Date: _____

Parent's Name: _____

Child's Name: _____

Tuition Amount: ___$1,350 ___$1,050

PLEASE FILL OUT ACH FORM

ACH Form:

Account Type: Checking Savings

Name on Acct: _____

Phone Number: _____

Bank Name: _____

Account Number: _____

Bank Routing #: _____

Parent's Signature: _____ Date: _____

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At Davie Academy, we are grateful for the opportunity to partner with your family and support your child's learning journey. If your family is receiving financial assistance through the **Early Learning Coalition (ELC)**, we kindly ask that you review the following policies and reminders to help keep your account and attendance in good standing.

• In order to remain eligible for ELC financial assistance, children may not miss more than **3 days per month** of school without a doctor's or hospital note.

• Please note that absences may not exceed **13 total days per month**, even when medical documentation is provided.

• All doctor's or hospital notes must be turned in to the front desk by the end of each month. This helps us submit attendance correctly and remain in compliance with ELC requirements.

• If medical notes are not submitted on time, missed days will be charged at the school's regular private pay rate.

• Please note that ELC does not cover registration fees or late fees.

• The combination of the ELC contribution and parent fee does not fully cover Davie Academy's 4-week tuition rate. Because of this, families are responsible for a gap fee every 4 weeks.

Current Gap Fees

Program	Gap Fee
1 Year Old	$340.60
2 Years Old	$390
3 Years Old	$414
4 Years Old	$438
VPK Wrap Around	$140

How to Calculate Your Financial Responsibility

Parent Fee × 20 + Gap Fee = 4-week tuition rate

By signing below, I confirm that I have read and understand the ELC financial responsibilities and policies listed above.

Parent/Guardian Signature: _____ Date: _____

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Public Works and Environmental Services Department
Consumer Protection Division
CHILD CARE LICENSING AND ENFORCEMENT
One North University Drive, Suite A203,
Plantation Florida 33324
954-357-4800 • Fax 954-765-4804

AUTHORIZATION FOR EMERGENCY TREATMENT

I give my consent to _____ to seek
Child Care Facility

necessary medical treatment for my child, _____.
Name of Child

I give my consent to _____ to provide
Name of Hospital/Clinic

necessary medical treatment to my child, _____.
Name of Child

It is the responsibility of the **child care provider** or **parent/guardian** for payment for emergency services.
(circle one)

Name of Child's Physician: _____ Phone: _____

Allergies of Child: _____

Insurance Company Covering Child: _____

Policy Number: _____ Expiration Date: _____

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____

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DAVIE ACADEMY

Allergy List

Child's Name:

Allergy	Symptoms	Remedy

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Public Works and Environmental Services Department
CONSUMER PROTECTION DIVISION
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One North University Drive, Suite A203, Plantation, Florida 33324
954-357-4800 • Fax 954-765-4804

AUTHORIZATION FOR MEDICATION

No prescription or medication shall be given by child care personnel without the signed permission of parent or guardian.

Name of child: _____

Name of medication or prescription number: _____

Amount of medication to be given: _____

Time medication is to be given: _____

Date: _____ **Signature of parent or guardian:** _____

Date & Time	Type of Medication	Amount Given	Signature of staff giving medication

*** MUST BE KEPT ON FILE AT FACILITY.**

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KNOW YOUR CHILD CARE FACILITY



What is quality child care?

Quality child care offers healthy social and educational experiences under qualified supervision in a safe, nurturing, and interactive environment.

Indicators of a Quality Child Care Setting:

Qualified Staff:
Meets required training and certification standards.

Positive Guidance:
Uses redirection and encouragement to support positive behavior.

Open Communication:
Provides regular updates and maintaining open feedback channels with parents.

Parental Involvement:
Encourages parents to participate in facility activities.

Structured Routine:
Follows a consistent daily schedule with balanced activities.

Safe Environment:
Maintains a clean, well-kept, and child-friendly space.

Age-Appropriate Activities:
Offers activities that support learning and development.

Staff-to-Child Ratio:
Meets or exceeds minimum staff-to-child ratio requirements.

General Requirements:

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

- ☐ Posts valid license for parents to see.
- ☐ Has Level 2 background screenings for all personnel.
- ☐ Maintains appropriate transportation vehicles (if transportation is provided).
- ☐ Provides written behavior guidance practices to parents.
- ☐ Provides appropriate access to the facility during normal hours of operation.
- ☐ Maintains minimum staff-to-child ratios:

AGE OF CHILD	STAFF: CHILD RATIO
Infant	1:4
1 year old	1:6
2 year old	1:11
3 year old	1:15
4 year old	1:20
5 year old and up	1:25

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Physical and Quality Environment

- **Cleanliness:** Keeps the space clean and free of hazards.
- **Inviting Space:** Creates a welcoming, child-friendly environment that showcases children's work.
- **Safety:** Ensures a safe and secure setting that supports children's independence.
- **Encouraging Play:** Provides age-appropriate toys and materials that are easily accessible.
- **Positive Atmosphere:** Fosters a warm, understanding, and responsive environment.
- **Stimulation:** Supplies materials and experiences that spark curiosity and development.

Characteristics of a Quality Caregiver

- **Adaptability:** Adjusts to different situations and children's individual needs.
- **Good Moral Character**: Passes background checks, including history and screening for abuse or neglect.
- **Qualifications:** Holds appropriate training and certifications in early childhood education.
- **Creativity:** Engages children in interactive and educational activities.
- **Patience and Empathy:** Responds to children's needs with patience, compassion, and stability.
- **First Aid and CPR Training:** Is prepared to handle emergencies with basic first aid and CPR knowledge.
- **Communication Skills:** Communicates openly and effectively with children and parents.

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

License Number: _____ License Issued on: __/__/__ License Expires on: __/__/__

For more information regarding the compliance history of this child care provider, visit: www.MyFLFamilies.com/childcare or call (850) 488-4900

Reports of suspected cases of physical abuse, sexual abuse, and neglect are received and referred for investigation by the Abuse Hotline. To report suspected cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-96-ABUSE.

This flyer was created by the Florida Department of Children and Families, Office of Licensing pursuant to s. 402.3125(5), F.S.

CF/PI 175-24

Docusign Envelope ID: A6FA9DE4-6A42-868D-8208-DDA4678B8AB9

What is the influenza (flu) virus?

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

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

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



FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

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

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

THE FLU

A Guide for Parents



Docusign Envelope ID: A6FA9DE4-6A42-868D-8208-DDA4678B8AB9

What should I do if my child gets sick?

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

Call or take your child to a doctor right away if your child:

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

How can I protect my child from the flu?



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



What can I do to prevent the spread of germs?

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

To prevent the spread of germs:

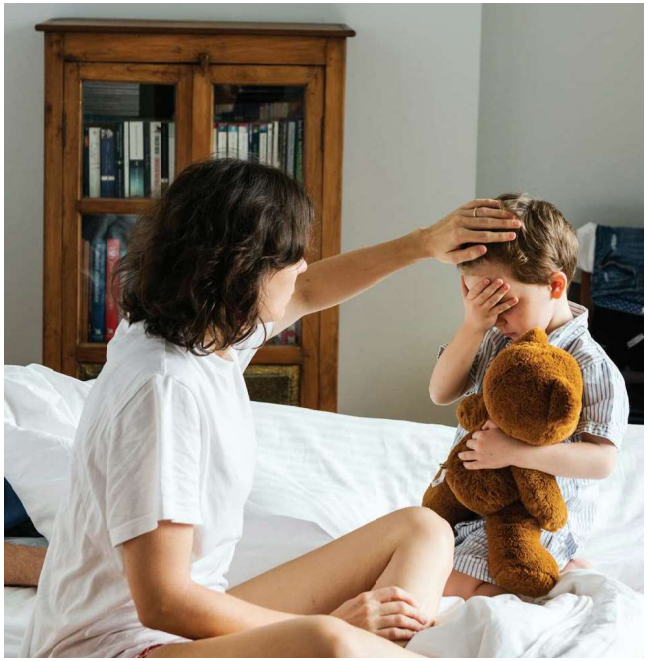


- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches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



When should my child stay home from child care?

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



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

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

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4 BROWARD COUNTY FLORIDA

Public Works and Environmental Services Department
CONSUMER PROTECTION DIVISION
Child Care Licensing and Enforcement
One North University Drive, Suite A203, Plantation, Florida 33324 • 954-357-4800

RECORD OF UNUSUAL INCIDENTS AND ACCIDENTS

Name of Child Care Provider: _____

Name of Child: _____ **Age:** _____

Incident/Accident Date: _____ **Time:** _____

Place of Incident/Accident: _____

Describe Incident/Accident: _____

_____

_____

Describe Nature of Injury: _____

_____

_____

Witness(es) to Incident/Accident: _____

_____

What Action Was Taken? _____

_____

_____

Was Parent/Guardian Contacted? _____ **Time?** _____ **How?** _____

Other Person(s) Contacted: _____

Describe Medical Treatment/First Aid: _____

_____

_____

_____

Name of Reporter (Print): _____ **Title:** _____

Signature of Reporter: _____ **Date:** _____

Name of Owner/Director (Print): _____ **Title:** _____

Signature of Owner/Director: _____ **Date:** _____

Name of Parent or Guardian (Print): _____ **Title:** _____

Signature of Parent or Guardian: _____ **Date:** _____

*** MUST BE KEPT ON FILE AT CHILD CARE PROGRAM.**

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Safe Sleep in Child-Care Settings





Caregivers:
Encourage new mothers to follow the American Academy of Pediatrics (AAP) recommendations for Safe Sleep and Breastfeeding for 12 months. Any breastfeeding for 2-4 months reduces the risk of SIDS by about 40 percent

NICHQ National Institute for Children's Health Quality

National Action Partnership to Promote Safe Sleep Improvement and Innovation Network

Child-Care Providers – Put Babies Safely to Sleep

Here are six ways to keep the baby in your care safe

Put baby to bed on their back – it's the safest way



Put them to sleep in their crib, bassinet or other safe sleeping space



Use a firm and flat mattress with a tight sheet



Keep sleep surface clutter-free – no pillows, bumper pads, blankets, toys



No surface sharing – bed, couch, chair, or any other surface area



Consider offering a pacifier at nap time and bedtime*

***Do not use a pacifier until after breastfeeding is well-established.**



This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number HRSA-17-094.

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A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



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

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

WHEN LIFE HAPPENS... DON'T BE A DISTRACTED ADULT



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Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/ home and instead leave them in the adult's vehicle upon arrival at the adult's destination.

Facts About Heatstroke:

- It only takes a car **10 minutes** to heat up 20 degrees and become deadly.
- Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.
- The body temperature of a child increases **3 to 5 times faster** than an adult's body.



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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 7:30 AM to 6 PM Monday through Friday.

LICENSING INFORMATION

Governmental Licensing Information

Licensing Number: 50275

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MULTIPLE CHILD DISCOUNTS

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

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.

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.

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.

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.

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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:

- 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

CUSTODIAL/PARENT'S/GUARDIAN'S RIGHT

Davie Academy is committed to following all rules and regulations regarding custody as per Florida State law. To ensure clear communication and the safety of our students, please note the following policies:

1. **ProCare Communication**: All ProCare messages will be sent to custodial parents, regardless of who is responsible for tuition payments. This ensures that custodial parents remain informed of all relevant updates and information concerning their child.

2. **Child Release Protocol**: Davie Academy will only release a child to their custodial parent(s) unless provided with a court order specifying otherwise. This policy is in effect regardless of who is paying tuition. For the protection of all parties, please provide any relevant court orders to the academy promptly if there are specific instructions or restrictions on child release.

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.

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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 or unpaid tuition.
- Parents fail to provide the school with the required information and forms requested for admittance (which may include, but shall not be limited to medical documents).
- The child is expelled, as a result of a violation of the facility's expulsion policy included in this handbook.

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 **four weeks notice** from the date upon which you wish your child's enrollment to terminate. 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.

Registration for your child is based on an annual contract. By withdrawing your child before this contract expires, all proceeding agreements with us, including registration for upcoming enrollment, will be canceled.

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

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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.

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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.

While our hours of operation are generally from 7:30am to 6pm, all children must arrive at school no later than 9:00 AM. Morning drop off (7:30-9am) is through our back gate by driving up to our back entrance. Staff members will be there to assist by helping your child out of their vehicle and bringing your children to their appropriate classroom. 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 9:15 AM unless a doctors note has been provided in order to excuse the tardiness for the day. However, even with a doctors note, no child will be accepted into school after 11:30 AM.. **Excessive** tardiness of any time after 9am could result to a child not being admitted into the school house 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 as needed, 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 difficultly 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.

Attendance

Please do not bring your child to the facility if they are ill. Temperatures could 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, diarrhea, etc.), the child will not be permitted to enter the facility or 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.

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 email.

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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:

- All registered custodial parents and guardians have the right to pick up their child at any time during school hours. Additionally, with the parent's approval, as indicated on our forms of approved emergency contacts, these designated individuals are also authorized to pick up your child. To ensure the safety and security of all children, we kindly ask that parents and guardians provide proper identification when picking up their child. This measure is in place to maintain a secure environment for everyone.

- 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.

- If you send an individual to pick up your child, they will need to present a photo I.D and email the admin of the change. 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 $5.00 per minute, per child** is charged. This late fee must be paid in cash on the date the late pickup or within that school week for your child to continue enrollment. If a child remains at the facility for thirty (30) 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.

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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")

[_] I hereby **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

[_] I 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.

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EMERGENCY AND INCLEMENT WEATHER & EMERGENCY LOCKDOWNS

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 online portal, ProCare.

If weather conditions favor the development of a storm during school hours, 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, playground activities are suspended.
- Make students stay in the classroom and be prepared to move from your area in a moment's notice.
- 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.

The administration 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 our walkie talkies 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.
- Direct the students to move away from doors and windows.
- 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.
- Only comply with face-to-face directives from administrator or law enforcement officers. Administrator -stays in command post at all times monitoring video cameras.

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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 twice a school year 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.

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.

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 with their required supplies presented in our tour folder.

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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 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

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.

- Birthday celebrations are held in the classroom and parents will be permitted to bring in vanilla cupcakes for the class, in order to celebrate their child's birthday. Bringing Plates, juice, goodie bags are optional.

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, behavior, and/or if requested by parents

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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

All students are required to wear our Davie Academy school shirt everyday Monday-Thursday. On Fridays, students are permitted to wear a shirt of their choice, as long as it is appropriate for school. All students are required to wear closed toe sneakers to school each day.

If a student comes to school M-Th not wearing our Davie Academy shirt, a t-shirt will be provided at a fee of $12.00.

T-shirts, polos, and zip-up sweatshirts can be purchased at school when our uniform vendor is on-site on the first Tuesday of each month from 4:00 PM to 5:30 PM or online at **AventuraKids.com**.

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.).

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DAVIE ACADEMY
3337 North University Drive, Davie, FL 33024 | 954-437-3197 | davieacademy.com

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

I _____ hereby acknowledge and agree to the Discipline Policy provided herein above.

Parent or Guardian Signature: _____ Date: _____

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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. Davie Academy is not responsible for any toy or electronics brought to school that is lost or broken.

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FIELD TRIP PERMISSION FORM (SAMPLE)

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."

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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.

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.

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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 set of enrollment paperwork
- Authorization for emergency care
- A health assessment by a licensed physician (updated immunization and medical forms)
- 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

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.

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.

Illness and Communicable Disease

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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.

Parents/Guardian must pick up their child or arrange for someone to pick up the child within one hour to ensure the safety and well-being of the child. Seizures are common in children under five years old, and we want to prevent any child from suffering from such an episode.

If a parent or guardian is not available to pick up the child within one hour, or if a child's temperature increases to over 102 degrees Fahrenheit, Davie Academy will be compelled to call 911 emergency services at the parent's expense.

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 for the 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 reattending 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. Due to the highly contagious nature of Hand, Foot, and Mouth Disease (HFMD) among toddlers and preschool students, any child sent home with symptoms of HFMD, as determined by the administrative team, must remain at home for at least 24 hours for monitoring, even if they are seen by a pediatrician and cleared on the same day. We have encountered situations where children returned to school too soon, resulting in the further spread of the illness. To prevent this, a 24-hour monitoring period at home is mandatory, and a doctor's note confirming an in-person examination is required for the child's return. Telehealth appointments for HFMD will not be accepted. This policy is designed to minimize the risk of infection and protect all students. A telehealth appointment doctor's note will not be accepted in the case of pink eye and/or hand, foot, and mouth.

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. 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:

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- The teacher will instruct the child not to bite and will separate the children.
- The parents are then notified.
- 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.

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.

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.

Incident/Accident Reports

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.

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Commitment to Safety

In order to provide further protection to the children and staff alike, Davie Academy has implemented a visual monitoring system, which is present throughout the facility. This monitoring system consists of cameras with visual recording capabilities. The visual recording system holds any footage captured for a period of twenty-four (24) hours from the moment when it is captured, before said footage is automatically deleted, however, Davie Academy may at any time, within its sole discretion, elect to save, store, or otherwise retain any such visual recording footage, for as long as it deems necessary or appropriate. The visual recording system has been put into place in order 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 recording of your child and the actions your child may take while on the premises of the Davie Academy facility. If you do not consent to the visual recording of your child or your child's actions taken while on the premises, your child shall not be permitted to remain enrolled at Davie Academy.

Foods Policy and Alternative Nutrition Plan

Children receive breakfast, lunch, and snack each day. Menus are posted on the classroom and bulletin boards and on our website. 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.

- Food Allergies/ Religious Food Preferences: If a child has a food allergy or a religious preferences parents are recommended to bring in a substitution.

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

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	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.

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.

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 in your child's classroom.

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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.

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.

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.

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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
EmaiI:Nicholas.Goldberg@DavieAcademy.com

Amy Hauser - Preschool Director
Email: Director@DavieAcademy.com

Nancy Santana - 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.

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- 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.

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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

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.

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.

Authorization Password Selected: _____

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

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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:

- 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.
- Facility Director/Assistant Facility Director will also contact the local police.
- 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).

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- 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.

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- 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.

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)

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- 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 licensor
- 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

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- 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

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:

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- 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)

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- 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

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 he 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.

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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.

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- 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.
- 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.

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.

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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.

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- 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.

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- 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

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National Center on Shaken Baby Syndrome: www.dontshake.org

American Society for the Positive Care of Children: www.americanspcc.org

National Institutes of Health, Safe to Sleep Campaign: www.safetosleep.nichd.nih.gov

Centers for Disease Control and Prevention, Safe Sleep for Babies: 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.

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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 anyplace 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.

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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 Techni cal 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 *

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.

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.

Medicine and Cream

THERE WILL BE NO MEDICINE OR CREAMS (WHETHER PRESCRIBED OR NOT PRESECRIBED) 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.

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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.

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.

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

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.

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Handbook Subject to Change

This serves to inform all parents and legal guardians of students enrolled in Davie Academy that the Parent Handbook/Registration Packet is subject to change at any time for any reason. This Parent Handbook/Registration Packet is intended to provide information about the policies and procedures of the school, but it is not an exhaustive or definitive guide.

The school reserves the right to modify any portion of the Parent Handbook/Registration Packet, without notice, at any time and for any reason it deems appropriate. The school may make changes to the Parent Handbook/Registration Packet in response to changes in laws, regulations, or other requirements, or to reflect changes in the school's policies or procedures. It is the responsibility of the parents and legal guardians of students to review the Parent Handbook/Registration Packet and to keep informed of any changes or updates that may occur. The most current version of the Parent Handbook/Registration Packet will be available on the school's website and a new edition will be provided to the students during the beginning of the school year.

By enrolling their children in Davie Academy, parents and legal guardians agree to comply with all policies and procedures outlined in the Parent Handbook/Registration Packet, as well as any future changes or modifications. Please note that any school rules and regulations are not enforceable before the laws, any modification or change in the handbook should not violate any constitutional rights of the students.

This notice serves as a reminder that the school's policies and procedures are subject to change at any time, and that it is important for parents and legal guardians to stay informed about any changes that may occur.

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ACKNOWLEDGEMENT AND DIGITAL SIGNATURE AUTHORIZATION

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. I agree that these forms have been properly executed through DocuSign or a similar digital signature platform.

Signature: _____

Child Name: _____

Relationship to Child: _____

Date of Signature: _____