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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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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: _____

_____

_____

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

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

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

ACH DEBIT SCHEDULE 2026-2027

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

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.

School Closures: Tuition will not be reimbursed, refunded, or prorated for any closure due to acts of God, severe weather or hurricanes, power outages, or other emergencies beyond the school's control.

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.

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.

Date of Enrollment: _____

Today's Date: _____

Parent's Name: _____

Child's Name: _____

Tuition Amount: ☐ $1,350 ☐ $1,050 (VPK wrap-around)

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: _____

Davie Academy

Early Learning Coalition (ELC) Financial Assistance

At Davie Academy, we are grateful for the opportunity to partner the Early Learning Coalition to support your child's learning journey.

- Please note that absences may not exceed **13 total days per month**, even when medical documentation is provided.
- All doctor's and hospital notes must be turned in to the front desk by the end of each month.
- If medical notes are submitted late, or if your child missed more than 3 days without a doctor's note those 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: _____

Step Up for Students: Unique Abilities Scholarship

Davie Academy is an approved school for the **Step Up for Students Unique Abilities Scholarship**.

Families participating in this scholarship program are responsible for paying tuition directly to Davie Academy according to our regular tuition rates, payment schedules, and due dates.

After making a tuition payment, parents may request a receipt from Davie Academy and submit it to Step Up for Students to request reimbursement directly to the parent, subject to the program's reimbursement guidelines and approval.

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: _____

Allergy List

Child's Name:

Allergy	Symptoms	Remedy

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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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 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.**

DAVIE ACADEMY

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.**

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

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.

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.

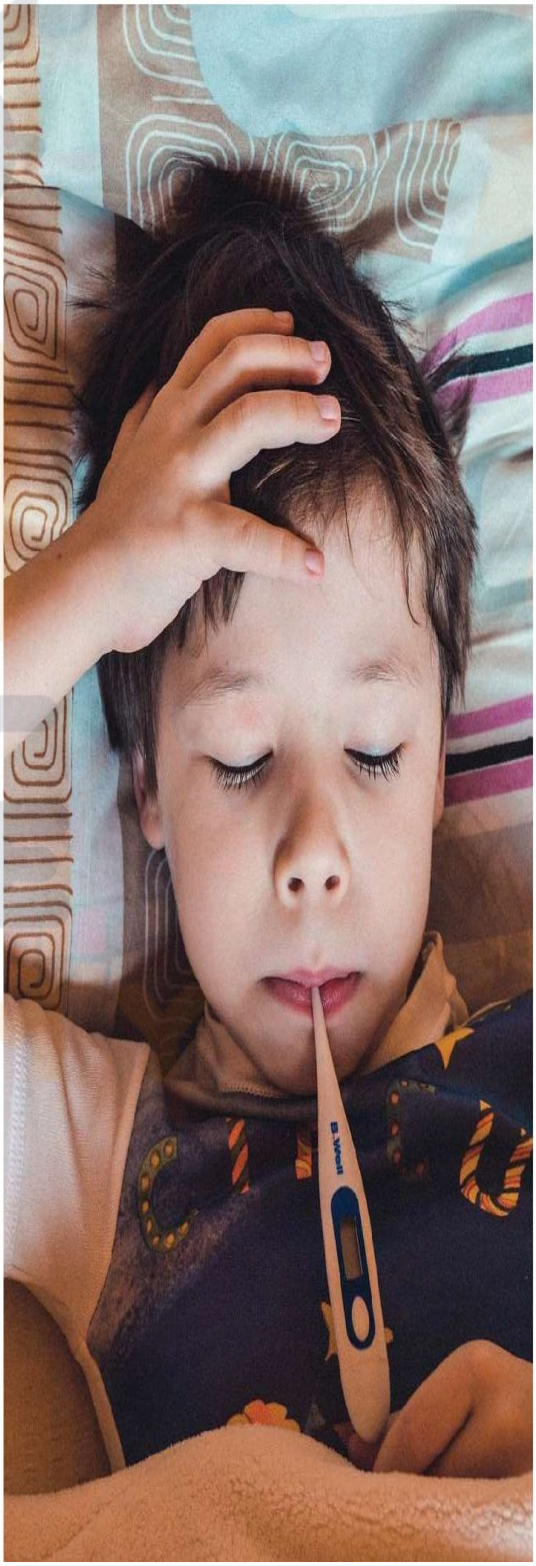
How can I tell if my child has a cold,or the flu?

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.



THE FLU

A Guide for Parents



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.

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/

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

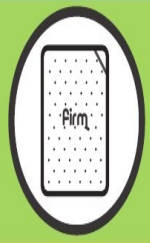
Put baby to bed on their back – it's the safest way



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

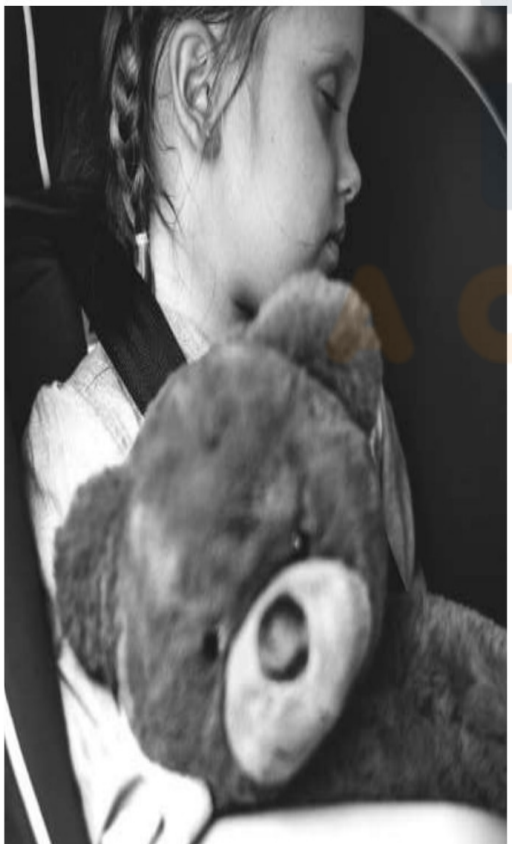


Consider offering a pacifier at nap time and bedtime*

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



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





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.



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.

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

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. Families with a first responder parent/guardian receive a 5% discount. Families eligible for both discounts must choose one.

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.

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 RIGHTS

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.

WITHDRAWAL

In the event that you wish to officially withdraw your child from our program, you must provide the Director 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 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 (if there are any) Affecting Enrolled Children Policy provided herein above.

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 from 7:30am to 6pm, all children must arrive at school no later than 9:00 AM. Morning drop off (7:30-8:30am) 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. At 8:30 you may enter through our lobby. 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 and diapers (if applicable), Clorox wipes, 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.

Sick Policy

For the health and safety of all children and staff, please do not bring your child to school if they are sick. Temperatures may be checked at drop-off. Children with a fever of 100°F or higher, vomiting, diarrhea, pink eye, chickenpox, or any other signs of illness will not be permitted to remain at the facility.

If a child becomes ill during the school day, parents will be contacted and required to pick up their child promptly.

Children sent home due to illness must remain home for at least 24 hours and must be fever-free for 24 hours without the use of fever-reducing medication before returning to school. Children must also be free of vomiting and diarrhea for at least 24 hours.

Medication Policy: Under no circumstances will Davie Academy staff or teachers administer or provide any medication to children while at the facility.

Attendance

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.

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.

Late Pick-up

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 a possibility that you will be forced to pick your child up after our closing hour of 6PM.

- When children are picked up 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 by that Friday. 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.

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 **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.

OR

[_] 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.

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.

EMERGENCY AND INCLEMENT WEATHER & EMERGENCY LOCKDOWNS

If severe weather such as a tornado threatens the facility, staff and children will stay indoors and away from windows with doors locked. No one will go outdoors or leave until local media, police or fire departments report that the danger has passed.

If severe weather is expected within 24 hours, the facility will close until the danger has passed and the building is safe to occupy. For storms with advance notice (e.g., hurricanes and tropical storms), we follow Broward County school-closing announcements. We will keep parents updated through ProCare, but the safety of the children always comes first.

If a storm develops during school hours, the administrator will alert staff to the Hurricane/Tornado watch and staff will:

- Take attendance and suspend playground activities.
- Keep students in the classroom, ready to move at a moment's notice.
- Have students take the Self Protection Position: face the most interior wall, crouch on their knees and cover their heads with their hands.
- Stay inside and wait for dismissal instructions from the administrator.
- After dismissal, clear window sills and shelves near windows and unplug all electronics.

Administration will monitor local news, weather radar and School District instructions.

Lockdown

We will lock down if local public schools do, or if dangerous activity (e.g., shootings, police chase) is reported nearby. All entrances and exits will be locked and no one may enter or leave. We will keep parents updated, but the safety of the children comes first.

The administrator or a key staff member will check the scene and, if needed, announce the lockdown over the walkie talkies. Teachers will:

- Lock the classroom door immediately, bringing in any children from the hallway.
- Bring all children outside back to classrooms; an assigned staff member checks common areas.
- Move students away from doors and windows; if gunshots or loud noises are heard, stay calm and have students lie on the floor.
- Stay in lockdown until notified face to face by the administrator or law enforcement, and follow only face-to-face directives. The administrator stays in the command post monitoring the cameras.

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.

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. 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.

State 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 60 months:	1 to 20

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 at 3pm and parents will be permitted to bring in vanilla cupcakes or store-bought cut fruit for the class, in order to celebrate their child's birthday. Bringing Plates, juice, goodie bags are optional but welcomed.

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

DRESS CODE

Parents

Davie Academy is a place of learning where children learn by observing those around them. We ask all parents and guardians to dress appropriately when entering the facility, including during drop-off and pick-up. Clothing should be clean and respectful, without offensive language, inappropriate images, or excessive exposure of skin. We appreciate your cooperation in maintaining a positive and respectful environment for our children.

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 $15.00 and charged to your account on file.

T-shirts, polos, and zip-up sweatshirts can be purchased at school when our uniform vendor is on-site on the first Thursday 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.).

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: _____

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.

FIELD TRIP PERMISSION FORM (SAMPLE)

Davie Academy does not conduct off-campus field trips. However, local childcare regulations require facilities to include a field trip policy in their parent handbook. The following information is provided to ensure compliance with these requirements.

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

OR

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

Dear Parent /Guardian,

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

Purpose: _____

Transportation Method: _____

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

****

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

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

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

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

If "yes," Insurance Company Name: _____ Policy Number: _____

Insurance Company Contact Number: _____

Parent/Guardian Name: _____

Phone Number: _____

Address: _____

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

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

Name: _____ Phone: _____

Relationship to Child: _____

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

PARENT PARTICIPATION AND VOLUNTEERING

Parental Involvement

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 encourage families to help children complete and return homework, projects, and letter bags; check backpacks daily for crafts and soiled clothing; and participate in spirit weeks and special events. Parents are also expected to attend scheduled conferences and ensure their children arrive on time during our designated drop-off hours of 7:30 a.m. to 9:00 a.m.

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.

HEALTH AND SAFETY

Pre-Enrollment Requirements

By 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 (this document), containing all applicable forms

Note: All required health and immunization forms must be submitted and kept up to date to comply with licensing requirements. Children with missing, incomplete, or expired health forms will not be permitted to attend school until the required documentation has been received and verified by the administration.

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 bring a substitution. 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 a doctor's prescription as well.

Illness and Communicable Disease

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

- A child will be sent home for a fever of 100° or higher, 3 episodes of diarrhea, lethargy, or vomiting (throwing up).
- 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 from the facility while carrying such disease or virus. When

the child is free of disease, a physician's note to that effect must be submitted to the Director. 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:

- 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. 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.

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. 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. 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.

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.

Foods Policy CCFP Meal Pattern Guidelines 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
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

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. **Davie Academy is a peanut-free school due to severe allergies.**

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

Parents and guardians are prohibited from hiring Davie Academy teachers or staff for babysitting or any other personal services outside of school. Teachers and staff are also prohibited from accepting such arrangements under their employment contracts and acknowledge that violations may result in termination of employment.

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

FACILITY CONTACT INFORMATION

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

Nick Goldberg - Executive Director

Email:Nicholas.Goldberg@DavieAcademy.com

Amy Hauser - School Director

Email: Director@DavieAcademy.com

Nancy Santana - Assistant Director

Email: Preschool@DavieAcademy.com

School Phone: (954) 437-3197

TERMINATION OF ENROLLMENT

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. Davie Academy reserves the right to enroll and terminate the enrollment of any child at will, within its sole discretion.

PARENTAL ACTIONS WHICH MAY RESULT IN TERMINATION OF ENROLLMENT (Not an exhaustive list)

- Failure to pay/habitual lateness in payment or habitual lateness at pick-up.
- Lack of attendance or consecutive lateness during morning arrival.
- Remittance of bad/un-cashable checks.
- 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 TERMINATION OF ENROLLMENT (Not an exhaustive list)

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/behavior outbursts.
- Ongoing physical abuse to staff or other children.
- Disrupting or distracting others from learning.
- Unable to toilet train (children 3 and older).

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 at 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:

If someone not listed on your child's enrollment form will be picking up your child, a parent or guardian must call the school and provide their authorization password and the individual's full name. The password must remain confidential and should not be shared with the person picking up the child. The individual must present a valid government-issued photo ID, which will be scanned for our records. **Children will not be released without proper authorization and identification.**

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.

LOST OR MISSING CHILD

Children's safety is our highest priority. If a child is reported missing, staff will immediately notify the Director, secure and account for the remaining children, and search the area. Law enforcement and parents will be notified immediately. All staff will cooperate with authorities, and the incident will be documented and investigated. Any required reports will be submitted to the appropriate agencies, and corrective measures will be taken to prevent future incidents.

DEATH OR SEVERE INJURY OF A CHILD OR STAFF MEMBER

In the event of a serious emergency or crisis, the Director will determine appropriate safety measures, including possible school closure, and coordinate communication with parents, staff, and authorities. Families will be notified promptly, and emotional support will be provided as needed. All incidents will be documented and reported to the appropriate agencies in accordance with licensing requirements.

PRESENCE OF A THREATENING INDIVIDUAL OR INTRUDER

An intruder is any unauthorized person who, by act or deed, poses a perceived threat to the safety of children or staff. If the intruder is inside the building, staff start the Intruder Alert and lockdown, and children are locked down WITHIN their classrooms. If there is suspicious or criminal activity outside, the school goes into a lockout: outside doors are locked and access restricted, but movement between classrooms is allowed.

- All staff must understand, support and take part in the Intruder Alert, lockdown and lockout procedures, which are practiced several times a year, like fire drills.
- Lockdown information is given to parents at enrollment. Parents are notified of all lockdown/lockout drills and events and will receive materials to help children understand and cope.
- If children and staff are evacuated, parents will be given a pre-designated alternate pick-up site. Parents should not try to enter the facility during a lockdown or lockout and may be kept away until authorities say it is safe.

Intruder Alert / Lockdown

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

- **If a weapon is present, DO NOT CONFRONT.** Give the pre-determined hand signal to another staff member to call 911 and initiate the Intruder Alert / Lockdown Procedure.
- If a weapon is suspected: the Director or designee engages the person in calm conversation, directs them toward the entrance/lobby/office/exterior door, explains that all visitors must sign in, avoids sudden moves and raised voices, and has other staff call 911 and initiate the Intruder Alert / Lockdown. If safe, a staff member goes outside to warn approaching parents.
- If no weapon is suspected: approach the person calmly with another staff member, introduce yourselves, ask who they are and how you can help, and guide them to sign in. If they refuse, do not confront them; give the hand signal to call 911 and initiate the Intruder Alert / Lockdown.

- If the intruder is already inside, the first staff member who sees them gives the hand signal, which is passed throughout the building, and 911 is called.

When the intruder alert is announced:

- The Director or designee calls 911 (if not already done) and stays on the phone until help arrives.
- Staff check the nearest hall and restrooms and bring children into the rooms.
- Lock all classroom, interior and exterior doors and all windows; cover windows and doors and turn off lights. If a door cannot be locked, wedge it closed from the inside.
- Keep children away from windows and doors, against walls or on the floor, behind a bookcase or an overturned table. Staff keep the room calm (e.g., a quiet story circle, infants in cribs with bottles, pacifiers and quiet toys).
- Children stay in the classroom until emergency personnel give the “all clear”, and are not released to parents before then. The police, with the Director, take control and may evacuate the building.
- After the “all clear”, the Director briefs staff, counsels children, resumes normal activities as soon as possible, and informs 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.

SAFETY PRECAUTIONS POLICY FOR BLOODBORNE-PATHOGENS

Staff may be exposed to blood from nosebleeds, falls, cuts and scrapes, and so to bloodborne pathogens such as HIV and Hepatitis B and C. Davie Academy follows the OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030), which applies to all staff trained in CPR and First Aid. These diseases are not spread by casual contact; infection requires blood or blood-containing fluids to enter the body through a cut, needlestick, broken skin, eyes, nose or mouth.

Our requirements

- A written Exposure Control Plan accessible to all employees; free bloodborne pathogen training; hazard labels; and medical and training records.
- Universal Precautions: treat all blood and potentially infectious material as infected, including the children's.
- Use of sharps containers, gloves, eye protection and proper hand washing, including washing hands before putting on and after removing gloves.
- Medical evaluation and follow-up after any exposure, at no cost to the worker.

If exposed: wash the area immediately with soap and water, report it right away, and go to your physician or the nearest emergency room.

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

Davie Academy is committed to preventing shaken baby syndrome/abusive head trauma (SBS/AHT) and maintaining safe sleep practices. Staff are trained to recognize warning signs, respond to emergencies, and report suspected abuse to the appropriate authorities.

Infants are always placed on their backs to sleep in approved cribs with firm mattresses and no loose bedding, unless otherwise directed by a physician in writing. Staff closely supervise sleeping infants and use safe, appropriate methods to comfort crying children. **Shaking a child is strictly prohibited.**

All staff receive required training, and parents are provided with this policy upon enrollment.

Resources: Florida DCF (myflfamilies.com); National Center on Shaken Baby Syndrome (dontshake.org); American SPCC (americanspcc.org); NIH Safe to Sleep (safetosleep.nichd.nih.gov); CDC Safe Sleep for Babies (cdc.gov).

Parent or Guardian Acknowledgement Form

I, the parent/guardian of _____ (Child's Name) acknowledge that I have read and received a copy of Davie Academy's Shaken Baby Syndrome/Abusive Head Trauma Policy.

SAFE SLEEP POLICY FOR INFANTS IN CHILD CARE PROGRAMS

Davie Academy follows safe sleep practices to reduce the risk of Sudden Infant Death Syndrome (SIDS) and other sleep-related deaths. Infants under one year are placed on their backs in approved cribs with firm mattresses and fitted sheets. Cribs must remain free of blankets, pillows, toys, bumpers, and other loose items.

Infants are never allowed to sleep in swings, car seats, or other unsafe sleep areas and are closely supervised at all times. Each infant has their own crib, and staff maintain a safe, comfortable, smoke-free environment. Supervised tummy time is provided while infants are awake.

References & Resources

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

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.

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: _____