Cuddly Kids Academy
Pre-school
Application Packet & Handbook

“Where learning is fun!”
1023 SE 4TH AVE GAINESVILLE, FL 32601

(352)336-3200 (Office) --- (352)336-3222 (Fax)

Revised 5/2014
Dear Parent(s)/Guardian(s):

Welcome to Cuddly Kids Academy Preschool. We believe in open communication between parents and staff to fully meet your child(ren)’s needs. Using developmentally appropriate practices, we prepare children to meet their full potential by concentrating on healthy social, emotional, and physical growth as well as their Christian character. All our activities are designed to foster a love of learning and a positive self-image in children of every age level. We are confident that our preschool will provide a loving, happy Christian environment where your child(ren) can learn, grow, make friends, and have fun.

Our desire is to partner with you in the care and education of your child(ren). The key to the success of that partnership is good communication. The purpose of our handbook is to bring clarity to the policy and procedures of Cuddly Kids Academy. However, like any handbook, all possible questions may not have been addressed. Policies change from time to time, and these changes may alter the information contained in this document. You will be notified, in writing, of any significant changes that may occur. Please feel free to contact me if you need assistance beyond what this handbook provides.

Again, thank you for enrolling your child(ren) in Cuddly Kids Academy Preschool. We look forward to developing a positive relationship with you and your child (ren).

Respectfully,

Owner
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DAILY SIGN-IN AND SIGN-OUT: Cuddly Kids Academy’s hours of operation are 5:30 AM - 6:00 PM Monday - Friday. Although we are open 12.5 hours per day, maximum care is not to exceed 10 hours. If an excess of 10 hours occurs on any given day, the parent/guardian/financially responsible party will be charged additional fees beginning (1) minute beyond your 10 hour maximum. If you have a childcare supplemental voucher (ELC/DCF), you are responsible for complying with the time limitations outlined in your voucher agreement. You will also be charged the excess hours fee rate. The excess hours fees scale is as follows:

<table>
<thead>
<tr>
<th>AGE GROUP</th>
<th>AGE RANGE</th>
<th>EXCESS FEE PER DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>6 Weeks - 11 Months</td>
<td>$18.00</td>
</tr>
<tr>
<td>Toddlers</td>
<td>12 Months - 23 Months</td>
<td>$16.00</td>
</tr>
<tr>
<td>Twos</td>
<td>24 Months - 35 Months</td>
<td>$14.00</td>
</tr>
<tr>
<td>Threes and Fours</td>
<td>36 Months - 59 Months</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

I agree to sign my child(ren) in and out every day using the clock mounted on the CKA wall in accordance with the school’s attendance procedure (first initial and last name or first and last name and current emergency phone number) legibly No Exceptions. I understand that tracking your child’s attendance is imperative for safety and continuation of service. I understand that no minor child will be permitted to sign my child(ren) in or out. I understand that the class begins at 9:00 AM and I am required to enter the center no later than 9:00 AM, with the exception of a medical appointment (prior notification to the CKA Director is required). A 15 minute grace period is extended for late arrivals provided prior notice is given. I understand that my child will not be accepted after 9:15 AM without prior administrative authorization. I must escort my child to and from the designated area, and staff member each day.

CHANGE OF ADDRESS/PHONE NUMBERS: It is the parent/guardian’s responsibility to make sure the office has the correct information regarding you and your child. Please notify the preschool office immediately of any change of home address, telephone numbers, cell phone numbers, and place of employment or emergency contacts. A form to advise of any changes can be picked up from and returned to the preschool office at any time. Up to date information will help us handle emergencies effectively.

DRESS CODE: Children attending Cuddly Kids Academy are required to wear attire that is appropriate and safe for preschool children. Children should wear washable play clothes they can easily manipulate with little or no assistance.
Student Shoes – Proper fitting shoes and socks are required at all times. To ensure safety during playtime, all children must wear closed in shoes (both front and back). We recommend sneakers and socks, as they get very uncomfortable when their feet sweat or they get sand in their shoes. *Slip-ons, sandals, platforms, heels, cowboy boots, or shoes with open toe/backs are not permitted at any time.*

Jackets, Sweaters, and Sweat Shirts - For extra warmth during the winter months, a long sleeve shirt or turtleneck may be worn. Jackets, sweaters, and sweat shirts must be worn on the playground if inclement weather. We will not permit children to wear other child(ren)’s outer wear. **Jackets and sweatshirts need to be well marked with your child’s name or initials. Other students may have the exact items and mix ups can occur. We are not responsible if anything gets lost.**

Jewelry - Boys and Girls may wear small studs on their ears but large hoops are not permitted for the safety of your child. No other jewelry will be permitted as they are considered safety hazards both to your child and others. **Please note, CKA nor any other entity of PMI shall be held responsible for any jewelry.**

Change of Clothes - A change of clothes should be kept in your child’s cubby each day for children ages two and up. We recommend two or more changes of clothes for potty training two year olds. **The parent/guardian is expected to label all clothing, diapers/pull-ups (visibly) and place the clothing in a large zip lock bag with the child’s name on it. Remember to replace wet clothing sent home immediately. Parent/Guardian is responsible for washing any soiled laundry.** Providing clothes from home helps settle an already unhappy child about having a potty accident. **If they do not bring diapers/pull-ups, wipes, have a change of clothes, you will immediately be called to return to the center with the missing items or pick up your child. No Diapers, No Stay! If your child is wet or soiled at drop-off, the parent/guardian is expected to changed him/her before leaving the facility.**

**PARENT DRESS CODE:** Cuddly Kids Academy’s expectation of parents/guardians is to be the example for your child(ren) by demonstrating appropriate use of inner and outer wear. We expect that no parent/guardian will arrive to drop off or pick up a student in garments not designed or generally intended for public wear or those that excessively expose private body parts or underwear such as pajamas, night shirts, house shoes/slippers, low rise bottoms that sag, low cut tops).

**CHRISTIAN CHARACTER:** Cuddly Kids Academy is a private organization. Your child will be provided a good moral character building Bible based learning experience which will include prayer, Bible stories, Bible memory work, and asking a blessing before mealtime. Our intent is to incorporate a non-denominational, healthy respect and learning about God and His Word.

**TOYS AND PERSONAL ITEMS:** We ask that you do not allow your child to bring toys from home, even if they are willing to share them. It causes conflict in the classroom and could pose
and unsafe threat to others. The 3 and 4 year old classes will have “show and tell” days at which point everyone will have the opportunity to bring an item to share. These items must be submitted to your child’s teacher for safe keeping before and after “show and tell”. *Neither Cuddly Kids Academy nor any entity of PASSAGE Ministries, Inc., shall not be responsible for finding or replacing any personal items lost or misplaced.*

**NAP TIME:** Cuddly Kids Academy provides rest cots for every student from 12:30 PM - 2:30 PM. Students are not required to sleep, but must rest and lay quietly during this time. *Please do not bring pillows or stuffed animals.* An age appropriate blanket is required to make your child feel more comfortable during this time. We ask that blankets be taken home every Friday and thoroughly washed.

**TOILET TRAINING:** When your child is toilet training, dress him/her in clothing that is easily manipulated. No buttons, buckles or belts helps your child become more self-sufficient. Your child must be able to push down and pull up their own shorts and underwear. We must have several changes of clothing in the event of a potty training mishap. We have found that waiting until age 2 - 2½ and going right to underwear is the most effective potty training method. A child can be trained younger, but tends to have more accidents and regression. Potty training is a team effort so it is imperative that the same routine is followed at home. *Please note: If your child is not potty trained by age 3, he/she will not be accepted into the academy.*

**SNACK:** Cuddly Kids Academy provides nutritious snacks. Please do not bring food items to school for students 12 months and older unless requested by your child’s teacher. *Please note, only infants are permitted to bring food.*

**BREAKFAST AND LUNCH:** Cuddly Kids Academy is licensed to cook and prepare food. A monthly lunch menu will be posted inside your child’s classroom.

**NOTE:** If your child(ren) have special dietary needs, a doctor’s note is required and parent/guardian will need to provide their child(ren)’s’ breakfast, lunch and snack.

**BIRTHDAYS AND SPECIAL OCCASIONS:** Parents are welcome to send store bought refreshments, cookies, cupcakes, and party favors to share with their child’s classmates. Please let your child’s teacher know in advance that you will be bringing a treat. We try to have our celebrations after naptime so as not to interfere with lunch.

**HALLWAY RULES:** Children must walk behind one another when moving about the hallways. There is no running, jumping or pushing allowed in the hallway. All of the classroom rules apply in the preschool hallways.

**HOLIDAYS:** The school is closed on the holidays listed below. *There is no refund, credit or any other allowance for holidays.* If a holiday falls on a weekend, it will be observed on either the Friday before or the Monday after. Please check the academy’s holiday calendar to confirm. **Site Closed Days are as follows:** Christmas Day, Good Friday, July 4th, Labor Day, Martin Luther King, Memorial Day, New Years Day, Presidents’ Day, Thanksgiving Holiday (Thursday & Friday), UF Homecoming and Veteran’s Day.
HEALTH AND MEDICATION POLICY: Injuries outside the center are the parent/guardian’s responsibility to report to the Director’s office or your child’s teacher upon arrival to the center (bumps, bruises, scratches, etc.) whether covered or not. Center staff will make note of the presence of said body markings. Likewise, when your child is injured while in our care, it is our responsibility to report it to the parent/guardians in writing. Parents/Guardians understand that they will be notified should their child become ill during the day and that they must pick up their child promptly, or make arrangements for an authorized emergency contact person to pick up upon such notification. If your child(ren) is exposed to or contracts a contagious disease, you agree to notify the school and understand that your child(ren) will not be permitted to return to school without a doctor’s note.

We are a “well child facility” and have no provisions or medical personnel to care for sick children. For the protection of all children, the following will be strictly enforced. Parents/guardians will be asked to pick up sick child(ren) and they will not be permitted to return to school without a doctor’s note if they have any of the following symptoms:

- **Fever**—A temperature (a sudden spike of 100 degrees or higher)
- **Respiratory**—Breathing difficulties (wheezing or strong consistent cough)
- **Diarrhea**—More than one loose stool within 24 hour period.
- **Vomiting**—Any signs of illness or continued vomiting.
- **Rash**—An undiagnosed rash other than a mild diaper or heat rash. *Rash related to medicine should be brought to the teacher’s attention so that they will not be alarmed.*
- **Sore Throat**—A sore throat requiring a culture because other signs are present.
- **Nasal Discharge**—A heavy nasal discharge
- **Chicken Pox**—Cannot return until all lesions are dry and crusted, and cleared by a doctor.
- **Impetigo**—Blisters covered with honey-crusted overlay
- **Conjunctivitis**—Pink-eye, redness of the eye with burning/itching and thick discharge; at least 24 hours after student starts medication and/or drainage is no longer present.
- **Lice or Scabies**—Following medical treatment, child(ren) must be examined and cleared by a physician before returning to school.
- **Pin Worms**—At least 48 hours with no signs of pin worms after treatment.
Cuddly Kids Academy

❖ **Hepatitis**—Doctor’s note is required to return to school.

❖ **Strep Throat**—No sooner than 48 hours after the start of oral medication or 24 hours after injection will your child be permitted to return to school.

**Return to School**—Unless previously noted, your child may return to school when he/she is free from all symptoms, has been on medication for more than 24 hours with written statement from his/her doctor that he/she is no longer contagious. If your child is well enough to return to school he/she must be well enough to participate in all activities including outside playtime.

**Prescription Medication**—A medicine form must be completed by a legal guardian or parent, listing all medication to be administered with the exact dosage and times of administration for each day. A medicine spoon should be included in a zip lock bag with your child’s name on it. **Do not leave medications of any kind in your child’s backpack, diaper bag, or lunch box.** Your child’s prescription medication must be in the original container with the child’s name, the name of the doctor and the dosage information on the label.

**Over the Counter Medication**—(including topical solutions and creams) **will not be administered without a completed Medication Authorization form, signed and dated by parent/guardian.**

**PHYSICAL AND IMMUNIZATION FORMS:** Florida law requires the following items for all new students entering all grade levels to present certification of the following:

- A copy of the original birth certificate (we can make a copy)

- The completed current immunization form #680

- The completed current physical form #3040

A physical examination form is good for up to 2 years in a Florida pre-school facility. Failure to comply with this regulation within 30 days of registration could result in suspension from school and even prosecution of the parent or legal guardian(s) by the State. The Department of Health forms may be obtained at the Alachua County Public Health Unit, or from your doctor, and **must** accompany the Cuddly Kids Academy Enrollment Application.

**INTERVIEWING CHILDREN AND INSPECTING RECORDS:** I understand that the State Child Care Regulatory Enforcement and Administration Agency and the Local Department of Social Services or Child Protective Services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate au-
WITHDRAWAL FROM PROGRAM: I understand that I must provide a two (2) week written notice of withdrawal from Cuddly Kids Academy. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, he/she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete an entirely new Enrollment Agreement at the current rate and pay a new non-refundable registration fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (tuition and/or enrollment) are non-refundable.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION: Understand that it is the academy’s intention to be open and provide educational and child care services every weekday of the year excluding holidays, but that inclement weather, natural/national disaster or major building issues may disrupt service from time to time. The parent/guardian will contact the school to ensure that it is open during inclement weather/natural disaster. The parent/guardian agrees that in the event the school is closed for an extended period of time, they will continue to be responsible for their tuition payments for up to three business days.

I have read and understand the policies and procedures on pages 4 through 9, and all of my questions have been satisfactorily answered.

FINANCIAL INFORMATION STATEMENT
PLEASE READ CAREFULLY!

APPLICATION FEE: The non-refundable application fee is $35 per child plus the 1st week’s tuition is due when submitting the Enrollment Application Form. The application fee is non-refundable and it is valid for two weeks only.

Payment of the application fee does NOT reserve a space for your child beyond 48 hours.

Enrollment is on a first come, first served basis.

The only two means to enroll and reserve space for your child is to:
Complete the enrollment application with pre-payment of the first week’s tuition,

OR, provide a valid tuition voucher with the first week’s tuition.

Re-enrollment of withdrawn clients will require a new enrollment fee; all others will be assessed at the Director’s discretion.
**Tuition Schedule:** Please note, fees are due *Monday of the week of service*. All fees are to be paid in full prior to services.

- **6 weeks – 12 months:** $135
- **12 months – 24 months:** $125
- **2 yrs:** $105
- **3 yrs-4 yrs:** $95

*Rates are based on age, not classroom placement.*

Pre-payment of the first week’s full tuition is required in order to enroll.

Pre-payment of tuition reserves space for a maximum of ten (10) business days or until the client begins class – whichever is first.

Tuition payment(s) may only be applied to the specific dates for which pre-payment is made and may not be extended or applied to other date(s).

**Tuition is non-refundable** and the full tuition pre-payment (up to two weeks) is forfeited and the client’s reserved space is immediately released if:

- The client elects not to start, or is not able to start class within ten (10) business days of enrollment; OR
- A written (signed and dated) request to cancel the enrollment is not received by the Director at least 48 hours prior to the end of the tenth business day.

In the event a client fails to start within the maximum ten (10) business days from the initial enrollment, and if space is yet available, the client may request a new reservation (or start date) and must pre-pay the required first week’s tuition prior to starting.

**Full tuition must be pre-paid** weekly in order to guarantee a reserved space. Failure to timely and fully pay tuition will forfeit the client’s space immediately and automatically, and it may be released to other prospective clients.

If tuition is not received in the Tuition Drop box or credit/debit payments made in the business office by close of business (6:00 PM) each Monday it is considered late and a $20 late fee will be applied. The late fee is due at the time tuition is paid. Additionally, late fees will be assessed each time there is an outstanding balance of $1.00 or more. **Understand however, the late fee for a $0.01—-$0.99 outstanding balance will only be suspended for up to two weeks at which point the late fee will apply.** If there is an account discrepancy and you wish to discuss it, we ask that you schedule an appointment to allow our finance office to prepare all supporting documentation for presentation. Additionally, we ask that you do the same.

**Part-Time Registration and Enrollment**

Cuddly Kids Academy is a full-time pre-school. However, we will offer a limited number of part-time enrollments according to availability. Parents or guardians wishing to enroll their child (ren) for less than five (5) days per week may find this option helpful.

**Terms for Part-time Enrollment**

Full-time enrollments have priority over part-time enrollments in cases where there are no available space(s) for newly arriving full-time clients.
Part-time clients may optionally be converted to full-time status (with an adjustment in tuition), prior to cancellation of their enrollment, if their space is required by a new full-time client.

In the event an existing space for a part-time client is no longer available due to space demands by a new full-time client and there is insufficient space to accommodate both clients, the affected part-time client will be given five (5) business days to secure alternative care, or they may convert to full-time status.

Arrival time is the same for part-time and full-time clients.

Part-time clients may pre-pay and add days based on availability or convert to permanent full-time status at any time.

Official (written) documentation by an authorized payee is required in order to alter original scheduled days of attendance.

Full-time clients may not convert to part-time enrollment without signing a revised contract and providing a 7-day written notice prior to the requested change.

Part-time clients enrolling for less than four (4) days a week will incur a $15.00 per week surcharge.

Tuition and application fees are to be made payable to Cuddly Kids Academy.

**CHECKS:** Cash or money order for NSF (insufficient funds) returned checks must be submitted at the time of notification and a $35 charge will be applied. *Post dated checks will not be accepted.*

There are no discounts, refunds or other allowances for absences.

**NOTE:** Child(ren) will not be accepted without FULL payment. You may be asked to withdraw your child until your account is made current. The school cannot guarantee a child’s spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees will be sent to a third-party collection agency.

**DUAL ENROLLMENT DISCOUNT (PCA & CKA):** There is a 10% weekly discount to direct pay (non-scholarship) families who have one or more children also enrolled in PASSAGE Christian Academy K5-12th grade; also transportation will be provided from Cuddly Kids to PCA for families dually enrolled.

**NOTE:** Free After-School Tutoring until 6pm is available to all PCA students at Primetime Afterschool.

**ANNUAL TUITION DISCOUNT:** A 5% discount is available for those families paying the full annual tuition by August of each year. Please indicate monthly or annual payment on the Enrollment Application Form. The tuition discount does not apply to the application, enrollment, program, or service alternative fees.
**ABSENCE/VACATION:** Parent/Guardian is to inform the school immediately of their child(ren)’s absences on any day. There will be no allowances, credits, refunds, or make up days for absences/vacation. Further, the parent/guardian may be required to complete a Document of Absence (DOA) form. Any child receiving tuition assistance from DCF or ELC is required to attend school on a regular basis. If your child misses more than 3 consecutive school days, the parent/guardian will be required to complete a DOA for up to 5 additional days. If your child requires more than 5 days of absence, a doctor’s note and a DOA is then required.

For students enrolled at Cuddly Kids Academy for 6 months or more, we extend a once annual vacation discount of **25%** off your regular week’s tuition. Tuition will be due for each absence of **one** full school week (Monday through Friday) **per calendar year** with **one week advance notice** to the Director. You agree to pay the vacation tuition rate to guarantee your child(ren)’s space when he/she is not in attendance for an entire school week (Monday through Friday).

Regular tuition is due for all weeks when your child(ren) attend any part of the week. There is no credit given for single days. Understand that if you withdraw your child(ren) during a vacation, you will be required to pay a new non-refundable application fee upon return.

**LATE PICK-UP:** Cuddly Kids Academy is open from **5:30am to 6pm,** Monday through Friday year round, with the exception of published holidays. Please understand that if you fail to pick up your child(ren) by the scheduled closing time, you will be charged a late fee of $25 for the 1st 15 minutes and $15 for every 5 minutes or any portion thereafter, per child, until the child(ren) are picked up. The Excess Hours Fee referenced in **Policy and Procedures** will be assessed in addition to late pick up fees whenever applicable. Payment is due at the time of delivering your child(ren) to Cuddly Kids Academy the next business day.

**Voluntary Pre-Kindergarten and Early Learning Coalition of Alachua County:** Voluntary Pre-Kindergarten and The Early Learning Coalition of Alachua County VPK and ELCAC in Gainesville, FL, serves as a resource for families and early childhood educators. VPK and ELCAC provides enriching early learning opportunities for children age birth to five ensuring that children will begin school ready to learn.

Through collaboration, the Coalition uses an integrated service system linking decision makers, families, early childhood educators and business leaders together to make certain that all of the young children living in our community receive the care and enriching learning opportunities they need to succeed in school and later in life. Parents may apply for School Readiness & Voluntary Pre Kindergarten by visiting the School Readiness website, or call (352) 375-4110 ext. 100
DISCIPLINE POLICY

A very important part of the preschool experience is helping children learn how to get along in the world and enjoy being with other children as well as following the direction of an adult other than their parent. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible.

Our discipline policy will consist of the following strategies:

1. Encouraging children to use words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.

2. Redirecting behavior when this seems potentially effective.

3. Separating a child from the group – one minute away for each year of age.
   (example: 3 year old child will have 3 minutes in time-out)

4. Counseling children individually about their behaviors.

5. Making parents aware of disciplinary concerns.

6. Discipline concerns will be addressed in an accident/incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. These incident reports will be presented to the parents at the time of pick up, but in extreme or chronic situations, a more formal conference with the parent may be required. Parents of all children involved in the incident will be notified in writing, via phone or conference. The incident form should be signed by the parent and returned to the office to be placed in the child’s file. Incident reports will be kept on file for three months. More severe incidents will be kept for an extended period of time.

7. If the behaviors persist to a state considered chronic or extreme, the CKA director will conference with the parent or guardian to find the best solution for the preschooler. It may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

8. Parents should note that information about other children cannot be disclosed in your child’s accident/incident reports. This is in keeping with our confidentiality practice.

9. Corporal punishment is not used at Cuddly Kids Academy, parent/guardians or anyone on the premises.
REASONS FOR DISMISSAL - Cuddly Kids Academy reserves the right to terminate services due to a parent’s failure to adhere to school policies or procedures, or when a child’s repeated negative behavior or extensive special needs prevent staff from providing adequate care or when a parent/guardian fails to make contact with the school regarding a child’s absence for a period of 10 business days. If the child is still attending when the decision is made to terminate services, the parent/guardian will have at least two weeks notice to plan for termination of services. *Tuition will be required during the two week period for any situation.*

EMERGENCY PROCEDURES

- An emergency medical response unit will be called in cases where an employee or preschooler needs immediate emergency medical attention. The telephone number shall be posted at all phones.

- A staffer from the preschool will accompany the ill or injured preschooler to the doctor or hospital when emergency medical treatment is required and shall stay until a parent or designated adult relief arrives. The Director will contact the parent/guardian of any ill or injured child as soon as possible.

FIRST AID

- The preschool teacher must hold a valid first aid card.

- A current first aid kit will be kept in the preschool.

- Established first aid procedures are to be used in case of a medical emergency.

- In case of accident or illness, attempts will be made to contact the parent/guardian before any kind of action is taken beyond necessary first aid except as necessary in a life threatening situation.

- No medication will be given at school, unless under doctor’s orders and in the original, clearly marked containers.

ADDITIONAL POSTINGS

- Posters listing emergency numbers, procedures and location of the first aid kit will be strategically located beside the phone.
The location of first aid kits must be prominently marked with Red Cross posters or signs to facilitate the retrieval of the first aid kit in an emergency situation and to remind building occupants of the necessity of maintaining a safe work environment.

**FIRE ESCAPE PROCEDURE**

- The teacher will guide the children to the fire escape exits.
- The teacher will push open the door and lead the children outside assisted by other staff personnel.
- The class will go directly to their designated areas outside the building.
- The Director or his/her designee will call 911 from a safe location.
- The Director or his/her designee will do a sweep of the building (bathrooms, storage areas and other isolated areas to ensure no one was left behind before and will then join the classes on the playground.

**Sections**

- Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125 (5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, “Know Your Child Care Facility” (CP/PI 175-24), or
- Section 65C-22.005(3) (c)2,.F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.