



102 12th Street North, Naples, Florida 34102
(239) 261-8284 (239) 261-4015 fax

VOLUNTEER INFORMATION SHEET

Name: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Local Phone/Cell Phone: _____

Email Address: _____

Please indicate areas of interest:

____ Reading ____ Art

____ Garden ____ Science

____ Math ____ Other

Time (please circle available times): 2:30-3:00 3:00-3:30 3:30-4:00

Other times available: _____

Day(s) of the Week Available:

Monday Tuesday Wednesday Thursday Friday

Date available to start: _____

****Legal Requirements for Background Checks**

Fingerprints and background checks are required for all volunteers entering a county building or working in a secure location. Any questions regarding the legal requirements can be addressed to the Facilities Management Division using the contact details below. Background checks must be completed within the last 5 years.

Please see next page and fill out all required information. We will then help you set up an appointment for a background check. Background checks are \$70. If you'd like us to setup the appointment for you, please bring a check made out to Fun Time Academy as form of payment.



Care Provider Background Screening Clearinghouse Background Screening Request Form

You have applied for a position with a health care and/or service provider regulated by a specified agency in the Care Provider Background Screening Clearinghouse (Clearinghouse) that requires a fingerprint-based background check. As a health care and/or service provider regulated by a specified agency in the Clearinghouse we may conduct a search for an existing background screening result or submit a new background screening request through the Clearinghouse results website on your behalf.

In order to complete the search and/or background screening request we must collect the following information. This information is required by the Clearinghouse, the Florida Department of Law Enforcement, and the Federal Bureau of Investigation.

Please provide the following information:

Applicant Information

*First Name: _____

Middle Name: _____

*Last Name: _____

Aliases: _____

*SSN: _____

*Date of Birth: _____

*Place of Birth: _____

Demographics

*Sex: _____

*Race: _____

*Hair Color: _____

*Eye Color: _____

*Height: _____

*Weight: _____

Contact Information

*Address Line 1: _____

Address Line 2: _____

*City: _____

*State: _____

*Zip: _____

County _____

Prior States: _____

Email: _____

Phone: _____

*Denotes Required Fields



PRIVACY POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the privacy policies from the Florida Department of Law Enforcement and the Federal Bureau of Investigation, which describe the exchange of information where criminal record results will become part of the Care Provider Background Screening Clearinghouse.

I understand and agree that I will read and comply with the guidelines contained in the privacy policies.

Employee/Contractor Name (Printed)

Employee/Contractor Signature

Date _____



SEEDS Program Information

(Standards-based Educational Experiences Delivery System)

SEEDS is a volunteer program designed to increase the number of critical oral language and literacy skills young children experience. This is done by having SEEDS volunteers work with small groups of children for twenty minutes twice a week using a wide variety of books over an extended period of time. Each SEEDS session includes reading a children's book aloud and asking open-ended questions related to the content of the book. These experiences support and expand the skills children learn in the classroom under the leadership of the teacher.

Volunteers are encouraged to have several back-and-forth conversations with each child. Interactions with the volunteers and with the materials and activities give children additional face-to-face time with an adult, enabling them to participate and learn in a more personal way.

The SEEDS program uses a step-by-step program that includes a weekly book and any manipulatives and materials that you will need to complete the designated tasks. SEEDS program bags can be found in the cabinets in the multi-purpose room where you will be working with each child for easy accessibility. A schedule of stories can be found on the back of this sheet and will also be displayed inside the main cabinet of SEEDS bags.

Procedures to volunteer with the SEEDS program will be explained at Volunteer Orientation or prior to your first volunteer session.

SEEDS Book List 2023-2024

Starts November 6th, 2023 – Ends April 12th, 2024

WEEK	Book Name	Alternate Book
Nov. 6-10	What is Round?	Abby's First Book of Shapes
Nov. 13-17	Feast For Ten	
Nov. 20-21 *No School Wednesday 11/22, Thursday 11/23 and Friday 11/24	Free Choice	
Nov. 27-Dec. 1	Mouse Mess	
Dec. 4-8	Mouse Paint	
Dec. 11-15	Feathers for Lunch	
Dec. 18-21 Closed for Winter Break Friday 12/22 until 01/01/2023	Free Choice	
Jan. 2--5 ** No School Monday 01/01/2024	Sweet Dreams: How Animals Sleep	Hop on Pop
Jan. 8-12	The Cooking Pot	
Jan. 15-19 **No School Monday 1/15 MLK Jr. Day	Snowy Day	
Jan. 22-26	The Very Hungry Caterpillar	Polar Bear, Polar Bear
Jan. 29-Feb.2	White Rabbit's Color Book	
Feb. 5-9	Kippers ABC	
Feb. 12-16	Corduroy	Pigs Love Potatoes
Feb. 19-23 **No School Monday 2/19 President's Day	Quiet in the Library	
Feb. 26 – March 1	My Friend Bear	
March 4-8	It Looked Like Spilt Milk	Ten Apples Up On Top
March 11-15 **No School Friday 3/15	If You Give A Mouse a Cookie	
March 18-22	A Color of His Own	Take Me to the Zoo
March 25-29 **No School Friday 3/29 Good Friday		
April 1-5 **No School Monday 4/1		
April 8-12		

****Please help other volunteers by returning bags in a similar shape to how you receive them.**

****Let Christen know if you need any materials for the bags.**



Standards of Conduct
Fun Time Academy- Head Start
CFR 1304152 (h) (l) (I-iv)

Staff, consultants, and volunteers will abide by the standards of conduct:

1. They will respect and promote the unique identity of each child and their family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. They will follow program confidentiality policies concerning information about children, families and other staff members.
3. No child will be left alone or unsupervised while under their care.
4. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Failure to comply or notice of any inappropriate actions will be addressed by the Executive Director on a case-by-case basis if/when needed.

Print Name: _____

Signature: _____ Date: _____



Child Supervision and Helpful Expectations For Volunteers and Tutors

We are pleased to have our SEEDS volunteers and tutors work with the children weekly to help children practice preschool academic skills needed to further prepare them for kindergarten, so they are ready to read and ready to learn when they enter kindergarten. To protect the children, staff, and our volunteers, certain rules and guidelines must be followed.

Volunteers are not to be alone with a child at any time in the building where we do not have cameras. The areas without cameras are the FACP room, the laundry room, library, and all bathrooms.

If a child needs to use the bathroom facility, please take the child to their classroom teacher. The teacher will assist the child. If you need further support, please speak with an administrative staff member.

Other expectations:

1. Please refrain from giving candy or other treats at any time.
2. Please refrain from giving children gifts during the tutoring/volunteering sessions.
3. When your assigned child is absent, please feel free to check with the teacher to see if there is another child you may read to or tutor for that day.
4. Remember to complete the student time charts located in the binder in the multipurpose room.
5. Please remember to sign the child out of their classroom at the beginning of your session and back in at the end of your session. Sign out/in binders will be located by the door of the classroom/

We hope that you enjoy your time at Fun Time Academy.

Please sign below that you have read the above information.

Print Name: _____

Signature: _____ Date: _____

CHILD CARE ATTESTATION OF GOOD MORAL CHARACTER

State of Florida - County of _____

I, _____ who, as an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with _____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

Section 393.135	sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 777.04	attempts, solicitation, and conspiracy
Section 782.04	murder
Section 782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	vehicular homicide
Section 782.09	killing an unborn quick child by injury to the mother
Chapter 784	assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	assault, if the victim of offense was a minor
Section 784.03	battery, if the victim of offense was a minor
Section 787.01	kidnapping
Section 787.02	false imprisonment
Section 787.025	luring or enticing a child
Section 787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	sexual battery
Former Section 794.041	prohibited acts of persons in familial or custodial authority
Section 794.05	unlawful sexual activity with certain minors
Chapter 796	prostitution
Section 798.02	lewd and lascivious behavior
Chapter 800	lewdness and indecent exposure
Section 806.01	arson
Section 810.02	burglary
Section 810.14	voyeurism, if the offense is a felony
Section 810.145	video voyeurism, if the offense is a felony
Chapter 812	theft and/or robbery and related crimes, if a felony offense
Section 817.563	fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	incest
Section 827.03	child abuse, aggravated child abuse, or neglect of a child
Section 827.04	contributing to the delinquency or dependency of a child
Former Section 827.05	negligent treatment of children
Section 827.071	sexual performance by a child
Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05	encouraging or recruiting another to join a criminal gang

Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at _____ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE: _____ Date: _____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE: _____ Date: _____

Witness Whereof, Employee has attested to Good Moral Character on this date _____

SIGNATURE of Owner/Director: _____

Reporting Child Abuse, Neglect, Abandonment And Abuse, Neglect, and Exploitation of Vulnerable Adults

LAWS RELATING TO CHILDREN

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.

The Department of Children and Families is also responsible, as mandated in Chapter 39, F.S., for providing comprehensive protective services for abused, neglected and abandoned children in Florida by requiring that reports of each abused, neglected, or abandoned child be made to the Florida Abuse Hotline. The Department of Children and Families is committed to working in partnership with local communities to ensure the safety, well-being and self-sufficiency for the people it serves. Law enforcement takes the lead in all criminal investigations and prosecution.

In 2012, House Bill 1355 was passed into law and shall be referred to as "Protection of Vulnerable Persons" Ch. 2012-155 of the Laws of Florida. The bill adds to the current reporting requirements of 39.201, F.S removing the limitation that only "caregiver" abuse be reported to the hotline by requiring any person to report known or reasonably suspected physical or emotional abuse of a child by any adult person. The bill also requires any person to report known or reasonably suspected sexual abuse of a child by any person. The bill requires the central abuse hotline to accept any call reporting child abuse, abandonment, or neglect by someone other than a caregiver and to forward the concern to the appropriate sheriff's office for further investigation. The bill also states that the knowledge and willful failure of a person, who is required to report known or suspected child abuse, abandonment, or neglect is elevated from a first degree misdemeanor to a third degree felony. As a result, the potential prison sentence is raised from 1 year to 5 years, and the potential fine is raised from a maximum of \$1,000 to a maximum of \$5,000. In addition, the bill creates subsections 39.205(3) and (4), F.S., which provide penalties for Florida educational institutions whose personnel fail to report certain child abuse taking place on the campus of the institution or during an event or function sponsored by the institution. The bill subjects the institution to a \$1 million fine for each failure to report child abuse, abandonment, or neglect.

LAWS RELATING TO VULNERABLE ADULTS

The department is also responsible, as mandated in Chapter 415, F.S., for providing services to detect and correct abuse, neglect, and exploitation of vulnerable adults who, because of their age or disability, may be unable to adequately provide for their own care or protection. In taking action to prevent further abuse, neglect, and exploitation, the department must place the fewest possible restrictions on personal liberty and exercise of constitutional rights. The department's actions must be consistent with due process and protection from abuse, neglect, and exploitation. Law enforcement takes the lead in all criminal investigations and prosecution.

US Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division



FBI PRIVACY ACT STATEMENT

Authority:

The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C.534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. IO1-604; and Executive Orders I0450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Social Security Account Number (SSAN).

Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose:

Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

Routine Uses:

The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

Additional Information:

The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

FLORIDA DEPARTMENT OF LAW ENFORCEMENT

NOTICE FOR APPLICANTS SUBMITTING FINGERPRINTS WHERE CRIMINAL RECORD RESULTS WILL BECOME PART OF THE CARE PROVIDER BACKGROUND SCREENING CLEARINGHOUSE

NOTICE OF:

- **SHARING OF CRIMINAL HISTORY RECORD INFORMATION WITH SPECIFIED AGENCIES,**
- **RETENTION OF FINGERPRINTS,**
- **PRIVACY POLICY, AND**
- **RIGHT TO CHALLENGE AN INCORRECT CRIMINAL HISTORY RECORD**

This notice is to inform you that when you submit a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of conducting a search for any Florida and national criminal history records that may pertain to you, the results of that search will be returned to the Care Provider Background Screening Clearinghouse. By submitting fingerprints, you are authorizing the dissemination of any state and national criminal history record that may pertain to you to the Specified Agency or Agencies from which you are seeking approval to be employed, licensed, work under contract, or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes. "Specified agency" means the Department of Health, the Department of Children and Family Services, the Division of Vocational Rehabilitation within the Department of Education, the Agency for Health Care Administration, the Department of Elder Affairs, the Department of Juvenile Justice, and the Agency for Persons with Disabilities when these agencies are conducting state and national criminal history background screening on persons who provide care for children or persons who are elderly or disabled. The fingerprints submitted will be retained by FDLE and the Clearinghouse will be notified if FDLE receives Florida arrest information on you.

Your Social Security Number (SSN) is needed to keep records accurate because other people may have the same name and birth date. Disclosure of your SSN is imperative for the performance of the Clearinghouse agencies' duties in distinguishing your identity from that of other persons whose identification information may be the same as or similar to yours.

Licensing and employing agencies are allowed to release a copy of the state and national criminal record information to a person who requests a copy of his or her own record if the identification of the record was based on submission of the person's fingerprints. Therefore, if you wish to review your record, you may request that the agency that is screening the record provide you with a copy. After you have reviewed the criminal history record, if you believe it is incomplete or inaccurate, you may conduct a personal review as provided in s. 943.056, F.S., and Rule 11C8.001, F.A.C. If national information is believed to be in error, the FBI should be contacted at 304-625-2000. You can receive any national criminal history record that may pertain to you directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34. You have the right to obtain a prompt determination as to the validity of your challenge before a final decision is made about your status as an employee, volunteer, contractor, or subcontractor.

Until the criminal history background check is completed, you may be denied unsupervised access to children, the elderly, or persons with disabilities.

The FBI's Privacy Statement follows on a separate page and contains additional information.



Emergency Preparedness Plan Fun Time Early Childhood Academy

Fire Drills

Fire drills utilizing the alarm system must be conducted monthly at various dates and times when children are in care. For planned drills the alarm company (Tyco 1-800-289-2647) and fire department will be notified by the Office Manager. Each fire drill record must be maintained for a minimum of 12 months from the date of the fire drill. The fire drills conducted must include, at a minimum:

- One fire drill using an alternate evacuation route
- One fire drill during napping/sleeping times, and
- One fire drill in the presence and at the request of the licensing authority. This drill will be coordinated with the operator or designee.

The Education Director will maintain a written record of the fire drills showing the date, number of children and child-care personnel in attendance, evacuation route used, and time taken for all individuals to evacuate the premises. The Executive Assistant will take the Emergency Contact Binder and EPI Pens before exiting the building.

1. When the fire alarm sounds all adults and children must evacuate the facility.
2. Calmly get all children together. If necessary, drop and crawl to avoid smoke and close doors behind you.
3. A current attendance record and parent contact information must accompany staff out of the building during a drill or actual evacuation and be used to account for all children.
4. Leave building using practiced escape route or use an alternate route if necessary.
5. Line all children up outside in the meeting place on the parking lot. If necessary, move children to the alternate site location (Neighborhood Health Clinic).
6. Conduct a head count and notify Education Director if anyone is missing.
7. Stay together once outside until directed to go back inside.
 8. Call 911, parents, DCF, and complete incident report as soon as possible in the event of an actual fire.

Site Evacuation/Relocation

In the event we need to evacuate or relocate Fun Time, we will walk to the Neighborhood Health Clinic. The following procedures will be followed:

1. Get disaster supplies from the FACP Room.
2. Bring Emergency and Medical Binder with parent contact information, and a copy of Attendance Sheets.
3. Bring cell phone to contact parents.
4. A current attendance record and parent contact information must accompany child care staff out of the building during an evacuation and be used to account for all children.
5. Leave building and walk in a line with an adult at the front and back of the line.
6. Upon arrival, conduct a head count and notify education director if anyone is missing.
7. Call parents, DCF, and complete incident report.
8. Stay with children until all children are released to their parents.

Inclement Weather

You will hear an announcement that says, "This is a tornado drill, please take cover." At this time, it is important that children are moved to interior (window-free) rooms or hallways. Inclement weather drills shall be conducted a minimum of one time each per operating year when children are in care and the documentation of these drills must be maintained for 12 months from the date of the drill.

1. Listen for announcement of a Tornado Warning.
2. Classrooms 1, 2, 3, and 6 will move children quickly and quietly to the library.
3. Classroom 4 goes to the guest bathroom in the hallway.
4. Classroom 5 goes to the staff bathroom in the hallway.
5. Children are to sit quietly on the floor.
6. Children should "drop and tuck".
7. Account for all children.
8. Once the drill is over, you will hear the following announcement: "The tornado drill is over."
9. Notify and update parents of inclement weather and pick up procedures in the event of an emergency.

Lockdown

Lockdowns are to be used when there is a clear and present danger to children and staff. Examples are an active shooter on campus, an aircraft down on campus property, or a chemical spill requiring a defense in place response. When required, lockdowns are to be clearly announced without the use of codes or signals. Staff should immediately recognize and respond to the announcement of a lockdown situation. It is essential to deny access to anyone that might be in search of hostages or potential targets. Staff should remain extremely suspicious of anyone that attempts to gain access to a classroom or draw them or their children outside the classroom. Lockdown drills shall be conducted a minimum of one time each per operating year when children are in care and the documentation of these drills must be maintained for 12 months from the date of the drill.

1. Recognize and respond quickly to the announcement of a lockdown, "This a lockdown, this is not a drill"
2. Lock classroom or facility doors and turn off lights. Once the doors are locked, do not admit anyone including children. Perpetrators may use children under their control in an attempt to enter the classroom.
3. If outside, remain outside and gather children until directed to do otherwise. Scan the area for places of refuge and for unknown persons. Be particularly alert for persons with weapons. Children seeking to create a target-rich environment have used evacuations as diversions.
4. Account for all children and create a list of names of children not in the classroom.
5. Instruct children to go in the bathroom and sit on the floor in a sitting or crouching position: Get away from windows and doors. Keep all children quiet. Turn off the classroom lights.
6. Avoid making phone calls, particularly to the front office, since this may overwhelm staff handling the emergency and tie up your phone line against incoming calls.
7. Do not leave the classroom or allow children to leave. The assumption is that there is a condition or a person(s) on campus that presents a clear and present danger to children and/or staff and faculty.
8. All adults who do not have supervisory responsibility for children at that time proceed with caution to the designated area.
9. For a drill, listen for the safe school announcement. Have a plan for returning to normal with consideration toward restroom, water, and food needs of children.
10. In the event of an actual lockdown, wait for law enforcement to open bathroom doors.
11. Call 911, parents, DCF, and complete incident report as soon as possible in the event of an actual fire.

Shelter in Place

Shelter in place should be conducted when you are instructed to do so by emergency personnel, when a vapor cloud is seen, or smell an unusual odor.

1. Listen for announcement of a Shelter in Place.
2. Turn off all fans, heating, cooling & ventilation systems, kitchen exhaust fan, and clothes dryers.
3. Close and lock windows and doors.
4. Seal gaps around windows and doors if possible.
5. Classrooms 1, 2, 3, and 6 will move children quickly and quietly to the library.
6. Classroom 4 goes to the guest bathroom in the hallway.
7. Classroom 5 goes to the staff bathroom in the hallway.
8. Children are to sit quietly on the floor.
9. Account for all children and if necessary, provide a minimal amount of breathing protection like a mask or damp cloth.
10. Wait for specific instructions from local police or fire department.
11. Notify and update parents.

Hurricane Preparation

1. Ensure all documents is backed up in TEAMS
2. Bring in toys, bikes, and other loose items
3. Remove as many items as possible from the floor area and away from windows
4. Turn off and unplug all non-critical devices such as computers and appliances
5. Communicate closure and re-opening timeline to families
6. Relocate Class Roster and Parent Contact Information Sheets (Teachers)
7. Relocate Emergency Binder for on-going communication with families (Darlene)
8. Review communication plan for staff (Jessica)
9. Remove server and relocate (Jessica)
10. Box up and relocate children's records (Darlene)
11. Box up and relocate staff records (Charles)
12. Relocate vital records including insurance policies (Charles)
13. Inspect and secure grounds (Lester)

Emergency Procedures

A contingency plan for emergency or disaster situations needs to be in place when it may not be possible to follow standard emergency procedures. We must report and manage incidents or unusual occurrences that are threatening to the health, safety, or welfare of the children or child-care personnel to DCF. The following types of incidents must be addressed:

Lost or Missing Child

1. Conduct head counts of children when entering and exiting the classroom
2. If a child is lost or missing report it to the Director immediately for assistance
3. The Director will notify law enforcement, DCF, and parents
4. Available staff will assist in locating the missing or lost child

Suspected Maltreatment of a Child

Fun Time staff are Mandatory Reporters and are legally obligated to report suspected abuse. Child abuse should be reported to the Florida Department of Children and Families (DCF) through either the DCF statewide hotline (call 1-800-96-ABUSE)(1-800-962- 2873) or through the DCF website at <http://reportabuse.dcf.state.fl.us>. The hotline also accepts faxes at 1-800-914-0004 and web-based chats on their website. Failure to report child abuse to DCF is a third-degree felony. A person who knowingly and willfully makes a false report of child abuse, abandonment, neglect, or abuse of a vulnerable adult or who advises another to make a false report is guilty of a felony of the third degree. However, anyone making a report who is acting in good faith is immune from any liability.

Injuries or Illness Requiring Hospitalization or Emergency Treatment

If a child sustains injuries or an illness requiring hospitalization or emergency treatment the Director should be notified immediately. The Director will determine if an ambulance is needed for treatment and will notify parents. If an ambulance is called, staff should complete the Calling 911 Emergency Procedures for Unusual Incidents/Occurrences form to report when 911 was called and arrived. Important documents such as addresses/contacts, emergency forms should be gathered for first responders. Staff should still complete an Incident Report. If student is being transported, ensure arrangements are made for siblings. A Director or Staff Member must accompany the child to the hospital. The Director will notify DCF about Incident Report and will get witness information if needed.

Death of Child or Child Care Personnel

The Director will work with staff to identify closest friends of deceased, vulnerable children who might be most affected, and others who may require intervention. Director will provide announcement as well as how and where to go to counseling for support. Director will offer condolences to family and prepare a letter to parents to be sent home.